

 **The**

 **Early Years**

 **Team**

**Guide to Becoming**

**A Registered Childminder**

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**Nottingham City Council**

**Early Years Team**

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**PART ONE: Introduction**

There is a lot of information to take in when you start the process to become a registered Childminder and choices to make as to whether to register independently with Ofsted or join a childminder agency. Whichever route you choose the following pages have been put together to guide you.

Before embarking on a career in childminding talk to the other people who share your home about the impact that childminding will have on your household.

**We recommend you read this document in full so that you:**

* Understand what is required to become a Childminder
* Are aware of how to successfully register with Ofsted (Office for Standards in Education, Children’s Services and Skills) or a Childminder Agency

**PATHWAY TO REGISTRATION**

There are a number of steps to take on the pathway to registration. Some must be done in order, while others can be done at the same time. The following list outlines some of the required actions.

1. Read the Ofsted guide to registering as a childminder

<https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/childminders-and-childcare-on-domestic-premises-registration>

1. Read the document [Statutory Framework for the Early Years Foundation Stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)
2. Read the non-statutory guidance documents [Development Matters](https://www.gov.uk/government/publications/development-matters--2) and [Birth to 5 Matters](https://birthto5matters.org.uk/)
3. Do your research – Carry out a feasibility study, is there a need for childminding in your area?
4. Contact Nottingham City Families Information Service (FIS) on 0800 458 4114 for information about booking onto a childminder briefing (your local childminder agency will also hold briefings)
5. Complete Childminder statutory pre-registration training, information about Nottingham City Early Years Childminder pre-registration training is on page 9 of this document (**NB. You must have completed the induction training before you can make an application to Ofsted)**
6. Write your business plan
7. Apply online for your Disclosure and Barring Service (DBS) check(s) (**NB. Each person, aged 16 years or older, connected with your Ofsted application must have received their completed DBS check before you can apply to Ofsted. It is not compulsory but Ofsted like all applicants and anyone connected with their application to have also joined the DBS update service)**
8. Contact your GP to complete an [Childcare and children’s social care health declaration form](https://www.gov.uk/guidance/childcare-and-childrens-social-care-health-declaration-form)
9. Complete [Ofsted online application forms](https://www.gov.uk/guidance/apply-to-register-as-a-childminder)
10. The whole registration and training process can take between 3 and 9 months. Once you are registered it is vitally important that you keep the required qualifications up to date and continue your own professional development, therefore, you will need to build INSET days into your work schedule.

**What is the definition of a Childminder?**

***The legal definition of a childminder is a person who works with children for more than 2 hours a day in their own home for reward***

A Childminder is one person, who can work with up to two other people at any time, looking after children on *domestic premises* for *reward* where:

* at least one of the children is aged under 8
* you care for at least one child for two or more hours in any day and
* the care takes place in your own home or another home that is not the child’s home

*Domestic premises* means someone lives there: this means it is someone’s home that is mainly or wholly used as living accommodation. This is usually your own home, but can be any domestic premises. For example, you can work with another registered Childminder at that person’s home.

*Reward* is usually money, but can be any form of payment including goods, vouchers or money’s worth. If you are paid for caring for children, you **must** register as a Childminder. People may care for children without registration on domestic premises, if they **do not** accept a reward for doing this. This allows people to care for friends’ children as a favour or for a gift.

In addition, if you are only caring for the children of a friend on domestic premises, but you are receiving payment, you can do this for up to three hours per day without needing registration.

Childminders can either:

* Register with Ofsted’s on Early Years Register, the compulsory and voluntary parts of the Childcare Register, or both registers
* Register with a Childminder Agency

PLEASE NOTE: If four or more people work together on domestic premises on any one day, the law does not count this as childminding, but as ‘childcare on domestic premises’.

**Childminding is a Business!**

Childminding is a rewarding career and can fit well with family commitments. As you will be self-employed and running a small business from your own home, you can be flexible with the hours you operate and the ages of children that you care for.

**Costs Involved**

As with any business there are set-up costs and there are ongoing costs which you will need to fund yourself.

