

*Working for
Warwickshire*

Warwickshire County Council's

Childminder Briefing





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1. An Introduction to Becoming a Childminder

Welcome to Warwickshire County Council's Becoming a Childminder briefing document. This document has been designed to help you to understand the role of a Childminder, what is involved and steps that you need to take to become registered. Within this document there is information and guidance, which includes information from Ofsted. Please take your time reading through each section.

We hope you find this document helpful. Please contact the team if you have any further questions or need ongoing support or advice – The Early Years Business Support team – 01926 742633 – earlyyears@warwickshire.gov.uk



2. Benefits and Challenges of childminding

There are many benefits and challenges of childminding and working from home. Below is a list of the most common. It might be helpful to reach out to childminder forums and local childminders to see if this is the role for you.

Benefits	Challenges
<ul style="list-style-type: none">• Working flexible hours• Working from home• Being your own boss• Caring for your children while you work• Professional development• Helping other parents• Helping children	<ul style="list-style-type: none">• Change of daily routine• Balancing the needs of your family and your business• Running your business – self employed• Administrative duties• Lone working

Benefits for Parents / Carers:

- Home Based
- Individual attention
- Continuity of care
- Siblings cared for together
- Accommodate flexible working patterns / shift work



3. Ofsted

Regulatory body for England

Ofsted regulates and inspects to achieve excellence in the care of children and young people, and in education and skills for learners of all ages. This ensures that childcare providers offer high quality care and learning for children in a safe environment. This also provides reassurance to parents that they are placing children with adults who are suitable to do the important job of caring for their children.

Safeguard children

Ofsted has a duty to ensure that childcare providers keep children safe. The Childcare Act 2006, which gives Ofsted its legal power, outlines strict legal guidance regarding safeguarding children. Ofsted's role is to ensure that it is implemented and that childcare providers are keeping children safe. Ofsted can refuse registration, give gradings that reflect the service quality, enforce business closure, etc. Failure to take robust safeguarding measures is the most common reason why "Requires Improvement" or "Inadequate" gradings are given.

Ensure suitability of individuals

To register as a Childminder you and everyone 16 years and over living or working within your home (or who will have regular contact with the minded children) must have completed an enhanced Disclosure and Barring Service (DBS) application and subscribed to the DBS update service. These are Ofsted requirements.

An enhanced check will check spent and unspent convictions, cautions, reprimands, final warning, and any other information that the police have and deem relevant to disclose.

Additional checks are also undertaken by Ofsted as part of the application process including with social services.

Inspect and ensure compliance with statutory requirements

A statutory requirement is something that must be followed and implemented, as it is part of the overall legislation, i.e. law. Ofsted has the power to check and enforce that childcare providers do what is required from them by law and make sure that everyone complies. They can decline to register someone, enforce that a provider ceases to care for children and prosecute providers that are in breach of legislation.

Powers: registration, inspection, investigation and enforcement

Power to Register: As previously mentioned, it is Ofsted that decides whether a Childminder, a Nursery or a Preschool can or cannot be registered to educate and look after children. You will have to meet a number of requirements before Ofsted will consider registration.

Power to Inspect: Ofsted are responsible for the inspection of the majority of schools and colleges, as well as registered Early Years settings. They have a duty to complete inspections and judge the quality of care and early education for young children, helping providers to improve.

Power to Investigate: Ofsted can investigate complaints and allegations; they publish results of investigations (when a complaint has been upheld) on their website. These are public documents, accessible by all.

Power to Enforce: Ofsted can make the decision to close a provider; they can also prosecute in serious cases. Please refer to the [Early Years Compliance Handbook](#) for further details.

Ofsted contact details

Email: enquiries@ofsted.gov.uk

Tel: 0300 123 1231

Website: www.gov.uk/government/organisations/ofsted



What is the 'Early Years Foundation Stage' (EYFS)?

EYFS is an essential document that you will need and must follow in order to register and operate as a childminder. Please click [here](#) for the EYFS where you can download and print your own copy.

Statutory Framework for the Early Years Foundation Stage: The EYFS is a document that you must be familiar with. It lists the requirements that you must follow in order to be and stay registered. You have obligations to educate children, to prepare them for school and to ensure they are safe at all times.

