

*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 the steps that you need to take to become a registered childminder. Within this document the information and guidance provided is taken from the EYFS Framework, DfE and Ofsted. Please take your time reading through each section.

We hope you find this document helpful. Please contact the Early Years Business and Sufficiency 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 speak with local childminders in your area to see if this is the right career path 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 / Careers when using a childminder:

- Nurturing home from home environment.
- Care for small groups of children.
- Consistent key person.
- Siblings can be cared for together.
- Accommodate flexible working patterns / shift work.



3. Ofsted

Regulatory body for England

Ofsted is the Office for Standards in Education, Children's Services and Skills. They inspect services providing education and skills for learners of all ages. They also inspect and regulate services that care for children and young people. Childminders registered on the Early Years and Childcare register are inspected by Ofsted.

Safeguard children

Ofsted aim is to ensure safe and secure provision for children and learners across all remits through effective inspection and regulation. When inspecting safeguarding inspectors will use their professional judgments about the extent to which arrangements in a setting are having a positive impact on the safety and welfare of children. Inspectors will use the Early Years Inspection Framework to arrive at these judgements.

The Childcare Act 2006, which gives Ofsted its legal power, outlines legal obligations regarding safeguarding children. Ofsted's role is to ensure that it is implemented and that childcare providers are keeping children safe. If standards are not met or upheld Ofsted can refuse or cancel registration, issue gradings that reflect the service quality and set welfare requirements where appropriate. Ofsted also have the power to enforce business closure.

Ensure suitability of individuals

The EYFS 2024 states.

Ofsted, or a childminder's CMA (Childminders Agency), is responsible for checking the suitability of:

- *The childminder.*
- *Every other person looking after children in the setting.*
- *Every other person aged 16 and over living or working on the same premises the childminding is being provided.*

(3.11 EYFS 2024)

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.

Inspect and ensure compliance with statutory requirements.

Ofsted will inspect against the statutory requirement set out in the EYFS. These statutory requirements outline what providers must and should implement, within their provision. Ofsted are the regulatory body and will assess how

childminders meet and deliver the EYFS Framework and report on the quality and standards of the childminder's early years provision. If standards are not met Ofsted can issue welfare requirement notices or enforcement actions to be taken. Changes can be made to the registration, which may include declining registration, suspension of a provider, and enforced closure if a childminder is in breach of legislation.

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

Power to Enforce: Ofsted will make the decision to close a provider; they can also prosecute in serious cases. Please refer to the [Early years and childcare: Ofsted's enforcement policy](#) 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)?

The EYFS Framework sets the standards that all early year's providers must meet to ensure that children learn and develop well; are kept healthy and safe and have the knowledge and skills they need to start school. The EYFS is a statutory document that must be followed in its entirety.

The EYFS has 3 sections.

Section 1: Learning development requirements.

Section 2: Assessment

Section 3: Safeguarding and welfare requirements.

Please click [here](#) for the EYFS where you can download and print your own copy.

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

The EYFS progress check at age two: The EYFS framework specifies that all early year's 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 three-prime areas of learning and development. The aim of this check is to:

- Identify areas of concern or additional develop needs.
- Work with parents and other professionals to to in place appropriate support and intervention.
- Review a child's development and progress in the three prime areas of learning and development.

The DfE has produced non statutory guidance for providers, please click [here](#) for a copy of the guide.



Development Matters in the Early Years Foundation Stage (non-statutory): This document will give you an overview of how children learn and develop, and this guidance can help you to meet the requirements set out within the EYFS. 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 provide care for children from birth to 31st August after their fifth birthday.
- The Childcare Register – there are two parts to the Childcare Register
 - the Compulsory part of the Childcare Register is for those who provide childcare for children aged five to a child's eighth birthday.
 - the Voluntary part of the Childcare Register is for those who provide childcare for children aged eight and over, or if you would like to be a Nanny.

Both the Early Years Register and the Compulsory part of the Childcare Register are for those who would like to look after children up to eight years of age.

The Early Years Register: 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 providing childcare for 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 have a good understanding of this statutory document. Your understanding will be checked by an Ofsted Inspector who will interview you during your Registration Visit. Please click [here](#) to access the EYFS for Childminders. 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 demonstrate that they have knowledge and understanding of the EYFS, including how to implement it, as part of their registration with Ofsted or a CMA,"*

Statutory Framework for the Early Years Foundation Stage Section 3.26

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 Safeguarding Training Course:** *"Childminders working alone or with assistants must take lead responsibility for safeguarding children in their setting. Childminders must know how to contact the local statutory children's services and the LSPs (local safeguarding partners). All practitioners must be alert to any issues of concern in the child's life at home or elsewhere,"*

Statutory Framework for the Early Years Foundation Stage Section 3.4.

Your procedures must be in line with the guidance and procedures of the relevant Safeguarding Children Board and Warwickshire's Front Door. We strongly recommend that you attend a Warwickshire Newly Appointed Designated Safeguarding Lead (DSL) course as you must be aware of Warwickshire's safeguarding procedures. The course dates and booking page can be found [here](#). We then recommend that childminders complete a Designated Safeguarding Lead Update Training course every 2-3 years. The DSL update training can be found [here](#).

5. **Food Hygiene Level 2:** You will need to have a valid Food Hygiene certificate. Please see further information in the Environmental Health section.
6. **EY2 Forms:** You will need to complete an EY2 form for each person aged 16 years or over that lives at the premises where you are childminding. 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 child carer (Nanny), looking after children from birth to 18 years old, in the parents' home. Registering as a Home child carer 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 is (*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 of registration. 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: More than three individuals working together are classed as ‘Childcare on Domestic Premises’ and this would require you to 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 for example 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.	idsteachingandlearning@warwickshire.gov.uk Bedworth 01926 413777 Warwick 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.evalliance.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/>