



Rutland Early Years

Things to consider before applying to be a registered childminder

Being a registered childminder is a very rewarding career. Not only are you an independent, self employed person in charge of your own business, but you get to play a part in the learning and development of children, which is amazing and a great privilege.

So, before you embark on this exciting journey, we have put together some things which you need to consider, as it is not a decision that should be taken lightly.

A childminder is an individual looking after children on domestic premises, which is not the home of any of the children being cared for. The reward is usually in money but can be other forms of payment including goods or vouchers.

Who must register:

Anyone who cares for children under the age of eight for more than two hours a day in England must register with Ofsted or a Childminder Agency unless they are exempt. Visit https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/645611/Exemptions_EY_and_childcare_reg_handbook.pdf to find out if you are exempt.

It is an offence to provide such childcare without being registered or on premises that have not been approved.

With Ofsted and Rutland Early Years Agency there are **two registers**:

1 - **Early Years Register** – for providers caring for children aged from birth to 31 August following their fifth birthday; providers on this register must meet the ‘Statutory framework for the Early Years Foundation Stage’ Childminders who choose to be part of this register must meet the requirements of the Early Years Foundation Stage statutory requirements (EYFS)

2- **Childcare Register**, which has two parts:

Part A: Compulsory – for providers caring for children from 1 September after the child's fifth birthday up until their eighth birthday

Part B: Voluntary (**FOR OFSTED REGISTERED PROVIDERS ONLY**) – for providers caring for children aged eight and over, and other providers who are exempt from compulsory registration, such as nannies. If you wish to register on the voluntary register you **MUST DO THIS THROUGH OFSTED**

You CANNOT register if:

- You are barred from working with children
- You have been refused registration in the past or had your registration cancelled (other than for not paying your annual fee)
- you live in the same home as someone else who is disqualified
- You may be able to apply to waive your disqualification, for example if you work for a provider who is exempt from registering. Visit <https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers>



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| Things to consider | Why | Who can help me |
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| Consider if I am physically fit enough to be a childminder? | I will be lifting children and buggies and toys all day – childminding is a physically demanding job | My doctor if I am unsure about any medication I am taking or about whether any medical conditions might prevent me from registering |
| Make sure my family is supportive | Working in your home impacts on everyone and you need to think about how you can make it work, the needs of your own family, the setup of your home. Things may go wrong, and your family will need to be there for you. If they have reservations now is the time to discuss and resolve them | My family, talk it through with everyone involved. Other childminders might be able to give advice and help about what to expect. Rutland Early Years Agency (REYAL) will be happy to answer any questions you have. |
| Ask my family (partners etc) if there is anything in their past that might prevent me from childminding | Some people apply to be childminders and their partners' (or their own) pasts come back to haunt them... so ask the question now. Everyone over the age of 16 must have an enhanced DBS check, and whoever you register with will carry out several background checks to ensure you are a suitable person to work with children. | My family |
| Check with my landlord (if my house is rented) that I can childmind from the premises | There is little point in going through the registration process if I do not have written permission. Childminding is classed as working from home rather than running a business from home, this can make a difference. | My landlord |
| Check how many children I will be registered to care for | There is little point me registering if I want to look after little ones and already have 2-year-old triplets... or 4 children of my own who are under the age of 8. You need to be aware of the ratios for childminding and how your own family fits into them. | The EYFS statutory framework (www.gov.uk) or contact REYAL enquiries@rutlandearlyyears.co.uk Tel 07908882120 |
| Check if I need planning permission to work as a childminder | Local Authority requirements vary, and some LA's will put a restriction on the number of children you can care for. | Local Authority Planning Department |
| How much will it cost me to register? | Registering as a childminder requires some set up costs. Training, DBS checks and GP health check are a just some. You will need to have insurance in place for when you start minding along with an ICO registration. There are fees to be paid to Ofsted or your agency depending on who you register with. Find out before you start your application. | REYAL Your Local Authority Ofsted |



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So, you have thought about all these things, decided this is the right thing for you, lets have a look at what's next.