'The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for future good process through school and life.' (Point 2, page 5, Statutory Framework for the Early Years Foundation Stage).

NB: As this is a statutory framework you must follow the content of the document by law. Failure to do so will entail penalties (possible withdrawal of registration, fines, prison sentences, etc.)

The EYFS is regularly updated and it is your responsibility to check that you are working with the correct version.

Early Years Outcomes (non-statutory): This document will help you to understand child development through the early years. It details typical behaviour at different ages. It is a useful document to refer to. You will receive further support on this topic throughout this document. Please click [here](#) for more information on the Early Years Outcomes (non-statutory).

A Know How Guide – The EYFS progress check at age two: The EYFS framework specifies that all early years providers need to carry out two main assessments of children, one of which is completed when a child is 2 years old.

The assessment, referred to as a Progress Check, is a short written summary of the child's progress in the different areas of learning and development. This document offers guidance on how to produce it. Please click [here](#) for a copy of the guide.

Development Matters in the Early Years Foundation Stage (non-statutory): This document will give you tips on how to further the children's learning and supports Childminders in implementing the statutory requirements of the EYFS. You will receive further support on this topic throughout this document. Please click [here](#) for a copy.



Ofsted Registers

There are 2 Ofsted registers that you can join:

- The Early Years Register is for those who would like to look after children from birth to 31st August after their fifth birthday
- The Childcare Register – there are 2 parts to the Childcare Register
 - the compulsory part of the Childcare Register is for those who would like to look after children aged five to a child's eighth birthday
 - the voluntary part of the Childcare Register is for those who would like to care for children aged eight and over, or if you would like to be a Home Childcarer (Nanny)

Both the Early Years Register and the compulsory part of the Childcare Register are for those who would like to look after all ages up to age eight.

The Early Years Register: As previously mentioned, you must register with Ofsted if you want to become a Childminder. You will need to register on Ofsted's Early Years Register, if you will be looking after children between the ages of 0 and 5 years old.

Please note that you will not be able to apply to register until you have completed the DBS checks (for you and for anyone who is 16 years old or over, who lives or works in your house) and until you have completed and submitted your Health Declaration form.

[Ofsted Pre-registration briefing for those wishing to become childminders](#)

[Childcare and children's social care health declaration form](#)

[DBS checks for childminders and childcare workers](#)

NB It can take up to 12 weeks to become fully registered.

EYFS: You need to be familiar with the content of the EYFS. Your understanding will be checked by an Ofsted Inspector who will interview you during your Registration Visit. Please click [here](#) to access the EYFS. To help you prepare for the Registration Visit with Ofsted, please click [here](#).

Compulsory Training/Documents: The following will be checked by the Ofsted Inspector during your registration visit.

1. **Childminders training:** Childminders must have completed training which helps them understand and implement the EYFS ("Statutory Framework for the Early Years Foundation Stage", Section 3.24).
2. **DBS Checks:** Satisfactory DBS checks are required for every individual in the household 16 years or over. Please follow this link to the DBS application - <https://www.gov.uk/guidance/criminal-record-checks-for-childminders-and-childcare-workers>
3. **Paediatric First Aid Course:** You must have a valid Paediatric First Aid certificate that meets the criteria outlined in the EYFS, Annex A, to be a registered Childminder.
4. **Child Protection Training Course:** We strongly recommend that you attend a Warwickshire Child Protection Level 1 course as you must be aware of Warwickshire's safeguarding procedures. Your procedures must be in line with the guidance and procedures of the relevant Safeguarding Children Board and Multi Agency Safeguarding Hub (MASH).
5. **Food Hygiene Level 2:** You will need to have a valid certificate. Please see further information in the Environmental Health section.
6. **EY2 Forms:** EY2 Form: you will need to fill in an EY2 form for each person 16 years or over that lives with you. This form will also be accessible once the people who live with you have created their own Government gateway account. <https://www.gov.uk/guidance/apply-to-join-a-nursery-or-other-daycare-organisation-ey2>
7. **Health Declaration booklet:** A Health Declaration booklet must be completed by your GP before the online application for the Early Years Register is submitted. Your GP will charge you to complete the booklet; it would be advisable to find out the costs involved from your local surgery. Please click here for the [Childcare and children's social care health declaration form](#).
8. **References:** Ofsted will also require contact details for 2 referees.
9. **Contact Fire & Rescue Service:** We recommend you contact your local Fire & Rescue Service to check whether the fire prevention steps you have put in place are suitable and discuss your evacuation plan. The contact



number for Warwickshire Fire & Rescue is (01926) 423231 and their website is - <https://www.warwickshire.gov.uk/fireandrescue>

