

Herefordshire Council Briefing for Prospective Childminders

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Welcome to the Herefordshire Council online briefing session for people thinking about becoming a childminder. If you have any questions after reading the briefing, please contact our Early Years Improvement Team at earlyyears@herefordshire.gov.uk

Childminding is a very rewarding and important role, and not something to enter into without very careful consideration and preparation. The information in this briefing gives guidance for those wishing to become an Ofsted Registered Childminder in England and outlines the registration process, as well as giving you an overview of the legislation under which you will need to work when you are registered. This briefing will include:

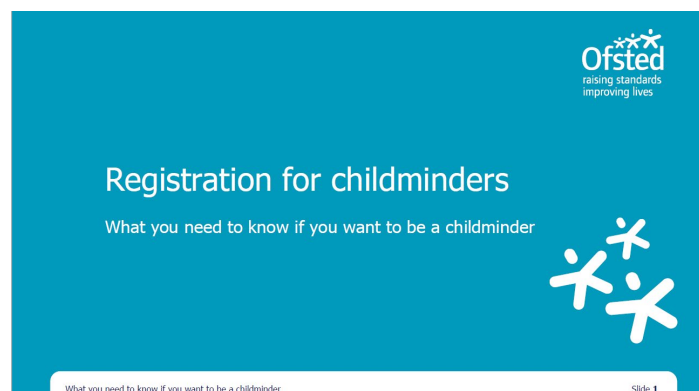
- The process of registering as a childminder; this will vary depending on if you register with Ofsted or a Childminding Agency, as all Childminding Agencies will set their own registration criteria and processes. The Local Authority can inform you of Childminder Agencies in your area.
- What training is required and what are the opportunities for continued professional development?
- What is it like to be a childminder? The challenges and rewards and the kinds of things you may do in a typical childminding day.
- How will the Local Authority support you as an Ofsted registered childminder?

Registration with Ofsted

Ofsted is the government body responsible for the registration and regulation of childminders that are not registered with a childminding agency. Ofsted provides a briefing which:

- Describes the role of Ofsted.
- Explains the process for applying to register as a childminder on the Early Years Register
- Explains the process for applying to register as a childminder on the compulsory and voluntary parts of the Childcare Register
- Outlines the requirements of the Early Years Foundation Stage.
- Gives broad details of the Ofsted registration visit.

You can download the Ofsted briefing: [Ofsted Pre-Registration Briefing](#)



There is also a guide to registering as a childminder on the Government website: [Childminders and Childcare Providers: Register with Ofsted](#)

There are some instances when you do not have to register with Ofsted to provide childcare, details can be found in [Ofsted's registration guidance](#).

Information to consider

Childminders work alone or with no more than two other childminders or assistants. Friends who care for each other's children do not have to register if the care is without payment of money or for things like food and electricity.

If you intend to work with **more than two** other childminders or assistants, you will need to register as Childcare on Domestic Premises.

Childminders care for:

- Children on domestic premises – this is in someone's home; it is usually the childminder's own home, but it can be someone else's home; it is not usually the home of one of the children.
- At least one individual child for a total of more than two hours in any day; this is not necessarily a continuous period of time.

Ofsted Registers

There are two registers that childminders **can** or **must** register on.

- The [Early Years Register](#) is compulsory for you if you are planning on caring for young children (until the child has reached the end of the reception year in school)
- The [Childcare Register](#) has two parts:
 - The Compulsory part of the Childcare Register is for you if you are planning on caring for children aged 5-7 years.
 - The Voluntary part of the Childcare Register is for childminders caring only for children over 8 years. (The Voluntary part of the Childcare Register is also for registered Nannies, out of school and activity/holiday clubs).

