

A guide to the Childcare Register for parents



About my registration on the Childcare Register

I am required by the Childcare Register to inform you about my registration on the Childcare Register. To register on the Childcare Register, providers (including childminders) must –

- Sign a declaration to state they will meet the requirements of the Register;
- Hold an enhanced Criminal Records Bureau (CRB) or DBS (Disclosure and Barring Service) check for all those over 16 in the household;
- Provide Ofsted with a certificate of good conduct if they have lived abroad in the last 5 years;
- Have completed appropriate training;
- Pay an annual fee to Ofsted;
- Make themselves available for inspection by Ofsted;
- Hold an up-to-date paediatric first aid certificate (renewed every 3 years).

There are some minor differences between the Early Years Foundation Stage (EYFS) and the Childcare Registers which I will be happy to share with you on request.

The Childcare Register covers me to care for children between the ages of –

- 5 and 8 - on the compulsory part of the register;
- 8 and 18 – on the voluntary part of the register.

Before I was allowed to register on the Childcare Register Ofsted checked that I was –

- Qualified to level 2;
- Qualified in paediatric first aid – please ask to see my up-to-date Paediatric First aid certificate.

I am also required to take regular safeguarding training courses by my Local Authority.

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Policies and procedures

The statutory Policies and Procedures which must be written and shared with you are –

- Safeguarding and Child Protection
- Complaints

I have further Policies and Procedures to help me explain to you how I run my business. I will provide you with copies of my Policies and Procedures during the induction process and ask that you read through them carefully because they form part of the contract between us. I will let you know when I review my Policies and Procedures and make updates available to you on request.

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Contacting Ofsted

I am required by the Childcare Register to inform you how to contact Ofsted. You can contact Ofsted in the following ways -

- Telephone - 0300 123 1231
- Email - enquiries@ofsted.gov.uk
- Write to Ofsted – Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

I include this information in my Complaints Policy and display the Ofsted parents poster on my noticeboard.

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Requirements of the Childcare Register

The Childcare Register covers the following areas of provision –

Welfare of the children

- Children must be kept safe from harm
- I must report safeguarding or child protection concerns about children to the Local Safeguarding Children Board
- I must be first aid qualified
- Corporal punishment is illegal
- If I have an assistant they can only be in unsupervised contact with children, with signed parental permission, for a maximum of 2 hours a day

- I must not be under the influence of drugs or alcohol
- I must be over 18
- I must keep to the ratios of my registration and within insurance limits at all times – ratios for 5 – 8 year olds are usually 3 children; ratios for over 8 year olds. The EYFS states that the care of older children must not impact on the early years children in the provision.

Safeguarding and child protection - all members of the household must be DBS or CRB checked; I must attend child protection training and work with my LSCB to help keep children safe.

Suitability – I must be suitable to work with children and I must speak and write English.

Qualifications and training - I must take training to ensure I can effectively care for children.

Suitability and safety of premises and equipment

- My premises and equipment must be safe – Ofsted check the premises and equipment when they inspect me.
- Children must be protected so they cannot leave the premises unsupervised or with the wrong people and must be kept safe when I have visitors.
- I must prepare healthy, nutritional food.
- Children must have free access to drinking water
- Outside play must be available.

Behaviour - I must manage behaviour appropriately.

Inclusion - I must be inclusive to comply with the SEND Code of Practice and the Equality Act 2010.

Complaints - I must investigate complaints and inform the complainant in writing within 28 days of the outcome of the investigation. Complaints must be retained for inspection by Ofsted. Please see my Complaints Policy for more information.

Records to be kept - this section of the Childcare Register lists the records I must keep about you and your child.

Providing information to parents – I must inform you about certain aspects of my provision as detailed in this guidance document.

Providing information for Ofsted – information I must give to Ofsted.

Insurance – I must have appropriate childminding insurance.

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Learning and development

There aren't any learning and development requirements in the Childcare Register. However, I do aim to support your child's to be busy and have fun while they are with us and I believe that a busy child is a happy child, so I offer a full programme of before and after school and school holiday activities including –

- Arts and crafts both inside and in the garden
- Daily access to outside play
- Cooking activities
- Den making, board games
- Quiet places to read a book or do homework
- Television and supervised use of a tablet
- Visits to the park and local places of interest during the holidays
- Lots of other resources and equipment...

Please come into my play rooms to see for yourself how your child's time here will be managed.

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Finding alternative care

To comply with the Childcare Register I am required to have inform you how you can find alternative care if I am ill, on holiday or otherwise unable to provide you with a childcare service. I will, where possible, help you to find local childminders with spaces if I have time to make arrangements - however, we cannot guarantee these providers have spaces.

Alternative childminders might also be found through the following website - Childcare.co.uk.

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Finding out more about the Childcare Register

If you would like a copy of the Childcare Register please let me know; I also have copies of the documents I have referenced in this guide and will email them to you on request.

If you have any questions about the Childcare Register or how it is delivered please do not hesitate to ask me.

Thank you.