10. **Planning Permission:** You may need planning permission to open a childcare business in your home. In general, planning permission isn't needed if you are single childminder caring for no more than 6 children (including your own children). However, there may be planning restrictions in your area when running a business from home or when you choose to employ assistants or work with other childminders. Please ensure that you contact the relevant Planning department to check if planning permission is required in your circumstance:

- a. North Warwickshire - planningcontrol@northwarks.gov.uk
- b. Nuneaton & Bedworth – planning@nuneatonandbedworth.gov.uk
- c. Rugby - rbc.planning@rugby.gov.uk
- d. Warwick - WDCPlanning@warwickdc.gov.uk
- e. Stratford Upon Avon - Planning.Applications@stratford-dc.gov.uk

11. **Data Protection and GDPR:** It is compulsory that you register with the Information Commissioner's Office (ICO) as you will be storing data electronically. Please note that there is an annual fee to be paid (currently around £40 per year). Further information can be found on their website - <https://ico.org.uk/>



12. If you rent your home: You must make sure that you have written permission from your landlord to operate a business from their premises. Failure to provide this means that Ofsted will not be able to register you to be a childminder.

13. Insurance Requirements:

- a. **Public Liability:** You will need to ensure that you have Public Liability Insurance in place.
- b. **Business car insurance:** If you use your car as part of your business, ensure that your insurance covers business use.

14. Environmental Health Registration: As part of the registration process, Ofsted will pass on your details to your local Environmental Health Department. The Environmental health Department can inspect your premises and will check that you have a valid Food Hygiene Certificate Level 2 as well as meeting the wider requirements for food delivery.

15. Important Information: Please ensure that the DBS and Health Declaration forms are completed prior to submitting your online registration to Ofsted as you will not be able to complete your application.

The Childcare Register: There are two parts to the Childcare Register, a Compulsory and a Voluntary part. You will need to read and understand both parts of the Childcare Register to help you decide whether you will need to register or not. You can access the Registers by clicking [here](#)

Compulsory Part – You must register on the compulsory part of the Childcare Register if:

- You look after children between the age of 5 and 7.

Voluntary Part – You may want to register on the Voluntary part of the Childcare Register if:

- You only look after children between the age of 8 and 18. The advantage of registering is to allow parents to access financial support towards their childcare costs (e.g. working tax credits, childcare vouchers or tax free childcare). Where you provide care for this age of children alongside registered care for younger ages you may choose not to add this element to your registration as regulation will already be met.
- If you are a Home Childcarer (Nanny), looking after children from birth to 18 years old, in the parents' home. Registering as a Home Childcarer is classed as a different category of care to that of a childminder.

When you can't register – You cannot register on the Early Years Register or the Childcare Register if you only intend to care for:

- Children you are related too, including foster children
- Children for two hours or less per day
- Children you have parental responsibility for
- Children between 6pm and 2am (i.e. babysitting)

For a full list please click [here](#)

Important Information: Did you know that you can register on both the Early Years and Childcare Registers at the same time? You need to decide which register applies to the type of childcare you want to offer, either the Early Years, the Childcare or both Registers!



The costs to register with Ofsted are (*prices are correct at the time of publication*):

- Early Years Register - £35
- Childcare Register - £103
- To register on both (at the same time) - £35

There is no registration visit from Ofsted when applying on the Childcare Register only; however, Ofsted may inspect you in the future. If you are on the Early Years Register, Ofsted will carry out regular inspections. Ofsted inspects 10% of providers only on the Childcare Register each year.

