



Childminder Brief:

What is a childminder?

A childminder is someone who carers for children that they are not related to, for more than two hours a day, for pay or reward, in the childminder's own home. It is illegal if you carry out any of these and you are not registered.

You do not have to register as a childminder if you are child's parents, a close relative, foster carers (for children they are fostering), if caring for the child in a child's home, Nannies and friends who look after children for no reward. A childminder must be registered and inspected.

The benefits of being a childminder:

The benefits of being a childminder include choosing your own flexible hours, working from your own home, being your own boss and furthering your professional development

Who can you care for?

A registered childminder can care for 6 children under 8 year old (at any one time. Of these 6, no more than 3 children must be under full time school age. Of these 3, no more than 2 children can be under 18 months old. These numbers may be different, depending on the size of your property.

These numbers must include your own children.

You do not have to be registered to care for children over the age of 8. You should use common sense when determining how many over 8s you can look after.

Running your childminding business:

Before you begin the childminding process, you will need to start thinking about the following:

- Which days and hours you will work
- How much you will charge per hour
- Will you collect and drop off at local schools and childcare settings
- Will you accept children with additional needs?
- How will your partner and children cope with other children in your home? Will children in your care be safe around your pets?
- Where will you store your toys, equipment and resources?

Existing Childcare in your area:

It is important to think about what other childcare services are available in your area and to consider if there a need for more? (Search www.monfis.org.uk for details of all childminders, day care, after school care etc that is available in Monmouthshire).

Consider the childcare gaps in your area and think about what you are able to offer that is different from other local childcare providers (overnight care, weekend care, sibling discounts etc..)? (Monmouthshire's Childcare Sufficiency Assessment at <http://www.monfis.org.uk/childcare-sufficiency-assessment> will provide you with this information.

The National Minimum Standards for Childcare:

All registered childminders must adhere to the National Minimum standards. This can be downloaded from www.monfis.org.uk/download-document. It includes details of planning, records, working with parents, well-being, food and drink, financial procedures, quality assurance, complaints, child protection, equipment, safety and more.

Who to inform:

If you live in rented accommodation, you are required to get written permission from your Landlord to show that they are happy for you to use your home as a childminding business.

If you intend to use your car for childminder pick ups, drop offs or activities, you must inform your car insurance company as you will need to include 'business use'.

You will need to check if your home insurance covers business use.

You may wish to contact your local Fire Safety Service for a free check of the safety equipment in your house.

Monmouthshire's Environmental Health would also like to be notified of your registration. They can provide you with useful information about preparing food, health, hygiene, fridge temperatures etc. They can be contacted on 01633 644609.

Other things to consider:

As a childminder, you will be classed as self-employed. You must register as self-employed and complete HMRC paperwork and tax returns every year. HMRC may be able to help you complete the forms. You will also be required to pay National Insurance.

Consider planning – routines for children of different ages, children's development, behaviour, meals etc. Your planning templates and guides are included in your registration start up pack.

Safety procedures must be in place, including smoke alarms, fire surrounds etc. You will be able to claim up to £100 from Monmouthshire Early Years for safety equipment.

The Childminding Process:

To become a childminder, you must:

Complete the CYPOP5 Childminding Course.

The CYPOP5 course is the standard qualification all trainee childminders must complete to register as a childminder, regardless of any other childcare qualifications you hold.

The CYPOP 5 course covers such things as setting up a home-based childcare service, establishing a safe and healthy environment, working with parents, developing routines, play and activities to support equality and inclusion, safeguarding children and supporting positive behaviour.

You'll need to produce a range of work for assessment, including:

Information sheets about childcare regulation

Written policies and procedures to use in a home-based childcare business

Explanations of confidentiality and data protection

A business plan for your home-based childcare business

A parents' charter showing how parents and childminders work in partnership

An explanation of your understanding of equality and diversity

Information about safeguarding and how to identify potential child protection issues

A report on children's behaviour and how to encourage positive behaviour.

The course can be completed online and takes approximately 15 hours to complete. There is a multiple choice assessment at the end of the course. There is no time limit in which to complete this course.

The course costs £190 to complete and must be paid for by the individual. **Monmouthshire Early Years will be able to reimburse you for the cost of the course, upon registration as a childminder.**

The Professional Association of Childcare and Early Years (PACEY) is the organisation who provides this course. They can be contacted on 0845 880 1299 or paceycymru@pacey.org.uk

Complete a First Aid, Food Safety and Safeguarding Certificate:

Details of the requirements for these courses and a list of training providers can be found at

<http://www.monfis.org.uk/training-childcare-providers>

Obtain a GP Reference:

You are required to obtain a 'fit for work' reference from your local GP. They may be a small charge for this.

