

# Registration for childminders

What you need to know if you want to be a childminder



# Ofsted's role

- register applicants
- inspect childminders within 30 months of registration and subsequently within a prescribed period (currently four years)
- consider information that suggests childminders aren't meeting legal requirements
- take action where necessary to ensure providers comply with the requirements, or remove them from the register(s).

# The local authority's role:

- provide information for those interested in becoming childminders
- support and advise applicants and registered childminders
- help parents find local childcare.

# Purpose of regulation

- protect children
- ensure good outcomes for children
- promote high quality provision of care and early education
- provide reassurance for parents
- to ensure that childcare providers are meeting the government requirements set out in the 'Statutory framework for the early years foundation stage' (EYFS) and the Childcare Register.

# Childminding: definition

A childminder is a person who receives payment for working in their own home, looking after at least one child for more than two hours a day.

# Childminding and the law

- you must register with Ofsted or with a childminder agency if you are paid to look after any children under eight for more than two hours a day, in someone's home
- there are some exceptions to this
- if you aren't registered and you provide childcare services that need to be registered, you could be prosecuted.

# You don't have to register if you: (1/2)

- only look after children aged eight and over
- look after children for fewer than two hours a day
- are the child's parent, step-parent, foster parent or relative
- care for children in their own home.

# You don't have to register if you: (2/2)

- look after a friend's child for free (or paid, but only for up to three hours per day)
- only look after a child between 6pm and 2am (ie babysitting)
- provide home education or you're tutoring children aged three and over in only one or two activities eg maths and/or sports.

**You can choose to register, even if you don't have to.**



# Why register if you don't have to?

- you could get a childcare business grant to help with setting-up costs
- professional development, advice and support network
- details listed online by Ofsted (if you agree)
- reassurance for parents, and they may be able to claim childcare costs.

# Which Ofsted register to join

- Early Years Register (to look after children from birth to 31 August after their 5<sup>th</sup> birthday)
- compulsory part of the Childcare Register (to look after children aged five to a child's 8<sup>th</sup> birthday)
- both registers to look after all ages up to age eight
- If caring for children aged eight and over, and for nannies - voluntary part of the Childcare Register.

# Can I register?

# Can I register?

In order to register you must:

- have the right to work in the UK
- be suitable to work with children
- be physically and mentally capable of caring for children
- have a completed an enhanced DBS application (for you and anyone age 16 or over who lives or works on the childminding premises)

# You are disqualified from registration if:

- you've been convicted of a serious offence or are barred from working with children
- your children have ever been taken into care
- you've been refused registration before
- your registration has been cancelled for a reason other than not paying your annual fee
- you live with someone who is disqualified from registration.

# Before you register – what you need

# Certificates and forms

- EYC application form for you
- a completed criminal records (DBS) application for you and everyone aged 16 or over who lives or works with you, plus an EY2 form for them
- health declaration form signed by your GP
- paediatric first aid certificate or details of the first aid training course that you'll complete within 8 weeks of applying.

# Enhanced DBS (criminal records) check

- apply online (<http://ofsteddbapplication.co.uk/home>)
- separate application for everyone who lives or works in your home aged 16 and over
- each check costs £52.50
- DBS Update service (£13/year) – optional but recommended.



# Health declaration form

- download the online booklet from GOV.UK
- <https://www.gov.uk/government/publications/become-a-childcare-provider-health-declaration>
- take completed form to GP to fill in and sign
- your GP might charge for this
- post it to Ofsted.

# First aid certificate

- look online for approved courses in paediatric first aid in your area
- the cost of this will depend on the course and who is providing it.

## You'll also need:

- two references
- a Government Gateway account

# Costs and timescales

## Cost to register – set fees

- £52.50 for each DBS check
- £13 annual fee for DBS Update (optional but recommended)
- £35 to join both registers or £103 to join Childcare Register only (annual fee).

# Other costs

These vary, but you should budget for:

- GP fee to sign health declaration form (current recommended fee is £91)
- Public liability insurance
- any courses you need to do (EYFS, first-aid)
- equipment or materials you might need
- membership body fees (optional) and ICO registration.

# How long will registration take?

- you need an enhanced DBS check before you apply
- registering with Ofsted usually takes around 12 weeks, but timescales vary
- allow time for any courses you need to do before you register – eg paediatric first-aid, childminding courses.