Working your way through the registration process

| Things to do | Why | Who can help me |
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| Decide if I will be registered with REYAL or Ofsted | This will determine who inspects my provision. It will also determine your application process. | REYAL enquiries@rutlandearlyyears.co.uk |
| Apply to REYAL | If you have chosen to register with REYAL you will complete your application at the same time as doing your training. This is because REYAL will complete all your checks at the same time as you are getting your training done. If you have chosen the Ofsted route you must complete your training and DBS check and GP Health Check and obtained your references before being able to apply. | REYAL will explain both application processes to you and help you through. |
| Book on a Homebased childcare course | It may be a requirement that you have attended a course before starting work as a childminder | REYAL You will need to pay for this course |
| Book your 12-hour paediatric first aid course. | It is a statutory requirement that childminders have a paediatric first aid certificate and that it is updated every three years. | REYAL/Local Authority You will need to pay for this course |
| Book your Food Hygiene training | It may be a requirement of your LA Environmental Health Department if you serve food or snacks to children. | REYAL/Local Authority (You will need to pay for this course) |
| Apply for an enhanced DBS check | It is a requirement of the EYFS that everyone over 16 in your home has a DBS check prior to registration. | REYAL/Ofsted DBS checks cost approx. £57.00 |
| Apply for a GP. medical check | It is a requirement of the EYFS that you obtain a completed health check form from your GP. | REYAL and Ofsted ((You will need to pay for this service, check with your local surgery to find out the cost.) |
| Obtain references | Only applicable if you choose the Ofsted registration. Again, this is part of confirming you are a suitable person to work with children. If you choose the agency, then REYAL will apply on your behalf | Ofsted |
| Apply to Ofsted and pay your registration fee £35.00 | If you have chosen, the Ofsted route you will be ready to make your application when all the above requirements have been met. | https://www.gov.uk/register-childminder-childcare-provider https://online.ofsted.gov.uk/OnlineOfsted/Default.aspx |



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| <p>Prepare for your registration visit</p> | <p>Whether you apply to REYAL or Ofsted you will receive a registration visit.</p> <p>With Ofsted this will be when your application has been completed and they have received all your checks in. They will call you to arrange this visit, spend time with you (usually between 3 and 4 hours) in which time they will assess your knowledge and understanding of the role and all that is involved in it. They will assess your home to ensure it is suitable and either recommend you or not.</p> <p>With REYAL they will arrange to come and visit you when your application is complete, and like Ofsted your knowledge and understanding of the role and all that is involved in it will be assessed. This visit is likely to be shorter as REYAL will have been in contact with you throughout your application, supporting you and answering any questions you may have REYAL may have already visited you at home as part of this support.</p> | <p>Part 2 of the registration handbook can help you prepare for your visit from Ofsted.</p> <p>https://www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england</p> <p>REYAL will explain what is expected of you at your registration visit as this will be individual based on what has been done in the application process.</p> |

What can I be doing whilst my application is being processed?

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| <p>Think about how I will keep children safe in my home</p> | <p>It is a requirement of the EYFS and REYAL/Ofsted that my home and garden are safe. – now is the time to consider if I need stair gates, fire guards, new fences in the garden etc. Look at your home through the eyes of a child.</p> <p>This will help me to see the dangers that may be open to children.</p> | <p>REYAL will give you a written risk assessment template to help you risk assess your home. It is not a requirement for childminders to have written risk assessments in place but REYAL advise it as good practice.</p> <p>The EYFS will give me information about the requirements –</p> <p>CAPT – Child accident prevention trust.</p> <p>www.capt.org.uk</p> |
| <p>Familiarise myself with the Early Years Foundation Stage Statutory Framework and the 'Development Matters document</p> | <p>The EYFS and Childcare Registers are legal requirements and you must comply with the requirements of them. Your training will have covered the EYFS but now is a good time to familiarise yourself further and think about how you will put it into practice.</p> | <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</p> <p>www.foundationyears.org.uk</p> |