Requirements for Ofsted registered childminders

All Ofsted registered childminders **MUST**:

- Be registered on the [Early Years Register](#) and/or the [Childcare Register](#).
- Hold an up to date paediatric first aid certificate.
- Be Disclosure and Barring Service (DBS) checked. [Find out more information](#)
- Complete an introductory childcare course
- Have appropriate insurance cover, including Public Liability Insurance.
- Deliver the [Early Years Foundation Stage](#) for children on the Early Years Register.

Once you are registered your details will be published on the [Ofsted website](#). You will be able to choose whether your name and address are published, or purely your Ofsted Unique Reference Number. As you progress through your childminding career, your Ofsted inspection reports will also be available to view on the Ofsted website. Many parents will read these before choosing their childminder.

FAQs

What if I live in rented/ leasehold accommodation?

If you live in rented accommodation you need to check with the terms of your rental/leasehold agreement to see if you are allowed to operate a childminding business from home. You will certainly need your landlords/leaseholders written permission.

There may be a clause in the agreement that states you can't operate a business from the house, but the landlord/leasholder can change this clause if they choose to. Sometimes a professional conversation explaining the registration requirements, risk assessing etc. alongside what insurances are in place can help a landlord/leaseholder to see that there isn't a huge increased risk to allowing a person to childmind from the property. It is recommended that you discuss this directly with the landlord/leaseholder and not their agent.

If there is a mortgage on the property, there may be a clause that says a business can't be run from the property, but childminding businesses are often looked at slightly differently to any other business and may be excluded from this.

There is tenants insurance for fixtures and fittings that a childminder can purchase to help reassure a landlord/leasholder their property is covered by insurance and allay any fears about extra damage to the property.

If you are allowed to childmind from the property, expect to provide any extra safety equipment needed such as fire blanket, stair gates etc. yourself and make good any fixing holes etc. before you move out.

If the landlord/leaseholder still insists you can't childmind from their property, there is unfortunately nothing else you can do, as it is their choice whether they allow childminding or not.

Will I need planning permission?

There are some instances where planning permission may be required, for example if you are:

- Building new premises
- Extending existing premises
- Commencing or intensifying childminding in existing premises so that a 'material change of use' occurs.
-

Planning permission for a change of use **will** normally be required if childminders:

- Adapt, alter or extend their property for the sole purpose of childminding, or

- Work with two or more assistants who do not live with them in the same house that the childminding takes place, or
- Care for more than 6 unrelated children at any one time for more than 3 continuous hours in any one day, or
- Consistently otherwise generate visitors, traffic, noise or fumes over and above what would normally be expected if the property were in use as a single family home.

More information about planning permission is available from the Herefordshire Council Planning Department by following this link: [Will I Need Planning Permission?](#)

What if I want to work from premises other than my home?

Childminders are able to operate from suitable non-domestic premises for up to half their time whilst still registered as a childminder.

Childminders wishing to operate from multiple premises make a single registration application to Ofsted or their childminder agency in respect of those settings, and can add additional premises to an existing registration without completing a separate registration application each time they open or acquire a new site. More details about this can be found at: [Small Business, Enterprise and Employment Act](#)

How many children can childminders look after?

Registered childminders work from a home, so minded children benefit from being in a family environment. Childminders only look after a few children at a time so they can give each child lots of attention, meeting their individual needs. This is particularly important for babies, very young children and those with additional needs. Childminders can also care for older children so siblings can be cared for together in a real family environment.

Childminders can care for up to 6 children under 8 years. Of these, normally no more than 3 can be between the ages of birth to the 31st August following their 5th birthday. If children aged 4 and 5 only attend the childminding setting before and/or after a normal school day, and/or during school holidays, they may be cared for at the same time as 3 other young children. Normally only 1 baby under 1 year can be cared for. These numbers include a childminders own children and any children they are responsible for such as foster children.

Occasionally variations to the number of early years children can be made; for example, if caring for twin babies. But the total number of minded children under 8 years **cannot** go over 6 as this is the legal limit.

What will my start-up costs be?

