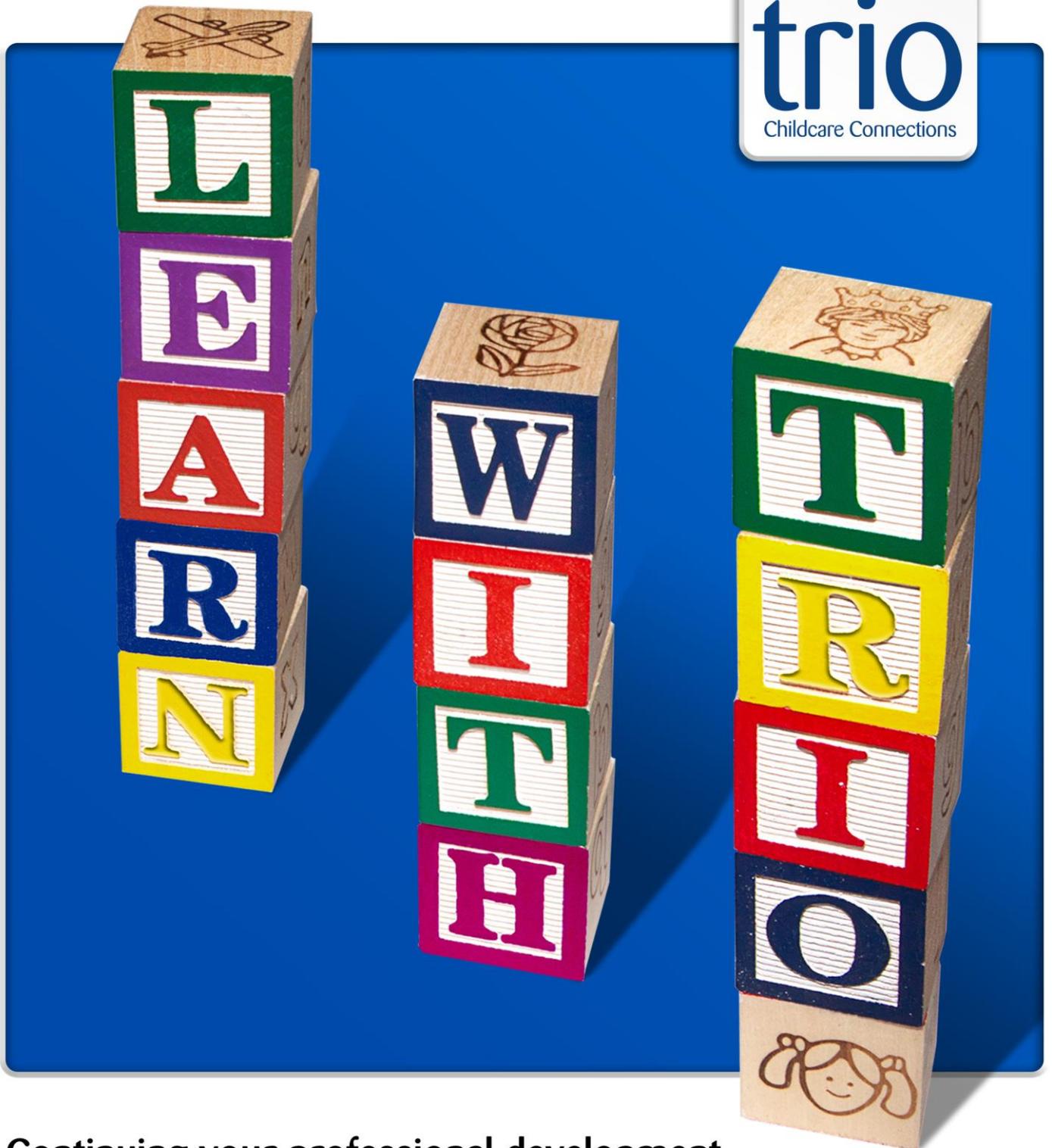


# Steps to Registration

For individuals who wish to become a registered childminder

Last updated March 2017



Continuing your professional development



## INFORMATION PACKAGE

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# Steps to Registration

This information package supports childminders through the registration process.



