

Writing an 'All about me' document - EYFS 2012

'All about Me' / child information forms are one of the first documents you will ask parents to write, alongside completing contracts, permissions, policies and procedures confirmations etc of course!

It is very important that you ask questions which will help you to care effectively for the child from their first days with you. There are also certain questions which must be asked to ensure you are meeting the requirements of the EYFS (2012).

Somewhere in your documentation - the 'All about Me' form is as good a place as any - you must ask about the child's...

- Full name and date of birth
- Name and address of every parent / carer known to the provider - including those with parental responsibility for the child
- Where the child normally lives
- Emergency contact details for parents
- Home language - so you can support the child (EYFS 2012 requirement 1.8) including any key words to help you communicate with the child
- Health requirements - including any special health needs, medication, illnesses, disabilities etc
- Allergies or dietary requirements, plus a list of favourite food and food the child actively dislikes
- Religious and / or cultural requirements

Other questions you might ask focus on the child's individual needs in a group provision. It is always useful to ask parents for a list of the things their child does in a normal day (their home routine) as well as specific questions about their needs, interests, likes, dislikes etc such as...

- Preferred name - what does the child like to be called?
- Child development notes from parents - these can be very helpful especially if a child has developmental delay or disabilities
- Individual information such as hair and eye colour, height, shoe size, picture of the child's parents / house etc is nice to record but not a requirement
- Nappy or toilet training requirements
- Sleep needs during the day
- How the child reacts to other children

- Favourite toys, games, colours, books, songs, dances etc
- Family members including pets and special people in the child's life
- Likes and dislikes
- Interests and things the child is good at / enjoys doing at home
- Places the child visits while with parents - such as playgroups or regular outings to see relatives or friends
- What makes the child happy or upset - and how parents normally support them
- Home celebrations or special festivals
- Level of independence - can the child wash their own hands, use a pencil, get water from a dispenser etc?
- Changes you might need to make to the environment, resources etc to ensure the child is included and able to access your provision. It is a requirement of the Equality Act 2010 that childminders are prepared to make 'reasonable adjustments' to their homes and gardens to accommodate children's needs
- Behaviour notes - how does the child react to various triggers such as tiredness, hunger etc? Does the child have tantrums and how do parents deal with them?
- Children's experiences at other settings or information about other settings the child attends so you can make contact with them and talk about sharing information with them to ensure the child makes good progress in all settings they attend
- Learning and development notes - you should ask parents for a very simple assessment of how their child's learning and development is progressing at home so you can use it as a starting point for your own initial assessments. Make sure you word this carefully - you want to know what their child can do and what they enjoy doing so you can build on the skills they have learned and developed at home...
- Leave plenty of space at the end for anything else parents want you to know about their child
- A hand print page is quite a nice addition - you can update it annually to show how the child is growing

Remember, some parents cannot write very well and others do not have a good understanding of English so you need to be very sensitive about this when sharing documentation with them. Make sure all your forms are easy to understand and be prepared to read questions or ask them via a friend who is acting as a translator.

Inform parents about your confidentiality policy (this does not need to be in writing as long as it is well explained) and inform them how long the document will be retained, when it might be shared, how it will be used etc.