**What if………………………………….**

I want to work with an Assistant?

**Childminder assistants**

* You can have an assistant but can only leave them alone with children for up to **2 hours** a day with parental permission

* The Assistant needs to fill in an EY2 form; on the Ofsted online website. At the following email address:

<https://online.ofsted.gov.uk/onlineofsted/Ofsted_Online.ofml>

There is a link on the EY2 form to complete your [enhanced DBS check](https://www.gov.uk/guidance/criminal-record-checks-for-childminders-and-childcare-workers).

* Ofsted will send you a letter saying the person is suitable/not suitable to be with children once the DBS has cleared.
* While waiting for clearance, they cannot work unsupervised until they have received their suitability letter from Ofsted, this means you cannot leave them alone with the children at any time, even if you answer the door. They must not be involved in nappy changing or putting children to sleep in another room etc.
* They must have a Full 12 hour Pediatric First Aid.

* The Childminder must train any assistant to understand their safeguarding policy, procedures and the Local Authority Safeguarding numbers.
* Parents must have signed to say they give permission for their child to be left with the named assistant.
* You can only work with two Assistants at any one time
* Your insurance must be informed
* You must keep a register to show what dates and times the assistant has worked
* You must keep a folder with the assistants name, address, phone numbers, training certificates, DBS and supervision notes
* You must give your Advisor the assistants details as soon as they start to work with you, so they can be added to your personal folder