**Magic Minders Membership Policy and Code of Conduct**

Worthing Childminding Association (WCA), also known as ‘Magic Minders’, is a committee run, not-for-profit organisation that was set up in 2001 by a small group of local childminders as a means to support each other and their children, and to promote the childminding profession.

**Membership:**

* Members will be sent an email one month before their membership expires, explaining how to renew.
	+ A reminder will be sent 2 weeks later and again on the renewal date.
	+ If payment has not been received by the due date membership will be suspended and the member will be removed from the vacancy circulation list.
	+ If payment has not been received within 10 days following the due date membership will be cancelled. The member will be removed from all mailing lists. All personal data will be removed from the group’s records after 6 months of the renewal date, with the exception of data relating to fees which will be retained for seven years for tax purposes.
	+ Late renewals received within one month of the due date will be backdated to the membership renewal date.
* All new and renewing members, including any associated childminder assistants, will receive a membership card via email accompanied bya receipt,copies of the Magic Minders membership policy and code of conduct (this document), drop-in policy, privacy policy, safeguarding policy and complaints policy and list of organisations that offer membership discount. This information is also available on the website.
* All members are required to comply with these policies.Failure to comply will result in membership being revoked, in which case, no refund of membership fee will be given.
* All members are warmly invited to attend committee meetings and share their ideas.
* Members (excluding nanny and associate members) are warmly invited to attend, speak, and vote at the AGM
* All members are welcome to organise themselves or help with the organisation of any events and fundraising schemes that will benefit the group, including being co-opted onto any relevant sub-committees

**Conduct:**

* We expect all members to respect one another and to welcome new members warmly, especially at group events and drop-ins.
* Members are the public face of Magic Minders and of the Childminding profession as a whole, so are expected to act in a professional manner at all times, including when out and about in the local community.
* Members wearing clothing featuring the Magic Minders logo, displaying the Magic Minders car sticker or using the Magic Minders logo on paperwork or in any other capacity should take particular care to remember they are an ambassador for the group and are expected to behave accordingly.
* Members are expected to follow this code of conduct and comply with all Magic Minders policies, which will be issued as part of the membership pack and are available on the website.
* Members should advise the committee of any concerns they may have regarding the group, a committee member, or individual members
* If, following an investigation, a member is found to be bringing Magic Minders into disrepute and/or failing to comply with these policies their membership will be revoked, and no refund given.

**Confidentiality, including social media:**

* Please remember that private information and concerns regarding childminded children and their families must not be discussed with other childminders, including on social media platforms, unless you have explicit consent from the parents to share this information, and any such discussions must be anonymised.
	+ If you need advice about a concern or issue, including a child’s development, this should be requested without identifying the child or family
	+ The anonymous post option should be used on social media.
* Take particular care when discussing personal information in public places as well as online.
* Photos of children must not be posted online without explicit, written consent from the children’s parents.
* These points also apply to discussions about other childminders.

**Vacancy Scheme:**

* Please only reply to vacancy requests if you have an appropriate vacancy:
	+ You must be within the geographical area specified and available for the age group and times/days requested.
	+ If a request is sent out a second time and you can meet most, but not all the requirements, you may respond, stating this.
* Members must not discuss their opinions of other Magic Minder members to parents when they visit.
	+ This is a breach of confidentiality and is unprofessional
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