

Registration of childminder agencies and childminders



May 2014

Ofsted's role

- Register applicants
- Inspect childcare providers regularly after registration
- Consider any information about childcare providers that suggest they may not be meeting requirements for registration
- Take enforcement action when necessary

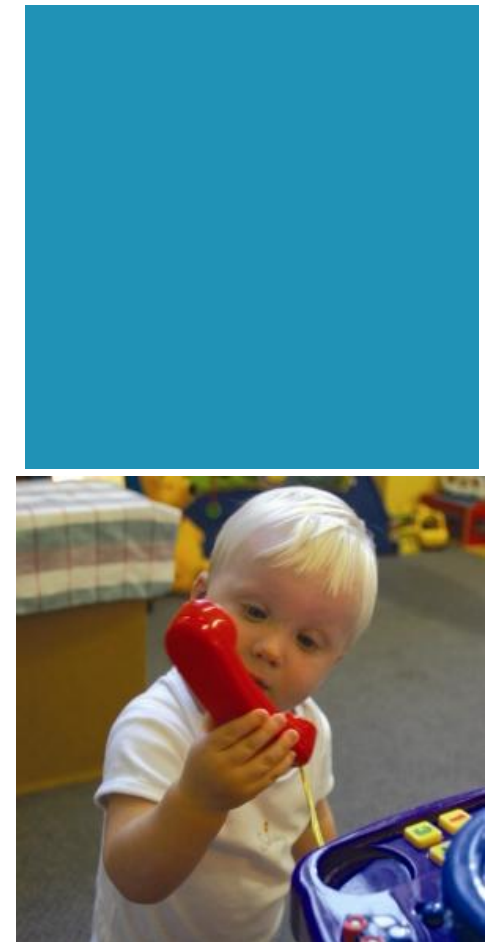


How Ofsted will register childminder agencies



The registered person

- The registration system uses the term 'registered person'.
- This covers both individuals and organisations such as companies, partnerships and committees.
- The registered person has overall responsibility for the provision and is legally responsible for ensuring compliance with the requirements and regulations.



What must I do to register?

You must:

- complete an application form
- complete a suitability declaration and consent to checks form; this must also be completed by:
 - anyone else who is involved in the application
- provide Ofsted with a copy of your statement of purpose
- be familiar with the Early Years Foundation Stage before applying

DBS checks

You must:

- make sure each person connected with your application completes a Disclosure and Barring Service application form via <http://ofsteddbapplication.co.uk>, prior to submitting their application.
- make sure that each person arranges to have their identity documents checked, as set out in the guidance on Capitia's website
- each person connected with your application must have received their completed DBS check prior to applying to Ofsted. You can not apply without a DBS check.

Suitability of staff and other persons on the premises

Ofsted does not carry out checks on your staff members, including the manager or your agency (if you have one).

It is your responsibility to ensure that all staff members, and other people living or working on the premises, are suitable children.

The level of checks you need to carry out will depend on the role that the person is applying.

It is your responsibility also to carry out checks on the childminders you register – Ofsted will not do this for you.



Suitability of staff and other persons on the premises

You must ensure that you have robust recruitment and vetting procedures in place.

At the time of the registration visit and where applicable, the inspector may ask you to provide evidence that you are carrying out full checks on all staff, for example, enhanced Disclosure and Barring Service disclosures, references and qualifications.

The registration visit

The inspector will:

- use your statement of purpose to assess your suitability to register as an agency
- check how you intend to deliver the requirements for your childminders
- check your understanding of how childminders must deliver the requirements of the Early Years Foundation Stage
- check your arrangements for ensuring that the childminders you register are suitable and can deliver the EYFS
- check your arrangements for monitoring the quality of your childminders



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.



After the visit

When all checks are complete Ofsted will send you either:

- a letter granting registration and your registration certificate setting out **any** conditions of registration
- or
- a notice of intention to refuse registration.



Questions about registering childminder agencies



How Ofsted register childminders



What is childminding?

- 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 individual child attends for a total of more than two hours a day.
- Domestic premises means someone lives there: it is usually the home of one of the childminders.
- Reward is usually money, but can be any form of payment including goods, vouchers or money's worth.
- Childminders can register on the Early Years Register, the compulsory and voluntary part of the Childcare Register or both registers

What is childcare on domestic premises?

- Childcare on domestic premises is determined by the number of people either providing childcare or looking after children or a combination of both.
- Childcare on domestic premises is **four or more** people providing childcare or looking after children in someone's home.
- They must meet the specific legal requirements that relate to childcare, rather than childminding.

Safeguarding and welfare requirements

These cover:

- child protection
- suitable people
- staff qualifications, training, support and skills
- key person
- staff:child ratios
- health
- managing behaviour
- safety and suitability of premises, environment and equipment
- equal opportunities
- information and records

Learning and development requirements

These cover:

- the early learning goals – knowledge, skills and understanding that young children should achieve by the end of the Reception year in which they reach the age of five
- the educational programmes – matters, skills and processes that are required to be taught to young children
- the assessment arrangements – arrangements for assessing young children to ascertain their achievements.

How does Ofsted register applicants?

- Carries out checks on and interviews applicants to make sure they are suitable for registration
- Carries out checks on others associated with an application to make sure they are suitable to work or be in contact with children
- Visits the applicant to check their understanding of the requirements of registration including how to assess any risks to children and how to help children make progress in their learning and development.



What must childminders do to register?

Childminders must:

- be familiar with the Early Years Foundation Stage before applying
- complete an online form, including:
 - consent for Ofsted to carry out checks
 - a declaration of anything that might prevent the childminder from caring for children.

What must childminders do to register?

Childminders must:

- apply online for their DBS check and pay their fee
- complete a *Health declaration booklet* and take it to their GP prior to submitting their online application to Ofsted
- provide the names and addresses of two referees
- hold a paediatric first aid certificate before registration
- complete childminding training before registration
- submit their completed online application form

What must childminders do to register?

Other persons aged 16 and over:

- who live and work on the premises where childminding takes place

or

- who will work with the childminder caring for children

must complete an EY2 declaration and consent using their own Government Gateway account

The registration visit

The inspector will check:

- the childminder's understanding of any risks to children on their premises, to ensure that they know they how to keep their home safe and suitable for childminding
- the childminder's understanding of the Early Years Foundation Stage, in particular the learning and development requirements (and the requirements of the Childcare Register where appropriate)
- that the childminder is ready to begin caring for children and helping them to learn and develop from the point of registration.

The registration visit

The inspector will check:

- the childminder's identity
- other relevant documents, such as qualifications, first aid certificate, childminding training and documents relating to their car if they intend to transport children.



After the visit

Ofsted confirms:

- whether the childminder is suitable to be registered
- whether there needs to be any conditions or restrictions placed on the childminder's registration
- whether others connected with the childminder's application are suitable to work or be in regular contact with children.

After the visit

When all checks are complete Ofsted sends the childminder either:

- a letter granting registration and their certificate of registration setting out any conditions of registration

or

- a notice of its intention to refuse registration.

Questions about the registration of childminders