**Ofsted Registration:** The fee will either be £35 or £103 depending on which register you apply to join (you will receive more information on the different registers at the Childminder Briefing.

**Public Liability Insurance:** This has to be in place as soon as you register even if you don’t have minded children. This will cost approximately £60 - £100 depending on your insurance provider.

**Car and House Insurance:** Some companies charge additional premiums to include business use or contents cover if you are childminding, please check with your insurance company.

**Safety equipment**: Three basic items are compulsory for all childminders:

* A fire blanket
* At least one smoke alarm on each floor of your home
* A good first aid kit for your home and one for outings

**General Practitioners’ Fee:** Your GP needs to complete a Health Declaration Form for you. The cost may vary across the City as each GPs practice sets their own fees for work like this.

**Toys and equipment:** These costs will vary depending on your individual circumstances and what you already have. You may need to purchase extra child car seats, a double buggy, cot or travel cot.

**Early Years Business Resources and Business Planning**

It is important that as a small business you consider what your business plan may look like. Taking into account:

* How you are going to market your business
* Are your prices realistic?
* Do you understand about small businesses

Many established Childminders are very willing to share their knowledge and experience with newChildminders. Join your local Childminder Group and make contacts. EYFS Support Workers and other members of the team have seen many examples of good practice and will gladly offer their support

More information can be found on the Early Years website

[**https://www.nottinghamcity.gov.uk/earlyyears/starting-a-childcare-business/starting-a-childminding-business/**](https://www.nottinghamcity.gov.uk/earlyyears/starting-a-childcare-business/starting-a-childminding-business/)

**Business support and business planning:**

At the request of the Department for Education the Professional Association of Childcare and Early Years (PACEY) have developed a free to access on line business support package for childminders entitled [Business Smart.](https://www.pacey.org.uk/business/)

**Ofsted**

Ofsted is the government body responsible for the registration and inspection of Childminders [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted). Ofsted’s legal powers are set out in the Childcare Act 2006 [www.legislation.gov.uk/ukpga/2006/21/contents](http://www.legislation.gov.uk/ukpga/2006/21/contents). A rigorous process for registration is important, because this gives the best protection for children and reassurance to parents.

**Ofsted’s role is to:**

* register applicants
* inspect Childminders regularly after registration
* consider any information about Childminders that suggest they may not be meeting requirements for registration
* take enforcement action when necessary

Inspecting registered Childminders contributes to improving the quality of childcare and early education by making judgements about the quality of the care that Childminders offer and recommendations about how to improve this. Where there are serious concerns Ofsted takes other enforcement action to bring about improvement.

Ofsted often receives information from parents and others about the childminding provision. To ensure that registered providers continue to remain suitable for registration Ofsted may carry out an inspection, refer the information back to the Childminder or investigate the matter.

Where Childminders cannot provide evidence that they meet statutory requirements Ofsted may give them actions to improve. Where there are serious concerns Ofsted may take other enforcement action to bring about improvement. These powers include, in extreme cases, prosecution and refusal, suspension or cancellation of registration.

**Childminder Agencies**

You can register as an independent childminder or you may wish to join an Ofsted registered childminder agency. These were introduced in 2013 by the Department for Education. These are organisations that offer a range of services for childminders who register with them for a fee. Each agency operates differently therefore you should contact your local agency to see what services they offer.

In the main, this guide covers what you need to do about registering as an independent childminder, if you would like to find out more about registering with an agency you can contact a Nottingham based social enterprise which is an Ofsted registered childminder agency, you can access their website by going to: <https://www.athomechildcare.co.uk/become-a-childminder-educator/>

**Support from Nottingham City Early Years Team**

The Local Authority Early Years team will provide advice and guidance to assist with your pathway to registration including access to Quality Assured subsidised training. For more details please see the training information on page 7

**Support from Families Information Service**

The Families Information Service (FIS) will send you information on upcoming Childminder Briefings and details of how to book a place. They provide information about registered childcare to parents by telephone, post or online via Nottingham City Council [Ask Lion](https://www.asklion.co.uk/kb5/nottingham/directory/landing.page?directorychannel=3_1) website. Once you are registered with Ofsted you can be included in this service.