As with any business, there are costs involved in becoming a registered childminder. There are no grants available to help with start-up costs, but keep receipts for all that you spend as you will be able to add them as expenses for tax purposes once you are registered.

Childminding requirements	Courses	Costs
<p>Introduction to Childminding training. This needs to be in place before you can apply to Ofsted.</p> <p>These organisations are the best source of support and information. Membership is highly recommended as it will provide discounted rates and free training post-registration.</p>	<p>Recognised courses available include:</p> <p>PACEY – on-line training: https://www.pacey.org.uk/training-and-qualifications/pre-registration-courses/</p> <p>Early Years Alliance: http://www.pre-school.org.uk/award-preparing-work-home-based-childcare</p>	<p>£250 + VAT (approximately – discounts may apply)</p> <p>£275</p>
<p>Paediatric First Aid training - A full paediatric First Aid course needs to be in place before you can apply to Ofsted.</p>	<p>Various providers (ensure they offer a minimum of 12 hours) training and have accreditation from a national body)</p>	<p>£50-£110</p>
<p>Health declaration form</p>	<p>Doctors</p>	<p>£40 plus (depending on your practice charging policy)</p>
<p>Ofsted registration fee</p>	<p>Ofsted</p>	<p>Ofsted registration fee will either be £35.00 or £103.00 depending on which registers you join. If you register with a childminding agency, they will determine their own costs.</p>
<p>DBS check</p>	<p>One per every household member over 16 (Ofsted will expect that all members of the family requiring a DBS check join the update scheme)</p>	<p>From £48.10 plus annual renewal fee (currently £13)</p>
<p>Public liability insurance has to be in place as soon as you</p>	<p>Pacey (inc. annual membership)</p>	<p>From £56.00</p>

Childminding requirements	Courses	Costs
register even if you don't have minded children.	Morten Michel (It is important to use a specialist childcare insurance – adding public liability to home insurance is usually very costly)	£59.50 Mainland UK
Start-up pack (optional)	Pacey Morten Michel	A range of products are available from the Pacey website £134.14
Planning application if required.	Local Authority planning department	Price given upon application There will also be a charge for pre-planning advice.
Food Hygiene	NDNA (On-line): http://www.ndna.org.uk/childcare-training-food-hygiene	£10.50 + VAT

N.B. All of the above costs are approximate at the time of writing this briefing and subject to change - please verify costs when making enquiries with any organisations.

Additional costs may include:

- Car/house insurance. Some companies charge additional premiums to include business use or contents cover if you are childminding
- Safety equipment. Fire detection and control equipment such as a fire blanket and at least one smoke alarm on each floor of your home and appropriate first aid kit(s) must be provided. These items have variable costings depending on which you buy.
- Suitable resources for the children – dependant on resources required.
- You will also need to make sure that your house and garden are safe and may need to carry out some improvements - i.e. repair existing fencing in garden.
- Ofsted may also recommend some other actions that you need to take before they will register you which may cost you money.

Main Steps to Registration

Introduction

There is no particular childminding introductory training course that you must complete. There are several available and you can choose the one most suitable for you. If you are registering on the Early Years Register, make sure you choose one that covers how to implement the EYFS as this is compulsory. Some heavily discounted courses do not cover everything you need.

The whole registration and training process can take several months. You must have a secure postal address where Ofsted can post legal documents to. In addition you will provide an email address for Ofsted to send you electronic information. This email address must be your email address only and not one shared with others. If you currently have one email address for your whole family, you will need to create an individual one for Ofsted to use. It is worth considering the name of this email address as your parents and prospective parents will be using it too.

1. Apply for Disclosure and Barring Service (DBS) checks

You and anyone connected to your childminding business, including household members over the age of 16 need to have DBS checks. You will need to pay for these checks yourself. The Ofsted webpage [People connected with Ofsted-registered childcare](#) explains more about others who Ofsted need to know about. Everyone who has a DBS check will receive a copy of their disclosure by post. Each person must apply for their own DBS check using the [Ofsted DBS Application Portal](#). [More about DBS checks](#). **Please note:** Links to the Ofsted DBS portal are also included in the Ofsted online application form.

