

Aid to writing a Statement of Purpose for a Childminder Agency

Your statement of purpose must include the headings listed below. The only exceptions are those marked with an asterisk which agencies are not required to provide or do but may choose to do so. Illustrative notes have been added beneath each heading for additional clarification.

The aims and objectives of the childminder agency -

- Vision, mission, values of your childminding agency
- Purpose – the reason for setting up the agency
- What will the benefits be for childminders?
- What will be the benefits for parents?
- Demonstration that your nominated person and relevant staff members have knowledge of EYFS statutory framework

The organisational structure of the childminder agency -

- State who is involved in the running/operation of the agency
- Include a flowchart or diagram
- Could include CVs of key personnel
- Recruitment and vetting procedures

The childminder agency's arrangements for registering providers -

- System and processes for registering providers
- Checks (DBS, identity, LA, health, enquiries with the Chief Inspector) and consent to carry out these checks
- How the agency will ensure that those registering with the agency are declaring anything that may prevent them caring for children
- How the agency will assess an applicant's suitability as a childminder
- How the agency will assess an applicant's ability to deliver all the requirements of the EYFS
- How the agency will ensure that an applicant is meeting the requirements of the Early Years Register/General Childcare Register
- Process for initial pre-registration visits

The childminder agency's arrangements in relation to training and monitoring providers -

- CPD arrangements
- Pre-registration training
- Mandatory training - first aid/safeguarding
- How the agency will secure training and CPD that will help its childminders deliver quality learning, development and care against the principles and commitments of the EYFS
- How the agency will monitor providers

The childminder agency's arrangements for ensuring provision is of a sufficient standard -

- Clarification between monitoring and evaluation
- The agencies quality assurance criteria against the EYFS
- Details of the agency's grading system (if the agency has one)
- How the agency will report the outcome of its monitoring and quality assurance visits to childminders and [prospective] parents, including sharing reports
- How the agency will track the quality of childminders and their improvement
- How the agency will demonstrate that childminders are improving outcomes for children
- How the agency will deal with childminders who consistently fail to meet a sufficient standard.

The childminder agency's arrangements for communicating the outcome of quality assurance visits to parents of children who are cared for by its registered providers -

- Communication plan,
- Communication policy and procedures,
- An example of a template could be used here
- How the agency will report to parents about their childminder
- Links to agency website

The childminder agency's procedures for safeguarding and promoting the welfare of children who are cared for by its registered providers;

Policy and procedure, which may include:

- Existing organisational policies for safeguarding and promoting the welfare of children (if there is one)
- Procedures for designating someone within the agency to take responsibility for safeguarding (if applicable)
- Arrangements for ensuring processes for registering providers (e.g. DBS, health, LA checks, checks with Ofsted and references) safeguard and promote the welfare of children.
- Approach to securing safeguarding training for all childminders registered with the agency as well as all quality assurance staff who come into contact with children
- Procedures for ensuring childminders comply with EYFS welfare requirements
- Procedures for handling any concerns about the welfare of children, and allegations about its childminders reported to the agency – including process for reporting cases to children's social care, local authority designated officers and child protection agencies.

The childminder agency's arrangements for disseminating information to parents and prospective parents who are seeking information about childcare provision offered by registered providers of that childminder agency -

Communications channels:

- Website
- IT systems, including e-mails, letters, newsletters etc
- Social Media

The childminder agency's procedures for taking enforcement action in relation to a registered provider -

Policy and procedure, including:

- Procedures for dealing with childminders who cease to meet the prescribed requirements for registration
- Procedures for cancelling a childminder's registration, and handling a childminder's request to terminate their registration with the agency
- Procedures for suspending a childminder's registration and potentially for handling an appeal against the suspension by a childminder
- Procedures for sharing information about enforcement actions with other bodies (e.g. LA, other childminder agencies) for the purposes of protecting children from harm or neglect.

The childminder agency's procedure for dealing with complaints -

Complaints policy and procedure and how it is publicised

A description of any arrangements the childminder agency may have for offering parents alternative provision when one of its registered providers is unable to provide childcare as a result of sickness or for other reasons* -

- Precise of arrangements and how they work
- Notice to and agreement of parents (including knowing the replacement childminder)

A description of any additional services or facilities offered by the childminder agency* -

- Examples here could be pre-registration EYFS and first aid training (including offering this or other training to independent childminders/other providers), 24 hour/overnight childcare, specialist areas such as SEN and disability.