## Steps to Registration

Registered Childminders work in their own homes to provide care and learning opportunities for other people’s children in a family setting. They can work alone or with a maximum of two assistants at one time. Childminders have the options of registering on the Early Years Register, the Childcare Register or both.

In England, individuals need to register as a childminder with Ofsted or a Childminder Agency if they are paid<sup>1</sup> to look after one or more children under the age of 8 years that they are not related<sup>2</sup> to for more than two hours a day or more than three hours a day if they are children of friends.

The Ofsted *Early Years and Childcare Registration Handbook* explains who is exempt from registering ([www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england](http://www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england)).

### **The Early Years Register**

Childminders need to register on the Early Years Register, if they wish to care for children from birth until the 31<sup>st</sup> August after their fifth birthday. Childminders need to meet the legal requirements laid out in the Early Years Foundation Stage Statutory (EYFS) Framework. To download the EYFS Statutory Framework and associated guidance documents please follow the link:

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

### **The Childcare Register**

Childminders need to register on the Childcare Register if they wish to care for children from the 1<sup>st</sup> September after their fifth birthday. There are two different parts to the Childcare Register:

- The Compulsory part is for children aged between 5 and 8 years old.
- The Voluntary part is for children over 8 years old.

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<sup>1</sup> Payment is defined by Ofsted as “a ‘payment of money or money’s worth’ but does not include the provision of goods or services; it means payment for or towards the costs involved in the childcare, such as a contribution to heating and lighting, or paying for food or repairs to the place where the childminding happens” - *Early Years & Childcare Registration Handbook* December 2015

<sup>2</sup> A relation is defined by Ofsted as being the grandparent, aunt, uncle, brother or sister of a child (or half-brother or sister) or someone you are related to through marriage or civil partnership.



If registering on the Childcare register, childminders need to meet the corresponding legal requirements. The requirements of the Childcare register are available in the Early Years & Childcare Registration Handbook:

[www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england](http://www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england).

## ***Different types of Childcare provision***

There are different types of childcare provision and they can sometimes cause confusion as there are subtle differences between some. The definitions are:

- *A Registered Childminder* – An individual who cares for children in their own home for more than 2 hours a day for reward (3 hours if only caring for friends' children). You do not need to register to care for your own children, grandchildren, nieces or nephews. If you are caring for a family member you can only register if it is your intention to care for other children not related to you at the same time.
- *Home Childcarer* – An individual who provides childcare services in the children's own home.
- *Childcare on Domestic Premises* – Four or more individuals caring for children in a domestic premises (one of these individual's own home) including for example, a childminder and three assistants.
- *Childcare on Non-Domestic Premises* – Childcare services that take place on a non-domestic premises for example, preschools, nurseries etc.
- *Childminders and childcare on domestic premises providers can offer care on approved non-domestic premises for up to 50% of the time* – see Ofsted's Early Years & Childcare Registration Handbook for more information.

## **The Role of Ofsted**

Ofsted (the Office for Standards in Education, Children's Services and Skills) registers and inspects those who provide education, early education or childcare for children aged from birth up to their eighteenth birthday. They are responsible for the registration and inspection of Childminder Agencies and independent Ofsted registered childminders.

## **The Role of the Local Authority**

Local Authorities have a duty to ensure, as far as reasonably practicable, that there is sufficient childcare to meet the needs of parents. The LA should secure information, advice and guidance for Ofsted registered providers judged 'good' or 'outstanding' and they should also secure training to meet the needs of Ofsted providers judged less than 'good'.



Potential Childminders should contact their local authority prior to applying to register with Ofsted as they can tell you the types of support and training available before and after registration. They should also be able to give information about and signpost to the Childminder Agencies that operate in the area.

Local Authorities may provide information and advice on how to register with Ofsted as a childminder through briefing sessions either online or during a meeting. Until September 2014, registering Childminders had to attend a Local Authority approved training course – this is no longer the case, but they do need to have completed training which helps them to understand and implement the EYFS before they can register with Ofsted.