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| | And the development matters document will help you with your observation, planning and assessment. | REYAL |
| Set a budget for resources, equipment, advertising costs etc | You are a professional business person and must consider how much money you will spend. | REYAL |
| Prepare the paperwork you need to run your childminding business, including policies, procedures, contracts etc | There is a range of documentation that you can choose to have as a childminder with very few being statutory requirements. Although childminders are not required to have written policies and procedures REYAL strongly advise that there are some you should consider having as written documents, and you ask parents to sign to say they have received, read, understood and accepted them. For your inspection purposes you will need to be able to communicate verbally your policies and procedures if you choose not to have them written. In forming relationships with parents, written documents remove the worry of their word against yours in the case of a dispute. | REYAL will provide all the templates for all the paperwork required for you to run your business. This will be provided as part of your start up package. If you choose to purchase them separately, they are available as individual items or a full toolkit. |
| Begin to look at equipment and resources you may need. | Although we do not advise you spend a fortune before you are approved for registration, you may want to look at the space you will childmind from and think about what resources you will offer. Remember it is your home first. Consider if you want to dedicate one room to childminding which you can set up and leave set up or childmind from all/some of your rooms and have storage for your resources that allow them to be packed away. Either of these are perfectly acceptable options and it may depend on the ages of your own children if you have them. | REYAL are happy to advise. Local childminders, online websites, charity shops, catalogues are all good sources of resources. You do not have to buy everything new if everything you provide is clean, safe and confirms to safety standards. |
| Think about advertising | You will need to think about how you are going to fill your spaces when you start. Word of mouth is always good so start talking to people about what you are planning to do. Talk to local schools and nurseries, toddler groups and play groups. Consider if you will use social media to advertise. | REYAL Your Local Authority Play groups etc |



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| <p>Think about and decide on your fees, terms and conditions</p> | <p>You need to make sure you are clear about what you are going to charge and how you will charge (weekly, monthly, in advance or in arrears). You also need to think about your terms and conditions, hours and days of work. It will make it much easier when your parent enquiries start to come in.</p> | <p>REYAL are happy to advise, Other childminders, Your local authority may be able to provide some information to guide you in your decision making.</p> |
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Well done, you have been approved for registration, so what must you do?

You Must.....

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| <p>Inform my household insurance company that I am a registered childminder working from home</p> | <p>They will need to make a note of this on your policy. The cost may increase slightly but if something goes wrong and they have not been informed then your insurance will be invalid.</p> | <p>Your home insurance company. It may pay to shop around for a new quote as some insurance companies do not offer extended accidental damage if you are a childminder. Make sure you check.</p> |
| <p>Contact your car insurance company and ask them to add business to your policy</p> | <p>It is a legal requirement that you are insured for carrying young children in your car for your job. Again, the cost may increase but if something goes wrong and you haven't told them, you will not be insured.</p> | <p>Your car insurance company.</p> |
| <p>Inform HMRC that you are now self employed</p> | <p>You will need to complete a self-assessment tax return each year now that you are running your own business. You need to be registered ready for receiving self-employed income. You will pay your class 2 and class 4 national insurance through your self-assessment, so make sure you are registered to do so.</p> | <p>http://www.hmrc.gov.uk/sa/</p> |
| <p>Purchase your public liability insurance</p> | <p>It is a requirement of your registration that you insured at all times whilst you are registered with children in</p> | <p>There are many companies that provide childminder insurance, please make sure you read the policy</p> |



