

Applying to become a Registered Childminder



Care and Social Services Inspectorate Wales (CSSIW)

Who are we and what do we do?

Care and Social Services Inspectorate Wales (CSSIW) encourages the improvement of social care, early years and social services by regulating, inspecting and reviewing services and providing professional advice. Through our work we aim to raise standards, improve quality, promote best practice and inform people about social care.

Four regions (North Wales, South East Wales, Mid and South Wales and South West Wales) are the focus for professional assessment and judgement about services and organisations. They inspect and review local authority social services, and regulate and inspect care settings and agencies.

Our national teams lead on managing and analysing information to deliver all-Wales reviews and provide professional advice to improve services.



Information about applying for registration as a childminder

Anyone who provides a caring service to other people's children for more than two hours a day for reward is regulated by law.

This means that CSSIW will:

- make sure that you are suitable to look after children;
- see that the place where you will mind children is suitable and safe;
- check any people living or working with you where you mind children;
- check that you have the knowledge and resources needed to provide a good quality of service;
- make sure that the way you go about managing your service and keeping records is satisfactory.



Before you apply to be a registered childminder

Reading this information will help you to:

- understand what you need to think about before deciding to become a childminder;
- understand the part training plays in your preparation to become a childminder;
- start to understand what the regulations and national minimum standards for childminders are, how they promote quality and the part they play in the registration process;
- know what we will look for in your application and what we will do with the information you provide.



How to become a Registered Childminder

1 Attend a briefing session where you will receive all you need to start the application process.

When you attend a briefing session provided by Care and Social Services Inspectorate Wales (CSSIW) you will be given more information about registration. You will be told about the training you must undertake before you can become registered, where to access it, and have an opportunity to ask any questions you might have. **For information about booking your place at the next available briefing session, please contact your nearest CSSIW office. These are listed at the end of this booklet.**

2 Attend the pre-registration training course where you will receive support and information about how to provide a good childminding service and meet others who are applying for registration.

Because childminding involves providing care to babies and young children in your own home, great care needs to be taken to check that everything is as it should be.

Part of your preparation to become a childminder is successful completion of an approved training course. The training course provides underpinning knowledge and opportunities to ask for help and guidance. During this time you will start working through your application pack.

3 Complete your application and submit it to your CSSIW regional office

We will check that you are a suitable person to mind children. By working with the information you provide we will:

- make checks on your identity by looking at your birth certificate and other relevant documents;
- check to see if you have had any significant problems bringing up your own children by contacting any social services departments for those areas where you have lived for the past five years;
- check on your physical and emotional health by asking you to provide a summary of your medical history which we will send to your Doctor, and any specialist who you have had treatment from, and ask them for comments;
- take up at least two references for you, one of which should be from your last employer;
- undertake checks with the Criminal Records Bureau (CRB) for yourself, for anyone living or working on the premises where you will mind children.

This means that all records of any convictions (no matter how long ago or how small) you might have and those of anyone else living in or working on the same premises, and those of any assistants you may employ will be disclosed to us by the Criminal Records Bureau.

Everyone who completes a CRB check must disclose **every** conviction, caution, conditional discharge or any other result of appearing in Court.

Although the Rehabilitation of Offenders Act says that for most purposes, after a fixed time people no longer have to declare their convictions, this is not the case in an application to become a registered childminder.

What happens when there is a criminal background?

Where there are any convictions, we will want to contact the individual concerned in confidence. This applies to anyone else living or working on the premises that you propose to use for childminding. In these cases we will confirm with each individual that the declarations are truthful by checks of police and other records held by the Criminal Records Bureau. We will then consider the circumstances at the time of the conviction and the chances of this aspect of character affecting the care you might give now. It is often possible to approve applications in this situation. But if you, a member of your household (or any assistant you intend to employ) fail to declare any offence this may look like you are trying to hide it. If someone is dishonest in order to obtain registration they are no longer a suitable person. **If you employ an assistant**, CSSIW will undertake their CRB check for you. However, you will be responsible for all other checks and ongoing supervision for your employee.

We want you to know that all the information we collect is treated carefully and kept strictly confidential at all times. We also want you to know that inspectors will work with you and respond to any queries along the way. The most important part of our work is to see that young children get good quality services that meet the regulations and standards.

4 An inspector will contact you to agree when they will visit to inspect where you will mind children and discuss your application.