## Childminder Agencies

Childminder Agencies were introduced in September 2014. Childminder Agencies are registered and inspected by Ofsted and the Agency is responsible for the registration, support and inspection of its childminders. Childminders can choose to register with either Ofsted or any Childminder Agency that operates within their area. More information on Childminder Agencies is available at: [www.foundationyears.org.uk/child-minders/](http://www.foundationyears.org.uk/child-minders/)

Trio Childcare Connections registered as a Childminder Agency in December 2014 and opened for registrations in late March 2016 – for more details, see [www.triochildcare.co.uk/childminders.aspx](http://www.triochildcare.co.uk/childminders.aspx) or contact [training@triochildcare.co.uk](mailto:training@triochildcare.co.uk).

## Independent Ofsted Registered Childminders

Ofsted inspectors visit an individual who applies to become an Ofsted registered childminder to carry out an interview with them and to confirm that their premises and equipment are suitable to be used for childcare. Inspectors must be sure that applicants can deliver the Early Years Foundation Stage and meet all the requirements for registration.

After registration they inspect all Ofsted registered providers on the Early Years Register at least once every three to four years to ensure that they remain suitable to provide early years care and education. A report is written and is published on their website. They grade each judgement on a four-point scale: outstanding, good, requires improvement (formerly satisfactory) and inadequate. Ofsted have powers to make sure that providers keep to the requirements and conditions of their registration.



## ***The Ofsted Registration Process***

Please see below the link to the Ofsted website which has the most up to date information and procedure on how to register with them as a childminder. Applications to register must be carried out online

[www.gov.uk/register-childminder-childcare-provider](http://www.gov.uk/register-childminder-childcare-provider).

The information below relates to registering as an independent childminder with Ofsted – Childminder Agencies will have their own processes for registering childminders<sup>3</sup>.

### **Prior to Applying to Ofsted**

Before applying to Ofsted to become a Registered Childminder, you must have:

- Completed a Childminding Pre-Registration Course
- Completed a Disclosure and Barring Service (DBS) application for yourself and anyone over the age of 16 that lives or works in your home. Everybody associated with the application must join the DBS update service within 19 days of the issue of the DBS certificate and they must give their consent to Ofsted re-checking their DBS certificate at least every 6 months. Identity documents need to have been checked as indicated on the website.
- Completed a paediatric first aid course or have a date for completion of within 8 weeks of application
- Submitted your health declaration booklet to your GP
- Contacted your references
- Paid the application fee
- Appropriate premises, equipment and resources for caring for children from birth to five.

#### ***1. Pre-Registration Training***

##### **Childminding Briefing Sessions**

Individuals who are interested in registering with Ofsted as a childminder will need to contact their local authority to see whether they offer a local pre-registration briefing session; alternatively, this information could be available online.

##### **Approved Childminding Pre-Registration Course**

Individuals who would like to continue through to registration with Ofsted need to complete a pre-registration childminding course, which may be either taught or online. Childminders must

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<sup>3</sup> For information on Trio's Childminder Agency registration process contact [training@triochildcare.co.uk](mailto:training@triochildcare.co.uk).



have completed training which helps them to understand and implement the EYFS before they can register with Ofsted. Please visit [www.triochildcare.co.uk](http://www.triochildcare.co.uk) for details of our Childminding Registration Course, which will provide those seeking to register with Ofsted with this information.

You must complete all aspects of the training prior to applying to Ofsted. Ofsted will require to see proof of completion of the Childminding Registration Course during their Registration visit.

Childminders must have and implement a policy, and procedures, to safeguard children and these should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB). You should attend child protection training taking into account advice from the Local Authority or LSCB on appropriate courses.

## *2. DBS Checks (Disclosure and Baring Service)*

The DBS check is a replacement for the Criminal Record Bureau (CRB) check. Individuals registering as a childminder, have to have a DBS check completed. In addition any individual aged 16 or over living or working in the home where the childcare will take place will also need a DBS check. Everybody associated with the application also needs to have registered with the DBS update service within 19 days of the date their DBS certificate is issued and they have to give consent to Ofsted re-checking their DBS certificate at least every six months. Failure to do this will mean they have to obtain a new DBS certificate.