Complete the Childminder Registration Application Form:

You are required to register as a childminder with the Care and Social Services Inspectorate Wales (CSSIW).

To download the application form, visit

<http://wales.gov.uk/cssiwsbsite/newcssiw/aboutus/providingsocialcare/cmreg/infoandguide/?lang=en>

Complete the form as fully and as accurately as possible. Any gaps may result in the application form being returned to you meaning you will go to the end of the processing queue. This includes any breaks in your dates of employment. Include any periods of time when you were not employed.

Complete a DBS check (formerly CRB):

A DBS Check will need to be completed by any member of your household who is over the age of 16. This is regardless of any DBS checks you have in place for other roles. CSSIW will cover the costs of these checks. A DBS form can be requested from CSSIW on 0300 7900 126.

You will need to arrange a suitable time with CSSIW to submit your application form and checks. The DBS forms need to be taken in person to the CSSIW Regional Office in Merthyr Tydfil to be approved. You cannot use a designated person or the post office facility. You may wish to consider taking your DBS forms, identification, childminder application form and supporting documents to the CSSIW at the same time. This may speed up the process of registering.

CSSIW Inspection:

After your application has been approved, CSSIW will arrange to visit your house for a pre-registration inspection. This will be to check your house and garden is suitable to accommodate a childminding business. CSSIW will check all safety procedures are in place and you have considered all the planning aspects of the process. Once registered, CSSIW will inspect your home every two years and will produce a report of their findings. Examples of CSSIW reports for childcare settings can be found at www.monfis.org.uk

Apply for a PACEY Quality Start Pack:

A quality start up pack is available upon near completion as a registered childminder. The start up pack includes your first year's public liability insurance, member to PACEY for one year, a cashbook and attendance register, an accident/incident book, childminding contacts and child record forms and a fire blanket. Monmouthshire Early Years will meet all costs for this pack.

Contact Monmouthshire Early Years at lindaharris@monmouthshire.gov.uk for a quality start up pack application form.

£100 Safety Equipment Grant:

Monmouthshire Early Years are also able to provide you with a safety equipment grant upon registration. This would include stair gates, fire surrounds, car seats etc. Any purchases made during the process can be reimbursed (up to £100) upon registration. Please send receipts to lindaharris@monmouthshire.gov.uk.

Pre-Registration Support:

Supported by Monmouthshire Early Years, PACEY Cymru is able to offer an impartial support service by telephone and email to all pre-registration childminders in Monmouthshire. If you would like any help or advice with completing your policies, procedures and applications, please contact Elinor Stafford at Elinor.stafford@pacey.org.uk or call/text 07734 734162.

Receive your Registration Number:

After your home inspection and receipt of your start up pack, you will receive your registration number and will officially be a registered childminder. You are now able to childmind any children you may have on your waiting list or advertise your childminding service.

Inform Monmouthshire Family Information Service:

Monmouthshire Family Information Service (MonFIS) is the only service to keep a full list of all registered childcare throughout the county. CSSIW inform MonFIS as soon as a provider becomes registered. Please contact MonFIS on 01633 644527 or by emailing info@monfis.org.uk to register your details. Your service will then be promoted, along with all other childcare providers at www.monfis.org.uk and in a childcare guide sent out to parents on request. You will be asked to provide this information to MonFIS on an annual basis. Your information is also required for the annual Childcare Sufficiency Assessment required by the Welsh Government.

Register with the Information Commissioners Office (ICO) Data Controller Registration

The Data Protection Act 1998 requires all businesses to notify ICO if you are processing personal information electronically for the provision of childcare. This includes names, addresses, medical conditions and taking photographs of the children in your care using a digital camera. Failure to notify ICO is a criminal offence and a breach of the Data Protection Act 1998). You can register at [http://ico.org.uk/what we cover/register of data controllers](http://ico.org.uk/what-we-cover/register-of-data-controllers) for an annual cost of £35.

Useful Contact Details:

Monmouthshire Early Years and Family Information Service

01633 644527 / 01633 644461 / 01633 644534

Email: info@monfis.org.uk

Website: www.monfis.org.uk

Facebook: www.facebook.com/MonCFIS

Contact for: Local childcare information, Quality Start Up Pack Application, Safety equipment grant reimbursement, CYPOP5 reimbursement upon registration, safeguarding training

Care and Social Services Inspectorate Wales (CSSIW)

Tel: 0300 7900 126

Website: www.cssiw.org.uk

Contact for: Childminder application form, DBS application form, application form completion, home visit, inspections, safety procedures

Professional Association of Childcare and Early Years (PACEY)

Tel: 0845 880 1299

Website: www.pacey.org.uk

Contact for: CYPOP5 registration and log on details, additional childminder support