Working from information you supply in the application form and a visit to your home - or the home where you intend to mind children - we will check to see that you have sufficient control over the premises to sustain your service there and maintain the safety of the children you care for both inside and outside the premises.

To do this we will:

- ask you to provide information about where you intend to mind children - whether a tenancy, lease arrangement or ownership;
- ensure that the building, the services supplied and the appliances used are regularly inspected and maintained;
- check that you have followed, or are committed to following, the advice provided in the fire safety guidance;
- want to check that common hazards inside the buildings, such as hot surfaces, non safety glass, trip/fall hazards, electricity sources, dangerous chemicals etc. are identified and suitable safety measures are in place;
- want to be sure that common sources of hazard outside the building such as poor fencing, sheds, greenhouses, garden chemicals, poisonous plants, tools, ponds, roads, vehicles, animals and pet waste etc. are identified and suitable safety measures are in place;
- want to check that your arrangements for providing First Aid are satisfactory and that your plans for responding to an emergency are well thought out.

How will we check on your knowledge and resources?

Working from information you provide in your application form and an informal interview during the visit to your home we will:

- ask you to provide a full record of what you have done since leaving school. This will include any periods of study, unpaid work and any qualifications undertaken;
- check with previous employers as necessary to establish what relevant skills and experience you have.

How will we check your proposed way of working?

We will look at the evidence you provide in your application and listen to what you tell us at your home inspection to make a decision about your ability to meet regulations and maintain standards and how well you understand your responsibilities. In cases where we feel we do not have enough information to make a decision we will arrange additional interviews.

We will:

- look at what your application form tells us about how you will meet the regulations and achieve the National Minimum Standards for Childminders and assess the suitability of the documents you have developed to support your service;
- consider how you intend to store securely the records;
- look at how you intend to assess and introduce children into your care, and the activities and experiences you intend to provide for them;
- look at how you intend to select and assess any assistants you may want to employ, check the records you must keep about them and how you will supervise their work;

- ask how you will manage, monitor and develop the quality of your service and how you will involve parents and children in that process.

At the end of their visit, the inspector will tell you if there is anything else you must do before you can be registered. The inspector will confirm this in a letter to you.

Send the inspector written confirmation that you have completed all that's needed and you should be sent your certificate. You can now start your business!

Staying registered and quality assurance

Once you are registered you must let us know if anything changes in your household or with your business arrangements. You will also need to keep a record of how you check and improve your service each year.

You will receive an unannounced inspection (after completing a self assessment form that CSSIW sends you) during the first year or so and then at two yearly intervals.

We are confident that the information we give you, the pre-registration training and contact with your local childcare development worker will help you to understand and complete all you must do to achieve the rewarding role of a registered childminder running your own business.



You can contact us at your nearest CSSIW office or visit www.cssiw.org.uk

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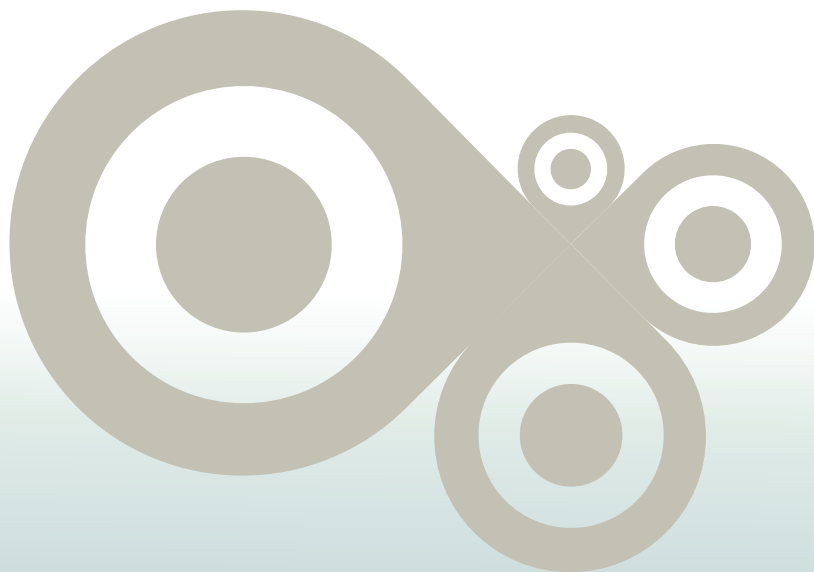
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Care and Social Services Inspectorate Wales



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ISBN 978 0 7504 5189 5
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D7770809
CMK-22-11-035