# Early Years Foundation Stage (EYFS)



# The Early Years Foundation Stage (EYFS)

A set of government requirements that all providers must meet for looking after children up to 31<sup>st</sup> August following their fifth birthday, covering:

- age-appropriate learning and development
- early learning goals and assessment of children's starting points and progress
- safeguarding, child protection and health and safety.

# Early Years Foundation Stage (EYFS)

- to look after children in the early years foundation stage, you need to show an inspector that you understand and can follow the EYFS
- ask your local authority or a childminding association about courses in your area
- you might not need to do another course if you already have qualifications or experience which mean you understand and can meet the EYFS requirements.

# How to apply to the register

- set up a [Government Gateway](#) account – choose ‘individual’ not ‘business’
- log in to [Ofsted Online](#) with your Government Gateway number as your User ID and Government Gateway password
- choose the form for the register you need. If you’re applying to both registers, complete only the form for Early Years Register.

# State the type of childcare you will provide

- childminder
- home childcarer (nanny)
- childcare on domestic premises.

# Childminder

- works in their own home (not the children's home), the home of another childminder or a relative of the childminder
- can work with up to 2 other people at a time (either other childminders or assistants)

You should join both the Early Years and Childcare registers, unless you're only looking after children aged from 1 September following their fifth birthday up to their eighth birthday, or you're not required to register.

# Home childcarer (nanny)

- care for children from up to two families, at the home of one of the families
- no legal requirement to register
- register on the voluntary part of the Childcare Register.

# Childcare on domestic premises

- where four or more people work together in someone's home
- includes childminders and assistants working together
- must meet the particular legal requirements of 'childcare', not 'childminding'
- childminders who sometimes work with fewer than three others, and sometimes with three or more, must register as both 'childminder' and 'childcare on domestic premises'.



# Submitting your documents

- you will need to send Ofsted your health declaration form
- you will need to send Ofsted the enhanced DBS checks for you and all the other adults who live or work with you if we request them
- you don't have to submit all your documents at the same time or in any particular order.

# After you submit the form

- Ofsted acknowledges receipt of your application and tells you how to pay your application fee
- Ofsted checks your information and that of other adults who live with you
- if you've applied to the Early Years Register, Ofsted will ring to arrange a registration visit
- registration usually takes up to 12 weeks from submitting your application to Ofsted.

# The registration visit

(only applies to Early Years Register)

# The inspector will check:

- your identity
- your understanding of the ages and numbers you can care for
- documents about your car, qualifications and first aid
- suitability of your premises, equipment and toys
- your understanding of risk assessment, safety and security
- your understanding of the EYFS including the safeguarding, welfare and learning and development requirements
- that you speak English well enough to teach children and keep records in English.

# End-of-visit feedback

- at the end of the visit the inspector will tell you whether they will recommend you 'suitable' or 'not suitable' for registration
- you can withdraw your application at this stage if you think everything is not yet in place.

## After the visit

When all checks are complete, Ofsted will send you either:

- a letter and certificate of registration

or

- a 'notice of intention' to refuse registration

If you are refused registration you'll be disqualified from applying to be a childminder in the future.

# After registration

## Ofsted will...

- publish your name, address and phone number on its website, if you give your consent
- inspect you (if you're joining the Early Years Register – and may also inspect you if you only join the Childcare Register) and publish your inspection report online.



# Keeping your details up to date

By law you must keep details up to date and report any changes within 14 days.

Use Ofsted Online to report changes to:

- where you are working
- your contact details
- people who work with you or anyone aged 16 or over who lives with you (if you work at home)
- childcare hours.

# How many children can I care for?

- up to six children aged under eight
- no more than three children aged from birth to 31 August following their 5<sup>th</sup> birthday
- normally no more than one child aged under 12 months
- you can make exceptions to the ratios if you can show you're meeting all the children's needs (but you can't look after more than six children in total).

# How many children can I care for?

- care for children aged eight and over is not allowed to affect the quality of care given to younger children
- you can look after more children if you work with an assistant or another childminder
- childminding assistants can only care for children on their own for up to two hours a day with parents' permission.

# How many children can I care for?

Other factors affecting the number of children you can care for include:

- space available
- your own children and any others you look after e.g. for relatives
- children aged four or five who attend before or after a school day and in the holidays are counted as older than the early years age group

# Contact Ofsted

- Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)
- Phone: 0300 123 1231 (lines open Mon to Fri, 8am to 6pm)
- [www.facebook.com/ChildcareRegistration](https://www.facebook.com/ChildcareRegistration)
- [www.twitter.com/ofstednews](https://www.twitter.com/ofstednews)