Registered childminders also need to complete a DBS check every time an individual in the home reaches the age of 16. Any new individuals over the age of 16 moving into the home or working in the home will also need DBS checks completed. Each of these will also have to register with the DBS update service. You need the DBS check certificate numbers to complete your Ofsted Childminder registration application.

DBS checks for Ofsted have to be carried out through the Capita website:  
<http://ofsteddbapplication.co.uk/Step-One.aspx>.

This website will also give you guidance on how to get your ID checked.

Details of the Capita Organisation reference number required to complete the DBS application are available on the Capita website:  
<http://ofsteddbapplication.co.uk/step-two>

Registration with the DBS update service is via [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service).



The requirements for a DBS check and DBS update registration for every individual over the age of 16 associated with the childminder's application do not apply where the premises are non-domestic under the 50% rule – i.e. if the childminder operates for less than 50% of their time in a non-domestic premises, it is not necessary to obtain a DBS check for every individual at the non-domestic premises, but it is for all those at the registered domestic premises (most likely the childminder's home). For more information see Ofsted's *Early Years and Childcare registration Handbook*.

### 3. First Aid training

At the time of application you will need to have either completed a paediatric first aid course or have a date for completion of within 8 weeks of making your Ofsted application. Paediatric first aid training must be relevant for workers caring for young children and where relevant, babies; the training must cover the course content as for St John Ambulance or Red Cross **paediatric** first aid training and must be renewed every three years. A paediatric first aid course is a legal requirement of both registers and any assistants who are left in sole charge of children will also need to hold a first aid certificate. Ofsted will require to see proof of completion of this training course during their Registration visit.

### 4. Health Declaration Booklet

You need to have sent the health declaration booklet to your GP prior to making your Ofsted childminder application. This is available from:

[www.gov.uk/government/publications/become-a-childcare-provider-health-declaration](http://www.gov.uk/government/publications/become-a-childcare-provider-health-declaration).

## Making the Application to Ofsted

Once you have completed the above steps, it is time to complete your application forms. To complete your Ofsted Childminder Application forms, you will need to register for a personal Government Gateway Account. You may already have one – e.g. for a driving licence application – and if so you can use these log in details. If not, the Ofsted application site also has a link to allow you to create an account.

In addition to the health declaration booklet, the following forms need to be completed online:

- EYC (Application form for the Early Years Register – Childminders; to be completed by you)
- EY2 (Declaration and consent form for individuals connected with a provision registered on the Early Years Register; to be completed by those associated with your application, e.g. those over the age of 16 living or working in your home)

Ofsted applications should be made online at:

[www.gov.uk/register-childminder-childcare-provider/how-to-apply](http://www.gov.uk/register-childminder-childcare-provider/how-to-apply)

Follow the link “Apply online”;



Enter your Government Gateway Account ID and password;  
Follow the link “Online Applications”;  
Complete the EYC form.

If the EY2 form is needed, details on how to access and complete the form will be emailed to all those associated with your application.

### Preparing for your Ofsted Registration Visit

Included in the Ofsted registration process is a registration visit from an Ofsted inspector. This visit will be to assess your suitability to care for children and to ensure that you have a suitable environment for children. The inspector will also assess your understanding of the requirements of the Early Years Foundation Stage (EYFS) Statutory Framework.

It is therefore important that you read and understand the EYFS Framework and associated guidance and follow any Ofsted guidance to establish that everything is in place before this visit takes place. Being prepared will prevent any delay in registration. Ofsted include information on what happens at the registration visit in their *Early Years and Childcare Registration Handbook* ([www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england](http://www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england)).

During their visit, the inspector should be shown:

- Proof of identity and of any change in name (e.g. by marriage) and of address
- Policies and procedures
- Risk assessments and plans of how children will be kept safe
- Training Certificates
- Ideas and activities to show how children will have access to planned purposeful play
- Information on how you intend to assess children’s starting points and progress (including the progress check at age 2)
- Any other specified documents and information

This documentation will help show how individuals plan to keep children safeguarded and how the requirements of the EYFS and Childcare registers are met.

