**Documents required by childminders**

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|  | **Certificates** | Tick |
| 1 | Registration certificate (this must be displayed) |  |
|  | First Aid Certificate |  |
|  | Safeguarding certificate |  |
|  | Food Hygiene Certificate |  |
|  | **Ofsted** |  |
|  | Ofsted report |  |
|  | Parents poster |  |
| 2 | **Health & Safety** |  |
|  | CRB’s on everyone over 16 and regular visitors to the home |  |
|  | Car insurance copies of driving licence and MOT certificates |  |
|  | Registers  |  |
|  | Visitors book |  |
|  | Fire drill log |  |
|  | Risk assessments (home and outings) |  |
|  | Smoke alarm test |  |
|  | Membership to Information Commissioners ICO |  |
|  | Public Liability Insurance |  |
|  | Policies (Safeguarding Policy and Procedure)  |  |
| **3** | **The child’s information file** |  |
|  | Contracts on child |  |
|  | Child information forms |  |
|  | Permission forms |  |
|  | My unique child document |  |
|  | Starting points |  |
|  | Development Sheet (coloured) |  |
|  | Weekly plans |  |
|  | Planned observation |  |
|  | Process for observations |  |
|  | 12 weekly planned observation |  |
|  | 6 monthly reviews  |  |
|  | Parent questionnaire |  |
|  | Integrated review paperwork |  |
|  | Transition forms |  |
| 4 | **Other documentation** |  |
|  | Complaints book |  |
|  | Comments book |  |
|  | Child protection log book, (should be kept secure) |  |
|  | Menu plan (sample if you do not provide meals) |  |
|  | Self evaluation form (SEF) |  |
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