**PART TWO: Pathways to Registration**

This section describes the actions you have to take to prepare and progress onto the pathway to registration.

**The Statutory Framework for the Early Years Foundation Stage (EYFS)**

**ACTION: Print a copy and read the document.**

[www.foundationyears.org.uk/eyfs-statutory-framework](http://www.foundationyears.org.uk/eyfs-statutory-framework)

This document sets out all the legal requirements of the EYFS. It includes detailed information on childcare providers’ obligations. The requirements are what you must do by law and what you will be inspected on.

There are three sections to the requirements:

• The Learning and Development Requirements

• Assessment

• The Safeguarding and Welfare Requirements

It is **essential** that you read this document as you will be inspected under these requirements. We recommend that you print it and go through it very carefully

**Development Matters, and Birth to 5 Matters**

**ACTION: Read the documents:**

[Development Matters](https://www.gov.uk/government/publications/development-matters--2) and [Birth to 5 Matters](https://birthto5matters.org.uk/)

The non-statutory guidance documents Development Matters and Birth to 5 Matters provide information and guidance in order to support children’s development in the EYFS. They gives age appropriate guides to what you can expect to see as a child develops.

There are three prime areas of learning and development:

* Communication and Language
* Personal, Social and Emotional Development
* Physical Development

There are also four specific areas:

* Literacy
* Mathematics
* Understanding the World and
* Expressive Arts and Design

Both documents are non-statutory which means they are not legally binding and you can choose to use either to support your provision.

The documents are available free of charge online to read or print. You can also buy hard copies from many retailers.

**Childcare Sufficiency: Is there a need for childminding in your area?**

**ACTION: Carry out research to support you with your business planning**

To ensure that your childminding business will be sustainable you need to be aware of the provision that is already available in your area and investigate whether there are any gaps with certain age ranges. Nottingham City Families Information Service (FIS), 0800 458 4114 holds Information about current local provision.

**Your Premises**

**ACTION: Is planning permission required?**

Check with your local planning department to find out whether you need planning permission to run a business as a Childminder. If you rent your property, you must get written permission from your landlord in order to run a childminding business from your home.

**Childminder statutory pre-registration training**

**ACTION: Undertake the training**

When choosing training to set up a childminding business it is important that you follow guidance from Ofsted and the Early Years Foundation Stage (EYFS) Statutory Requirements. You must complete a Paediatric First Aid course and training which helps you understand and implement the EYFS (unless you have working knowledge of EYFS) before you can register with Ofsted. You may only submit an application to Ofsted if you have already completed this training. Nottingham City Early Years childminder statutory pre-registration training has been quality assured by the Local Authority, including Safeguarding and Promoting Children's Welfare which has been approved by Nottingham City Safeguarding Board.

Please see below for details of the childminder briefing and mandatory training:

**Childminder Briefing (Information)**:

This will give you information about the 'ins and outs’ of becoming a childminder as well as:

* The Early Years Foundation Stage (EYFS)
* Safety checking your home prior to registration and inspection
* Statutory training and booking information
* Ofsted registration application process and the opportunity to ask questions

**Statutory pre-registration training offered by Nottingham City Council Early Years Team**

* EYFS Statutory Framework course including an assessment of understanding at the end of the course
* Paediatric First aid
* Safeguarding and Promoting Children's Welfare

For more information about these training courses and to book please see the [Nottingham City Early Years website](https://www.nottinghamcity.gov.uk/earlyyears/cpd-training/)

**Advice and Guidance**

The Early Years team also provide the following:

* Free termly newsletter keeping you up to date with the latest Early Years and Childcare news available to download from the Early Years website
* Stay Connected email bulletins keeping you up to date

**Disclosure and Barring Service checks (DBS)**

**ACTION: Apply for checks.**

Before you can register with Ofsted they will require you to have had Disclosure and Barring Service (DBS) checks for everyone aged 16 or over that either lives at or works from your premises. You can start your check via the Ofsted DBS Portal online [www.ofsteddbsapplication.co.uk](http://www.ofsteddbsapplication.co.uk)

Each person connected with your Ofsted application must have received their completed DBS check prior to you applying to Ofsted. You cannot apply without this.