### Further support

There are a range of different sources of support for Registered Childminders. The levels and types of support available will vary, as this is dependent on local services and priorities.

Further support could include Trio Childcare Connections, the local authority, a local authority support worker or their appointed representatives, a local authority support scheme, The



Family Information Service, local childminders or childminding support groups, Children Centres, Ofsted or websites and forums.

Trio Childcare Connections have developed a range of materials to support you once you become an Ofsted Registered Childminder. These include toolkits to supply you with the tools of the trade, self-audits to help you reflect on your practice, a pre-Ofsted inspection checklist and training. These items are available to purchase individually or as part of a membership package. See [www.triochildcare.co.uk](http://www.triochildcare.co.uk) for more details.

## Additional Information for Registering Childminders

### If you live in rented accommodation

You will need to gain permission from your landlord which needs to be in writing before you can run a childminding business from rented accommodation.

### Self-Employment

Registered childminders are usually self-employed and are responsible for their own tax and national insurance contributions. Childminders who employ assistants will also need to register with HMRC and fully meet their responsibilities as an employer.

Please visit the HMRC website for information on becoming self-employed or an employer. You need to register with the HMRC within the specified timescales to avoid a penalty. [www.gov.uk/topic/business-tax/self-employed](http://www.gov.uk/topic/business-tax/self-employed)

### Allowed child ratios

- At any one time a childminder may care for a maximum of six children under the age of eight. Of these six children a maximum of three may be young children (a young child is from birth up until the first September following their fifth birthday). There should only be one child under one.
- A childminder's own children and any friends they have to play count in these ratios
- Any care provided for older children may not adversely affect the care of children receiving early years provision.
- Variations to the ratios can only be made in exceptional circumstances.
- Childminders are advised to employ assistants or work with another childminder to help with meeting legal requirements when it comes to child ratios.



## Documentation

You will need to keep accurate and effective records as stated in the EYFS framework and Childcare register. These include:

- Attendance register
- Records of any accident/incidents
- Medication administered
- Record of existing injuries
- Childminding contract
- Child record form
- Parental permission forms
- Comprehensive set of policies and procedures
- Risk Assessment for your setting and outings
- Record of fire drill practice including fire alarm checks
- Child learning record including, starting points, observations, assessments and planning (next steps) and summative assessments.
- Financial records (please see HMRC section)

This documentation is available to purchase from a variety of sources, including Trio Childcare Connections ([www.triochildcare.co.uk](http://www.triochildcare.co.uk)). Please ensure that the childminding contracts used are approved by the chosen insurance company to ensure that you would be fully covered should there be any problems or to receive further assistance or advice.

## Grants and financial support

From time to time childminding grants are available to childminders who meet the criteria. These can be available nationally or locally. Ask your local sources of support for further information

## Further training and study

Some childminding pre-registration course may offer individuals an opportunity to complete an accredited certificate in “Preparing to Work in Home Based Childcare”, although this is **not** necessary for registration.

The childminding pre-registration course is only an introduction to childminding practice and further training and professional development is expected in preparation for future Ofsted / Childminder Agency Inspections. It is good practice to complete further training in relevant areas to support individual knowledge to build on experience – and indeed this may be a requirement of certain Childminder Agencies.



If they do not have a level 3 childcare qualification then it is good practice for Childminders to obtain this qualification. This will be dependent on funding implications and individuals will need to research relevant training providers to see if this is possible for them.

Please note that there are some extra training courses that the Local Authority may recommend childminders to complete. For example a **Local** (a locally taught or specific course) Child Protection Course at Level 2 which often needs to be refreshed every 2-3 years.

In order to demonstrate continued professional development it is good practice to complete further training courses throughout a childminding career. Recommended further training includes:

- Observation, assessment and planning
- Characteristics of effective learning
- Areas of learning
- Two year old Progress Check
- Child Protection – Level 2 (A level 1 equivalent child protection is usually included in the Childminding Registration course). Often this needs to be updated every 2-3 years.
- Food Hygiene (to be renewed every 3 years)
- Behaviour Management
- SENCO training
- Speech and language development

There are many other courses available both taught in the classroom or distance learning. A childminder must renew their first aid training every three years in order to meet their legal requirements.

