



Giggles and More Ltd

Childcare Agency

8 Deer Park, Fairways Business Park, Livingston, EH54 8GA

In-Home Childcare Policy

Purpose

This policy sets out expectations and standards for staff providing in-home childcare on behalf of **Giggles and More Ltd**. Our aim is to ensure children are cared for safely, homes are respected, and professional standards are maintained at all times.

Staff Responsibilities

1. Punctuality

- Staff must arrive at the parent/guardian's home on time.
- Any delays or issues should be reported to management immediately.

2. Risk Assessment

- Upon arrival, staff must complete a quick visual risk assessment of the environment to identify and minimise any hazards to the child's safety.

3. Maintaining the Home Environment

- Staff must respect the family's home, keep areas tidy during care, and ensure the home is left clean and orderly at the end of the session.
- No personal belongings should be left behind.

4. Use of Mobile Phones

- Mobile phones are not to be used during working hours, except where absolutely necessary.
- Phones may only be used to contact management, parents (if necessary), or in an emergency.

5. Communication with Parents

- Staff should only contact parents during the session if it is essential or in the event of an emergency.
- Any updates that are not urgent can be communicated at handover.

6. Child Safety and Wellbeing

- Staff must supervise children at all times and ensure their safety and wellbeing are the top priority.
- Staff must follow all safeguarding policies and procedures in line with **Giggles and More Ltd** standards.

Compliance

Failure to follow this policy may result in disciplinary action. Staff are representatives of **Giggles and More Ltd** at all times and are expected to maintain professionalism, reliability, and the highest standards of childcare.