Ofsted Strongly recommend that each person also apply for the DBS update service which costs £13.00 per year and needs to be applied for either at the same time as they apply for DBS checks, or up to 30 days afterward you receive your DBS certificate. Read more on the [Ofsted website](#)

- The email address used to sign up for the update service will receive an email when renewal fees are due. If you are paying for the DBS and update service for your family members and want to continue with the update service, consider using **your** email address so that **you** get the email reminders that the update fee is due.
- Payment is by debit card and you can select for the annual payment to be taken each year- if you change your debit card, you will need to make alternative payment arrangements in good time for the payment(s) to be made.

2. Book and complete your pre-registration training courses

First Aid

A full 12 hour Paediatric First Aid course must be completed and then updated every 3 years. You can choose which training provider you use for this training. The EYFS states on page 21 that training should preferably be a nationally approved or accredited first aid qualification or one that is a member of a trade body with an approved monitoring scheme. The course must cover the course content as for St. John Ambulance or Red Cross paediatric first aid training. You can

choose to attend for the full 12 hours or choose a 'blended' course where you complete 6 hours online and then 6 hours in the classroom.

Introductory courses for prospective childminders

Section 3.24 of the EYFS states that 'childminders must have completed training which helps them to understand and implement the EYFS before they can register with Ofsted or a childminder agency'. The Childcare Register requires childminders to have successfully completed a qualification at a minimum of level 2 in an area of work relevant to childcare, or training in the common core skills. (This does not mean you have to have completed a level 2 course; you need to have completed a course that was of at least a Level 2 standard.) You are free to select the training most suitable to meet your needs. Remember most childminders are registered on the Early Years and Childcare registers and must therefore meet the training requirements of both. There are online courses available, such as the courses provided by PACEY and the Early Years Alliance (N.B. the courses all have different names!). You will need to show Ofsted your certificate as part of the registration process. Please ensure that the introductory/pre-registration training you choose includes a safeguarding and Prevent element.

For more details visit our training page: [EYFS training for schools and settings](#) and our safeguarding page: [Safeguarding in the early years](#)

Q. I have a Level 3 or higher Early Years Qualification already, do I need to complete Introductory Training?

This will depend on how long ago you achieved your qualification and what if any training you have completed since. The main areas to consider are:

- Knowledge and experience of the EYFS (if registering on Early Years Register).
- Safeguarding- what training have you attended and when? As well as understanding your role as designated safeguarding lead for your setting, Ofsted will also want to know that you have knowledge of your local safeguarding arrangements, which can be found here along with information on multi-agency training: [Safeguarding Children and Young People in Herefordshire](#)
- Managing a setting - information about running a childminding business such as tax and insurance information, interviewing with parents, balancing the needs of your family and your childminding and marketing your business.

Contact your referees

Part of the application process is to supply details of people who Ofsted can contact for references. You will need to add their details to the Ofsted application form. Consider people who can best support your application to work with children. It is good practice to ask their permission before you use their names as referees. This way you can be sure they are willing to provide you a reference but also that they will know how to look out for it and be more likely to complete this quickly for you. Your registration can't be completed until these are received by Ofsted.

3. Complete Ofsted Application form

You can view and complete the [Ofsted application form online](#).

You will need to have details of the training you have completed and your DBS Certificate numbers in order to submit your application - but you can complete some parts and save to return

to later if you wish. Once completed, you can print or save a copy of your form and Ofsted will send you an email to confirm it has been received.

Once your application has been accepted, you will receive emails to inform of your registrations progress.

[Ofsted guidance about applying to register as a childminder](#)

4. Complete Health Declaration Form/booklet

The Health Declaration form is part of the Ofsted application process and you will need to complete parts A and B1 then print it off and take to your GP for completion. This needs to be done before you complete the online application. Your GP surgery is likely to charge you for this service and they will let you know when it is ready for collection.