All applications will be published online by Ofsted. **To apply to register as a childminder please click [here](#)**

Registration Visit

If you have applied to be registered on the Early Years Register, Ofsted will arrange for an Inspector to visit you in your home. The Inspector will:

- Check your identity
- Check all compulsory training has been completed
- Check you have thoroughly understood the requirements of the EYFS and have all required paperwork in place
- Your work history
- Ensure all your Risk Assessments are in place
- Check suitability and safety of equipment and premises (including outdoor space)
- Check that you and any staff or assistants have sufficient understanding and use of English to ensure the well-being of children in your care
- Assess the quality of care you will be able to offer and your suitability to follow both the welfare requirements and the learning and development requirements of the EYFS
- Check that your business is ready to open

To help you prepare for your registration visit, please click [here](#)

A reminder: If you have registered on the Childcare Register only, you must meet a number of requirements, click [here](#) for further information. There is no registration visit from Ofsted.



4. Business Considerations

Understanding your market

Before starting up any new business, a new business Owner must find out if there will be a market for the service or product that they want to offer. Many businesses before they even started will have completed thorough market research before making any financial commitments or incurred any costs. Registered Childminders are business owners, so you need to make sure that there will be a need for further childcare in your local area. Let's look at how you can find this out:

- Family Information Service – Use your Local Authority Family Information Service (FIS) [childcare search finder](#) or visit the [Ofsted website](#) and undertake a childcare provider search for your area
- Download and read the Warwickshire County Council Childcare Sufficiency Assessment which outlines where there is a need for childcare in Warwickshire - <https://www.warwickshire.gov.uk/childcare>
- Use your local knowledge and information that indicates additional services are needed in the area e.g. by speaking to your local primary school

Set Up Costs

To ensure you have a viable business you need to undertake some research and planning to identify how much registering will cost you.

Some initial costs to consider:

- Training – Childminder course, paediatric first aid, food hygiene, child protection
- Ofsted – Health Declaration form – most GPs will make a charge to complete this for you
- DBS Checks – all individuals over the age of 16 in your household will need to complete this
- DBS Annual Update Service (where you chose to subscribe)
- Ofsted Registration Fee

- Public Liability Insurance – you cannot operate without this cover
- Car Insurance – use for business purposes
- ICO Registration Fee
- Resources, safety equipment, registration to membership bodies

Financial Planning

Carry out some planning to ensure that there is a need for your service:

- How much will you charge for your care?
- What do other local childminders charge?
- What bills will you need to pay, this will include annual registration costs as stated above?
- Will the earnings you make cover your costs?
- Check with HMRC as to what allowances you can claim as a Self Employed Childminder

For more information on HMRC support please click [here](#)

Self Employed

Childminders generally will become self-employed and need to register with the correct department for tax purposes and submit the required information annually. Her Majesty's Revenue and Customs (HMRC) will provide advice and guidance on how to achieve this. Please click [here](#) to access the HMRC website.



5. What Next?

There are two possible outcomes of a Registration visit, 'Approved' or 'Refused'.

Registration visit – Approved: If Ofsted agrees to register you, you will receive a certificate that must always be clearly displayed. You must be aware that you cannot begin to look after children until after you have received your registration certificate. The Local Authority will be informed of your registration.

Registration visit – Refused: If Ofsted decide not to register you, you will receive a letter called a 'notice of intention', explaining the reasons why they will

refuse your registration. The 'notice of intention' is a legal document; you may choose to challenge the decision to refuse registration within 14 days from the date on the notice. Your objections will be considered by Ofsted who will inform you of the final outcome.

If the final outcome is still a refusal to register, Ofsted will send a second letter called a 'notice of decision' and you will be disqualified from providing childcare in the future.

You have the right to appeal to an external body, details can be found [here](#).

Inspections: Once you are registered on the Early Years Register, your first inspection will take place within 30 months. After this, you will then be inspected every 6 years, dependent upon the outcome of the inspection grading or if Ofsted received a complaint about your setting.

If you are registered on the Childcare Register only, Ofsted inspect around 10% of settings on this register each year. During the inspection no grades are awarded. You will either be judged to have met or not met the requirements of the Childcare Register.