Ofsted advise that registering with the DBS update service is good practice:

* Register with the DBS update service within 19 days of the date of issue of your DBS certificate.

**Applying to register (Ofsted)**

**ACTION: Apply directly online**[www.gov.uk/register-childminder-childcare-provider](http://www.gov.uk/register-childminder-childcare-provider)

• apply online (you will be asked to create a Government Gateway account.)

• fill in and submit a health declaration booklet [www.gov.uk/guidance/childcare-and-childrens-social-care-health-declaration-form](http://www.gov.uk/guidance/childcare-and-childrens-social-care-health-declaration-form)

You will need a few things to hand when applying i.e. the dates of training you have completed, three references (which should include one from your previous employer), the previous DBS reference number if you have applied for one before and Ofsted pre-registration advice

[www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted](http://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted)

**Where you need to register (which register)**

**ACTION: Read the guidance. Prepare for registration**

<https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted>

You will need to register on:

* The Early Years Register if you intend to care for children from birth to 31 August following their 5th birthday
* The compulsory part of the Childcare Register if you intend to care for children from the end of the Early Years Foundation Stage to 7 years of age
* You can also choose to register on:
* The voluntary part of the Childcare Register if you intend to care for children aged between 8 and 17 years

You can apply to register on all of the above at the same time on one application. If you want to do this, use the Early Years Register application form. One registration fee will apply.

**When you are not permitted to register**

**ACTION: For information only**

You cannot register if you:

* are the parent, step-parent or relative of the child you will be caring for
* have parental responsibility for the child
* are a foster parent to the child
* only care for children for two hours or less a day
* provide care for friends where no payment is made, or three hours or less per day where you accept payment from your friend
* care for the child between the hours of 6pm and 2am only
* provide home education
* provide no more than two types of the following activities for children aged 3 and over and any care is incidental to these activities:
1. school study or homework support
2. performing arts, arts and crafts or sport
3. religious, cultural or language study

**The Registration Visit (Ofsted)**

**ACTION: Read the guidance. Prepare for the visit**

<https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted>

Following your application to Ofsted they will arrange a Registration Visit to your premises.

The Inspector will check:

* your understanding of any risks to children on your premises, to ensure that you know how to keep your home safe and suitable for childminding
* your understanding of the Early Years Foundation Stage
* you are ready to begin caring for children and helping them to learn and develop from the point of registration ,including safety equipment and toys/activities
* your understanding of the number and ages of children you may care for
* Your identity and other relevant documents, such as qualifications, First Aid certificate, childminding training, documents relating to your car if you intend to transport children, your policies and risk assessments

After the visit Ofsted confirms:

* whether you are suitable to be registered
* whether there needs to be any conditions or restrictions placed on your registration
* whether others connected with your application are suitable to work or be in regular contact with children

When all checks are complete Ofsted sends you either:

* a letter granting registration and your Certificate of Registration setting out any conditions of registration, or
* a notice of its intention to refuse registration

**PART THREE: Actions to take once you are registered**

**Compliance**

**ACTION: Comply with Ofsted’s conditions of registration**

Once registered as a Childminder you must comply with Ofsted’s conditions of registration which includes the need to display:

* Your Certificate of Registration
* Your Public Liability Insurance certificate
* The Ofsted poster for parents

[www.gov.uk/government/publications/poster-for-parents-childcare](http://www.gov.uk/government/publications/poster-for-parents-childcare)

* Safeguarding poster with the contact number for Children and Families Direct (*NB* you will also need to show the correct out of hours contact number). Details can be found at:

<https://www.nottinghamcity.gov.uk/information-for-residents/children-and-families/children-and-families-direct/>

 Ofsted will inspect you at regular intervals and publish your inspection report on its website. They will contact you to advise you how to pay your annual registration fee to remain registered.