Please note you do not need to have a physical examination or even book an appointment with your GP to get this form completed. You should be able to leave it with reception who will contact you once it is completed. However, if you have an ongoing medical condition that you wish to discuss with your GP and any implications on you carrying out a childminding role, then you may wish to make an appointment to discuss.

[Download your Health Declaration booklet](#)

5. Ofsted registration visit

Once you have completed your Ofsted application, you will need to prepare for your Ofsted Registration visit. At this visit, the Ofsted inspector will check that you are ready to begin childminding and that your home is suitable to run your childminding business from. You will need to show that you have fully understood the requirements of the EYFS as Ofsted will not be able to register you if you cannot. Ofsted have information about your registration visit on their [website](#).

What happens next?

Public Liability Insurance

This needs to be in place as soon as you receive your registration certificate and maintained even if you are not currently caring for children. There are several companies who provide this - but do check levels of cover as well as price as you need to make sure you have enough insurance cover.

Car Insurance

If you plan to transport children in your car, you need to be covered for business use on your car insurance. Some companies charge extra for this. If your existing company charges a lot extra, it may be worth you considering shopping around and changing to another insurance company.

Register with HMRC (Her Majesty's Revenue and Customs)

Most Registered Childminders are self-employed and run their own business. See here for more information about your responsibilities for [Income Tax and National Insurance](#).

Register as a data controller with the Information Commissioner's Office (ICO)

Childminders must be aware of their responsibilities under the Data Protection Act (DPA) 1998. **Please note that on May 25th 2018, the GDPR (General Data Protection Regulation) came into force and the DPA ceased to be UK Law. The UK created a Data Protection Bill which works alongside the GDPR**

You do not need to register with the ICO if:

- All your childminding records are kept on paper
- You only keep information on your computer about the names, ages and addresses of the children and the names and addresses of the parents
- Details on payments on the computer are purely for accounts and record purposes

However, if you keep observations and plans for children's development on your computer, or use a digital camera (including mobile phones and video recorders) for observations it is likely that you will need to notify the ICO. Register at [Information Commissioner's Office](#).

Record keeping

If you are registered with Ofsted, you have to keep certain written records as part of your everyday childminding practice. This is a legal requirement and as such will be checked at your Ofsted Inspections. You will not be expected to have all your record keeping forms in place for your registration visit, but it is helpful if you know how you intend to keep your childminding records to discuss with the inspector.

Forms for most of the records that you will need to keep can be purchased from your professional body i.e. PACEY, The Early Years Alliance.

There are also a number of commercial packages available through specialised companies that provide public liability insurance, template documents such as contracts, registration and medical forms (which need to be personalised for your business). For example: Morton & Michel, PACEY and the Preschool Learning Alliance.

Food Hygiene

Although it is not compulsory for childminders to have food hygiene training, you must be able to prepare and handle food properly. It is recommended that you do at least a Level 2 food hygiene and safety course. You can get food hygiene training online from [Pacey](#) and the [National Day Nurseries Association](#).

The Food Standards Agency also publish a '[Safer food, better business' pack for childminders](#) This gives simple, straightforward advice on food safety, feeding babies, looking after a child with a food allergy as well as safety information on cooking, cleaning and chilling.

Marketing

Before becoming a childminder we strongly recommend that you conduct some research to find out what the sufficiency need is in your local area.

Part of running any business is to market the service you offer. Think about how and where you advertise your childminding business.

Please see our 'Marketing and advertising your business' document for further advice.

Free Early Education Entitlements for 2, 3 and 4 year olds

Nursery Education Funding (NEF) is available from the Department for Education to enable every three and four year old and some two year olds (depending on family circumstances), to receive up to 15 hours a week of free early years provision. Some working parents will be eligible for up to 30 hours per week free childcare. Providing they meet the requirements, childminders are able to receive funding from the government to care for 2, 3 and 4-year-old children entitled to Free Early Education. Please contact Herefordshire Council's Early Years Team for further information on registering to take NEF.