Please visit the Trio website for details of training courses available:

[www.triochildcare.co.uk](http://www.triochildcare.co.uk)

### Insurance

A registered childminder must have Public Liability insurance. In addition, childminders who wish to employ assistants must have Employers Liability insurance. This insurance is available from:

[www.triochildcare.co.uk](http://www.triochildcare.co.uk)

[www.mortonmichel.com](http://www.mortonmichel.com)



[www.pacey.org.uk](http://www.pacey.org.uk)

Please research which company would suit your personal circumstances.

Agency registration fees are likely to include insurance for Childminder Agency registered childminders.

If individuals wish to use their car for childminding purposes they need to have business cover on their car insurance. There are specialist providers that can provide this if needed.

A childminder will need to contact their current building and contents insurance company to advise them that they are now a registered childminder.

### Family Information Service

The Family Information Service maintains a list of Ofsted registered childminders and childcare groups and information for parents to access.

Ofsted will forward a childminders information to the Family Information Service following Ofsted registration. This may also be the case with an individual Childminder Agency. The Family Information Service will then contact that provider, to check information and gain permission to add their details to the list of providers. Due to data protection requirements they cannot let parents have a childminders details until they have your permission. Therefore, as a newly registered childminder you should not delay the return of the documentation to your local Family Information Service, in order to help fill your vacancies. This permission will need to be sought by the Family Information Service annually.

### Data Protection

As a registered childminder you will need to comply with Data Protection Act. If you intend to take photographs of children you will need to register with the Information Commissioners Office (ICO). There is an annual subscription fee, therefore, visit the ICO website to establish the need to register and pay the fee. Failure to do so could result in a penalty/prosecution.

<https://ico.org.uk/>

Individual Childminder Agencies may register their childminders with the ICO – please check.

### Child Protection

There are important local requirements relating to child protection procedures. Registered childminders must be aware of their local safeguarding children procedures. Visiting the



LSCB website will provide this information and is a vital resource of regularly visit to establish you continue to meet legal requirements.

Childminders need to add the telephone numbers of their local referral/assessment team, Local Authority safeguarding designated officers and advisors and police station to their Safeguarding Policy.

The EYFS states that providers “must attend a child protection training course - taking into account of any advice from the LSCB or local authority on appropriate training courses”. Childminders will need to complete a relevant local Child Protection training course to ensure they are meeting their legal requirements fully. When this needs to be completed will depend on the Local Authority requirements. Therefore, individuals will need to refer to the Local Authority and LSCB websites for this information. N.B. How often this training will need to be updated will also vary but is usually every 2-3 years.

### Environmental Health

From 1<sup>st</sup> January 2014 all Ofsted registering childminders have been automatically be registered as a food business with their local authority – see [www.food.gov.uk/business-industry/caterers/startingup/childminders](http://www.food.gov.uk/business-industry/caterers/startingup/childminders)

Childminder Agencies will also inform the relevant local authority of their registered childminders.

### Operating from Additional Premises

Since January 2016, Childminders registered with Ofsted have been able to operate for up to 50% of their time from approved non-domestic premises – for example, community halls or schools. Ratio requirements for childminders remain the same, but it means that childminders can work together to run larger groups (for example running before/after school childcare on school premises, but using their childminder registration). Ofsted registered childminders wishing to provide childcare on non-domestic premises for up to 50% of their time in this way **must** notify Ofsted for approval of the suitability of the premises and additional visits may be carried out prior to approval. More information is available in Ofsted’s *Early Years and Childcare Registration Handbook* ([www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england](http://www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england)).

Childminders registered with Childminder Agencies may also be able to operate for up to 50% of their time from alternative premises – contact the Agency for further information.