Further information on being inspected as a childminder or childcare provider can be found [here](#)



6. Future Opportunities

Once you have decided to register as a Childminder there are other options that you can consider to develop your business further:

Working in partnership or Employing Assistants – When numbers grow you can consider working with another Childminder or employing assistants to allow you to care for additional children.

It is still essential to work within the EYFS requirements and consideration must be given to the size of premises that you operate from and the number of people working together.

Remember: 3 or more individuals working together are then classed as 'Childcare on Domestic Premises' and you must change your registration. To find out more please click [here](#).

When employing assistants or working with other Childminders you must contact your local Planning Department to discuss any planning permission requirements due to the increase in children in your care. Please see Section 2 for details.

Early Education Funding – Eligible 2 year olds and all children the term following their 3rd birthday are entitled to 15 hours of free care, eligible families may also be able to access an additional 15 hours (totalling 30 hours) funding for 38 weeks per year.

Childminders are able to offer funded places and provide a flexible service for working parents.

Parents receive free hours and funds are paid directly to the Childminder to deliver the service. The free hours can be 'Stretched' over more weeks of the year accessing less hours per week.

Please see the [Early Education Funding webpages](#) for more information.

Working from Non Domestic Premises – Childminders can now apply to Ofsted to operate for 50% of the time from non-domestic premises. This can give opportunities to provide additional places, at busy times, when demand increases e.g. before and after school care.

An application must be submitted to Ofsted – find out more [here](#)



7. Conclusion

By working your way through this document, you will now be aware of:

- Ofsted's role
- Know what EYFS stands for
- Know how to check legislation in the EYFS
- Understand the importance of being familiar with the EYFS content
- Be clear on the difference between the Early Years Register and the Childcare Register
- Business considerations including planning and financial matters
- How to register with Ofsted as a childminder
- Understand the importance of being familiar with the Guides to Registration documents
- Know that if you register on the Early Years Register, you will need to prepare for your Registration visit
- Know what to do if Ofsted refuses Registration
- Understand the inspection cycles

- Be familiar with Ofsted gradings

It is essential that you familiarise yourself with the following information/documents:

- [Early Years Foundation Stage \(EYFS\) statutory framework](#)
- [Childminders and Childcare providers: register with Ofsted](#)

Please email earlyyears@warwickshire.gov.uk if you have any queries or require any further information or support.

8. Useful WCC Contacts

Team	Contact Details
Early Years Team – Information and advice on business, finances and becoming a childminder.	earlyyears@warwickshire.gov.uk
Funding Team – Information and advice on early education funding entitlements.	childminderfunding@warwickshire.gov.uk
Early Years Advisors – Information and advice on the EYFS, safeguarding and quality.	earlyyearsadvisors@warwickshire.gov.uk
Integrated Disability Service (IDS) – Information and advice to support disabled children and you people and their families at home, school and in other settings.	Kings House 01926 413777 Saltisford Office Park 01926 413737
Family Information Service (FIS) – Information, advice and one-to-one support for families with children and young people aged 0-25 across Warwickshire.	https://www.warwickshire.gov.uk/fis 01926 742274 fis@warwickshire.gov.uk

9. Useful websites

Company	Website Details
PACEY - provide training, practical help and expert advice to practitioners.	https://www.pacey.org.uk/
Early Years Alliance - provide information, advice, produce specialist publications and run training programmes to support early years practitioners.	https://www.eyalliance.org.uk/
National Day Nurseries Association – offer information, advice, support and training to practitioners.	https://www.ndna.org.uk/
Ofsted – inspects services providing education and skills for learners of all ages. Also inspect and regulate services that care for children and young people.	https://www.gov.uk/government/organisations/ofsted
Childminding Matters – offers online support, resources and training to childminders and early years group settings.	https://www.childmindingmatters.org.uk/
Childminding UK – support childminders across the country offering training, resources, advice and support.	https://childmindinguk.com/
Warwickshire Early Years (Teaching School Alliance) – provides training for practitioners in Warwickshire such as child protection, paediatric first aid etc.	https://www.warwickshireearlyyears.co.uk/