**Child Protection and Safeguarding**

**ACTION: Read the procedures. Bookmark the website in your browser. Refer to the procedures in your policies** [www.nottinghamcity.gov.uk/ncscb](http://www.nottinghamcity.gov.uk/ncscb)

You will need to be aware of the Local Safeguarding Children Partnership procedures. Every childcare practitioner has a duty to report all concerns regarding the welfare of any aged child. This must be reported to Children’s Services, in line with the Childcare Act 2006 and Local Safeguarding Children Partnership procedures.

**Prevent Duty**

**ACTION: Download and read the Prevent Duty Departmental advice** [www.foundationyears.org.uk/files/2015/06/prevent-duty-departmental-advice.pdf](http://www.foundationyears.org.uk/files/2015/06/prevent-duty-departmental-advice.pdf)

**ACTION: Undertake the online awareness training** <https://www.elearning.prevent.homeoffice.gov.uk/screen2>

**Income Tax**

**ACTION: Notify the Inland Revenue as soon as you start working as a Childminder**

HMRC now have webinars (live or recorded online tutor–led seminars) and online learning for Childminders on how to register for and pay tax, these will be emailed to you by the Early Years Team. More information can be found on the Inland Revenue website [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

**Health and Safety**

**ACTION: Risk assessments**

You will need to carry out risk assessments of your home and any outings you may go on with children. The Health and Safety Executive provides information for you: <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

**Infectious diseases**

**ACTION: Infection Control**

You will need to take steps to safeguard children from infectious diseases. There is guidance on infection control which you need to have:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

**Smoke-free legislation**

**ACTION: Research**

Childminders homes have to be smoke-free while children are being cared for.

For more smoke-free advice go to <https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/>

**Public Liability Insurance**

**ACTION: Take out a policy once your registration visit is confirmed**

You will need to show that you have made provision for Public Liability Insurance.

**Motor Vehicle Insurance, Car and Road Safety**

**ACTION: Inform your motor insurer. Use appropriate car seats**

If you plan to use your vehicle as part of your childminding business you must inform your motor insurer to arrange business insurance cover for your vehicle. Advise them that you will be using your vehicle as part of your childminding business. Ofsted inspectors will ask to see your MOT certificate, Insurance Policy document and Driving License during your registration inspection. If are you going to use your car to carry minded children, you will need to use appropriate car seats. [www.childcarseats.org.uk/](http://www.childcarseats.org.uk/)

**Paperwork**

**ACTION: Record keeping**

As a registered Childminder, you will have to keep records, which will include:

* **EYFS progress check at age 2: ‘A know how guide’:** Parents and carers must be supplied with a short written summary of their child’s development in the three prime learning and development areas of the EYFS.

The ‘Know how guide’ provides you with guidance on how to carry out the progress check on children aged between 2 and 3 years of age. The aim is to review a child’s progress and share this with parents. Checks should take place between 2 and 2½ years of age. The document is free to download and print but you can purchase paper copies via many retailers.

**Action: Contracts**

For each family whose children you care for, you will need to have a contract which details the hours that you will work, the service you will provide and any notice period.

**ACTION: Develop policies and procedures**

It is wise to put together a portfolio of policies and procedures which you must have a working knowledge of and planned review dates to keep them updated. This will act as a guide to how you run your childminding business and how you meet the legal requirements of the EYFS.