## When do I need to notify Ofsted / my Childminder Agency of any incidents and changes?

When certain changes or incidents occur you must notify Ofsted / your registering Childminder Agency. It is an offence not to notify Ofsted / the Childminder Agency of any of the following:

- If there has been an allegation of abuse against you, another staff or a member of your household;
- You have a serious or terminal illness that could affect the care of the children;
- A death, serious accident, illness, injury or incident, a case of food poisoning has occurred to a child in your care;
- You, a member of your family or a minded child is suffering from a notifiable disease (you also need to follow the HSA procedure);
- Change to the address where childminding is taking place or the name and address of the provider;
- A member of the family living on the childminding premises reaches 16 years old;
- An individual or family member over 16 years old commences living on the childminding premises or leaves the premises;
- If you get married or divorced and this results in a change of name;
- If there are any major building works or changes that could affect the care of children;
- There is a proposal to change hours during which childcare takes place including overnight care;
- Any other significant event that could affect the suitability of care that the childminder or member of staff is providing. This also applies to any individual that comes into regular contact with the minded children.



## Before Ofsted Registration Visit – Checklist

*Childminder Agencies will have their own process to registration*

Required Action	Notes	Tick when completed
Complete a Pre-registration briefing session		
Complete Childminding Registration Course		
Complete a Paediatric First Aid Course		
Send off Health Declaration Booklet to your GP		
Apply for DBS checks for self and anyone aged 16 and over living or working in your home		
Register everyone that needs a DBS check with the DBS update service within 19 days of the date of issue of their DBS certificate		
Complete online Ofsted application forms and associated documentation		
Have a comprehensive set of Policies and procedures		
Complete setting Risk Assessments and can show evidence on how to keep children safe on outings		
Have read and understand the EYFS Statutory Framework and associated Guidance		
Have researched Insurance companies in readiness for registration		



Required Action	Notes	Tick when completed
Have required publications/documentation in place or researched where to get them in readiness for registration		
Have plans on how to ensure that children have planned purposeful play		
Have safety equipment in place or plans in place in readiness for registration		
Make home safe and suitable for purpose. Have plans in place if there is any unfinished work. This must be in place in readiness for registration.		
Download a Safer Food Better Business document from the FSA <a href="http://www.food.gov.uk/business-industry/caterers/sfb/sfbchildminders">www.food.gov.uk/business-industry/caterers/sfb/sfbchildminders</a>		
Prepare a Parent information File to use when interviewing parents		



## At Ofsted Registration and beyond checklist

*Childminder Agencies will have their own processes*

Required Action	Notes	Tick when completed
Double check safety checks to ensure that your home is safe and suitable for purpose to meet individual children's needs.		
Activate childminding insurance		
Advise Buildings and Contents insurance company that you are now a registered childminder		
Have business insurance in place before use your car		
Have in place/order all publications and paperwork to use and make sure they are accessible to Ofsted on request at all times.		
Attend local child protection training at Level 2 (see local requirements)		
Attend any further training to meet your individual needs and support knowledge		
Return forms sent by the Family Information Service		
Ensure that you are keeping up to date on all changes to requirements and Legislation		
Pay the annual Ofsted Registration Fee promptly to prevent complications with registration.		
Notify Ofsted of any specified incidents or changes.		



## Paperwork Checklist

If registered with a Childminder Agency they may have additional requirements

Required Paperwork	Notes	Tick to acknowledge you understand and will be able to meet requirement
Complete paperwork with parents and have in place before care commences: To include: <ul style="list-style-type: none"> <li>• Childminding contract</li> <li>• Child Record Form</li> <li>• Full set of parental permission forms</li> <li>• Safeguarding declaration</li> <li>• Starting point record for children in the EYFS age range</li> <li>• For children in the EYFS age range start a learning record/portfolio to contain ongoing observations, assessments and planning</li> </ul>		
Complete an attendance register every time that child attends with accurate recording of arrival and departure times - ongoing		
Record all accidents and incidents that happen in your setting - ongoing		
Record all existing injuries when a child arrives at your setting – ongoing		
Record every time you administer medication and gain further written permission from parents where relevant - ongoing		
Review risk assessments at least every 12 months or more often when necessary – ongoing		
Record regular fire drills with all the children - ongoing		
Keep a record of any training attended/completed		





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