More FAQs and things to consider...

How long does it take to become a childminder?

Ofsted aims to register applicants for childminding within 12 weeks of receiving an application.

What happens once I am registered?

After you are registered, an Ofsted childcare inspector will check the quality of your childminding through inspection within 30 months. During the inspection you and your premises will be checked to make sure you continue to meet the statutory framework and that you continue to be suitable to provide childminding. The inspector will write a report on your childminding and send a copy to you, which you must make available to parents. You will have to pay an annual fee payable on the anniversary of your registration.

What skills are required to become a childminder?

As a childminder you will be registered with and inspected by Ofsted to ensure that you are able to meet the requirements for care and education as described in the Early Years Foundation Stage Framework 2017 and Ofsted's Childcare Register Requirements. Childminders must provide high quality childcare, within a safe, stimulating and engaging environment. Childminders are responsible for planning and preparing a variety of play based activities and experiences that are relevant to children's age and stage of development. They must complete all relevant documentation as required by the Early Years Foundation Stage, Ofsted, the Inland Revenue and other organisations as required by law.

What will I do as a childminder?

A childminder's job is varied and exciting with many different roles. Here are just some of the things your work as a childminder will involve:

- Plan the routine of the childminding day
- Provide play activities appropriate for each child
- Keep children safe

- Manage children's behaviour
- Monitor children's progress
- Work with parents
- Run a childminding business
- Protect children from abuse

Important personal considerations before applying

- Do I enjoy looking after children?
- Can I offer children a happy and stimulating environment, with sufficient toys and equipment to meet their needs?
- Am I willing to attend training to develop my knowledge and understanding of quality childcare practice and to meet the requirements of registration?
- What hours am I prepared to work? What effect will this have on my own family?
- How do my spouse/partner and my own children feel about me looking after other children?
- Do I feel capable of respecting the individual needs of children who have different family, ethnic and cultural backgrounds to my own?
- Will I be able to get on with parents and share information about their children?
- Will I be able to talk to them about any problems or concerns about their children?
- Will I be able to develop and maintain the paperwork/documentation that is needed to meet the requirements of the Early Years Statutory Framework?
- Am I willing to attend training, network meetings and keep abreast of changes and continuously develop good practice?

Rewards of childminding

Can you think of some of the good things about being a childminder?

Here are a few childminders have shared:

- Working with children
- Watching children develop and grow
- Thinking of and providing activities and resources that the children will enjoy
- Sharing pleasures of children with their parents
- Being my own boss
- Being part of a profession
- Going out and about with children
- Working at home
- Being there for my own children
- Supporting families
- Working the hours I want to
- Building special relationships with children and parents
- Pride at being entrusted to care for other people's children

Your next stage

This briefing document should help you to decide whether childminding is for you, and if you wish to proceed.

To register with Ofsted you will need:

- A UK criminal records certificate (DBS)
- Criminal record certificates for anyone aged 16 or over in the home.
- First aid training for the age group you will look after.
- Childcare/introduction to EYFS training - speak to your local authority for advice/signposting to training.
- [Health declaration booklet](#).
- Contact details for 2 references.

1. Complete the [Application to Register with Ofsted](#)
2. You can start childminding only when you and your home have been inspected and registered by Ofsted and you have **received** your certificate.

Your Local Authority (LA)

Herefordshire Council's Early Years Improvement Team offers a free, individually tailored support package to prospective, newly-registered and established childminders. There are three Early Years Improvement Advisors in the team who have experience in supporting childminders in all aspects of their practice and provision. Contact can be through a visit to your home, by telephone and email. You can place a request for contact from the Early Years Team via this email: earlyyears@herefordshire.gov.uk