It is very reassuring for parents to see a well organised portfolio. Even though it is not a legal requirement for Childminders to have written policies, it is much easier to prove that you have a policy/procedure if it is in writing and it is much easier to share this. When you have a full Ofsted inspection your portfolio will contain a lot of the evidence that the inspector will assess to see whether or not you meet all the legal requirements under the EYFS and the Childcare Register. You must display your Registration Certificate and Public Liability Insurance certificate in your home but keep copies in your portfolio. The other legal documents that you could put in your portfolio:

1. copy of your motor vehicle insurance (if you use a car for your business)
2. copy of your introductory training certificates and ongoing CPD

Once you have worked as a registered Childminder and have received letters of thanks or recommendation, this is a good place to keep them

**Safer Food (being a food provider)**

**ACTION: Look up**

[www.food.gov.uk/business-industry/caterers/sfbb/sfbbchildminders](http://www.food.gov.uk/business-industry/caterers/sfbb/sfbbchildminders)

The Food Standards Agency has produced a special pack called ‘Safer food, better business for Childminders’

**Equal Opportunities**

**ACTION: Read the guidance online**

[www.gov.uk/equality-act-2010-guidance](http://www.gov.uk/equality-act-2010-guidance)

The inspector will want to know what you understand by equality of opportunity and if you are aware of your responsibility under the Equalities Act 2010. This applies to all childcare providers from the point of registration.

**Data Protection**

**ACTION: Register with the Information Commissioners Office if required**

PACEY has confirmed with the Information Commissioner’s Office (ICO) that Childminders’ data protection responsibilities under the Data Protection Act 1998 are as follows:

* If you keep all your childminding records on paper, you do not need to notify the ICO.
* If you keep information about the names, ages and addresses of children and their parents, details of payments, or any data for staff administration on a computer, purely for accounts and records purposes, you are also exempt from notification.
* If you keep more extensive records, or information of a more sensitive nature, for example about children's health, behaviour or development, on a computer then you need to contact the ICO to find out if you need to register.
* If you are going to be taking digital photographs of the children in your care, you will be expected to register with the ICO.

The ICO will publish the address you give them on their website. If you do not want this to happen you can provide an alternative one. Contact the FIS if this is a problem for you. If you are in any doubt about whether or not you have to notify, contact the ICO. You can either complete your notification online at [www.ico.org.uk](http://www.ico.org.uk)

**Support after Registration**

* The EYFS Support Workers from the Early Years team will contact you periodically with any practice updates, changes to legislation and any other new information
* Termly newsletters are available on the Early Years website and contain news and articles useful for childminders <https://www.nottinghamcity.gov.uk/earlyyears/early-years/early-years-newsletters>
* Training: The Early Years Team provide ongoing training for childcare practitioners; check out our brochures on the Early Years website <https://www.nottinghamcity.gov.uk/earlyyears/cpd-training/>
* [Early Years Website](https://www.nottinghamcity.gov.uk/earlyyears/)

**Frequently Asked Questions**

**How long will it take to become registered?**

On average it takes 4-6 months to become registered, but this will depend on

• How quickly you start your training

• Your DBS check(s) processing time

• Ofsted’s application processing time

**Do I have to complete the Ofsted registration online?**

Yes, all Ofsted applications for childcare are completed online.

**How many children can I look after?**

The number of children you may care for as well as the indoor space requirements you must adhere to are set out in Section 3 (The Safeguarding and Welfare requirements) of the Statutory Framework for the Early Years Foundation Stage.

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

**How much will it cost to become registered?**

* Ofsted costs vary between £35- £103 depending on which register you apply for. This fee is paid directly to Ofsted
* If you choose to undertake your training with Nottingham City Council Early Years the cost of the statutory pre-registration training is listed on page 9 of this document
* Each DBS check and annual update will cost £65

**I am not working, are there any other options to cover the cost of training?**

It may be possible to receive funding if you are a job seeker/receiving benefits (you will need to contact your Jobcentre who will advise)

**What other training and support is available to me after I register?**

The Early Years Team provides ongoing Continuous Professional Development (CPD). Our EYFS statutory Framework CPD brochure is available to download from our website.

<https://www.nottinghamcity.gov.uk/earlyyears/cpd-training/>

**I was previously an Ofsted registered childminder but resigned. Do I have to train and apply again?**

Yes, you will need to apply to Ofsted again. You will only need to complete a Paediatric First Aid qualification if your previous training was completed more than 3 years ago. You will not need to retake your childminding training course if it is equivalent to the current requirements. Contact Ofsted directly to check and read this information document in full.