

What you need to know

New Childminder Information

What is a childminder?

A childminder is a person who cares for other people's children in the childminders home. You are responsible for your own tax and national insurance as a self-employed person.

It is illegal to care for a child in your own home for monetary gain without being registered. If you do, you could be prosecuted and fined by Ofsted.

Before becoming a childminder you must;

Speak to your landlord for permission to run a child-minding business from your home.

To start up a Childminding business you should consider the costs which could amount to approximately £1200

This includes:

Process and costing

What is needed	Cost	Info
Pacey online pre-registration training	£238.80	https://www.pacey.org.uk/shop/training/online-training/hbca/
Capita for the online DBS check	£55	Each person in the home over 16 and anyone who visits regularly must also be DBS checked.
the DBS update service every year costing	£13	After you apply for your DBS you can register to the update service
Doctors Health Check	£35 to £120	
Ofsted – registration fee	£35	Yearly
Public Liability insurance and start up pack	£150	This includes documentation (tool kit) and a fire blanket
Then yearly insurance costs	£90 approx.	The main insurers for childminders are Pacey or Morton Michel
Membership of the Information Commissioner's Office(annually)	£40 or £35 if you pay by direct debit	https://ico.org.uk
Safety resources	£50 to £100	safety gates, smoke alarms, fridge thermometer, cupboard locks, door locks, window locks etc.
Toy resources approximately	£500 plus	This is an ongoing costs
Training: 12 hour Paediatric First Aid, Safeguarding, Food and hygiene	£100 plus	This is the basic training

Forms to be completed by a childminder to become registered:

You will have to set up an online account with Ofsted at: <https://online.ofsted.gov.uk>
You will be given an Ofsted key number, make sure you take a photo and write this down carefully, along with any passwords. You will not be given these again.

EYC	Childminder form	
EY2 form	To be completed by members of the family or other people living in your home or visiting regularly over the age of 16	Also for assistants
DBS	Disclosure and Barring Service	Everyone over the age of 16
Health declaration for the childminder	Google, Health Declaration 2012 form	To be printed, completed and take to the doctor for verification. This is then to be sent to Ofsted at: Ofsted Piccadilly Gate Store St Manchester M1 2WD

Regulation

If documents below are not submitted after 8 weeks of sending off the EYC form, Ofsted will close your application:

EY2 forms
DBS checks
Health Declaration Form
Application fee Paid
HBCA (Preparing to work in Home Based Childcare) certificate number
Paediatric First Aid certificate number

If you have not worked for 36 months after your registration, Ofsted will cancel your registration

If you do not pay the registration fee each year Ofsted will cancel your registration

Environmental health

Environmental health will visit your home this is to ensure that you comply with the Food and Safety Act 1990. You will need to register with Environmental Health

Pre-registration inspection

Ofsted will call to book an appointment:

Call the Early Years Department of Tower Hamlets for a support visit.
Your home must be set up ready for your Ofsted inspection visit. They need to see all documentation and toys/resources/Safety equipment in your home. They will also ask lots of questions about the EYFS, Child development and safeguarding.

They will then visit every 3/4 years

What documentation needs to be completed as a childminder

Contracts, child record forms, i.e., health, inoculations, parents details
Daily registers, additional needs, dietary needs, cultural needs,
Developmental records, reviews with parents, integrated review for children becoming two years old, next steps, children's work as evidence, photo's for evidence. Weekly plans, and observations.

EYFS and knowledge of the 7 areas of learning

Development Matters

Early Years Outcomes

Individual child's learning plan

Tracking of development from the first day until they leave.

Home and outing risk assessments

Reflective account on your service

Medicines administered, accidents, safeguarding, diaries, incidents, comments and complaints, fridge freezer log, child protection log, fire drill log, smoke alarm log.

Insurance documents

GDPR paperwork

Parent and child questionnaires

Ratio's

6 children under the age of 8, three can be under 5 but no more than one under 1 year at any one time, three from the age of 5 to 8 years. UNLESS a four year old is in full time education, then they go into the upper age bracket, this may free up a space for the under 5 age bracket.

YOUR OWN CHILDREN MUST BE TAKEN INTO ACCOUNT.

Health and safety of the home environment

Safeguarding the children, safety resources for the home: safety gates, smoke alarm, undertaking fire drills and smoke alarm checks, home risk and outings risk assessments

Ongoing 3 yearly Training:

Paediatric First Aid

Safeguarding Children

Food safety in catering

Documents to purchase and read:

EYFS 2017

Development matters

Early years Outcomes

Insurance, tool kit and training

Pacey www.pacey.org.uk

Morton Michel www.mortonmichel.com

Useful numbers and email:

Workforce Development telephone number 0207 364 7947 To book training. Training directory available here: www.towerhamlets.gov.uk/earlyyearstraining

Ofsted:

0300 123 1231

enquires@ofsted.gov.uk

<https://online.ofsted.gov.uk>