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| | your care. You can wait until your first contract start date to buy it, but it MUST be in place for the start date of the contract and the child being in your care. | documents and make a decision of who you use based on which one meets your needs the best. REYAL offer a contribution of £50 towards the cost of your insurance as. |
| Tell any benefits agencies that you are now self employed | It is a requirement that I tell any agencies such as Tax Credits that you are now self employed | http://www://hmrc.gov.uk/ |
| Register with the Information Commissioners Office | It is a requirement to do so as you are deemed a data handler if you store or process any information electronically. Even saving the parents phone number in your mobile counts. | www.ico.gov.uk |
| Register as a food business | It is a local government requirement to do so. If you register with Ofsted this will automatically happen, if you register with REYAL you will need to inform your Local Authority. | REYAL Your Local Authority |

Ongoing, things you need to do if you working as a registered childminder

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| Know your children, This may seem obvious, but you will need to demonstrate, verbally, in written form or electronically that you know where they are in their learning and development, what their next steps are and how you plan on getting them there. | It is a requirement of the EYFS | REYAL can advise you on ways to do this and help you establish a way that works for you. |
| Have your policies in place and review them regularly. | To ensure that you work to the EYFS statutory framework, To make sure you are clear about how you run your business and what you will provide. | REYAL, Training courses, Other childminders Statutory updates, Legal Updates, Your Local Authority Your local safeguarding children board |



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| | To be clear about what you expect from the parents and children in your care | |
| Attend ongoing CPD (continuous professional development), and statutory training. If you are registered with REYAL you are required to do 20 hours a year CPD and this will be looked at in your annual visit. | You need to keep your statutory training up to date. It is good practice to continue to develop professionally with a view to improving your knowledge and practice. | REYAL, Local Authority, Online courses, Free courses with Morton Michel Insurance |
| Keep careful financial records | It is a requirement of HMRC that you keep a record of your income and expenditure ready to submit in your self-assessment. If you do this carefully from when you start it will make that tax return a lot easier. HMRC have agreed that childminders can complete simplified accounts as opposed to full business accounts and can make deductions from their income for a variety of things. | REYAL http://www.hmrc.gov.uk Accountant (not a statutory requirement) Other childminders |
| Work closely with parents, other settings and other agencies to support children's learning | It is a requirement of the EYFS | https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2 REYAL Other childminders |
| Keep attendance records and child record forms for each child in your care | It is a requirement of the EYFS | REYAL https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2 |
| Plan for the children's learning and development | It is a requirement of the EYFS | REYAL, Other childminders https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2 |



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| <p>Complete a 2-year check on any child in your care at some point between the age of 2 and 3.</p> | <p>It is a requirement of the EYFS</p> | <p>REYAL, Your LA, Health Visitor, Parents https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</p> |
| <p>Keep advertising</p> | <p>It is good business practice to be proactive in filling your spaces. You never know what might happen and circumstances can suddenly change</p> | <p>REYAL, Local Authority, Families Information Service Word of Mouth, Local schools and nurseries/pre schools, Online profiles</p> |
| <h1>HAVE FUN</h1> | <p>This is most important. Being a childminder is rewarding, amazing, special, diverse, surprising, we could go on. It can also be challenging, lonely, tiring. You need to enjoy it to do the best you can for the children in your care.</p> <p>It is good to know that there is lots of support out there to help you provide the best care, the best learning and development opportunities, the best experiences.</p> | <p>REYAL – if you register with us as an agency, or Ofsted we can offer support, guidance, paperwork help, accounting help, activity and planning ideas, a listening ear after a challenging day, someone to celebrate with after a fantastic day. We can point you in the direction of training and development opportunities, other agencies who can help, offer help with advertising and so much more. If you need it we will do our best to provide it, all within our diamond membership.</p> |

Well done for making it to the end of this document. There is a lot of information to take in but we do not expect you to remember it all or work through it all on your own, that is what we here for. If you know that childminding is right for you, we would love to welcome you into Rutland Early Years Agency. If you are still not quite sure just get in touch with your questions, fears or concerns and we will be happy to talk them through with you.

Contact

Rutland Early Years Agency Ltd – enquiries@rutlandearlyyears.co.uk,

Tel 07908882120,

www.rutlandearlyyears.co.uk



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Appendix 3 – Initial Enquiry – NEW childminder



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