

## Becoming a childminder in North Somerset

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We have provided this guidance to help you find out more about becoming a childminder. If you have any questions or would like to speak with a member of the Early Years Team after reading the guidance, please contact us at [early.years@n-somerset.gov.uk](mailto:early.years@n-somerset.gov.uk)

We will give you background information on becoming a childminder in England and outline the registration process, as well as giving you an overview of the legislation you will need to work under when you are registered. We will look at the training required and opportunities for continued professional development. We will look into what it is like to be a childminder – the challenges and rewards and the kinds of things you may do in a typical childminding day. Finally, we will discuss how the

local authority supports Ofsted registered childminders. Childminders registering with a childminding agency will need to meet the requirements of their agency.

## How to register as a childminder with Ofsted

Ofsted is the government body responsible for the registration and regulation of childminders that are not registered with a childminding agency. Ofsted provides a briefing that:

- Describes the role of Ofsted.
- Explains the process for applying to register as a childminder on the Early Years Register
- Explains the process for applying to register as a childminder on the compulsory and voluntary parts of the Childcare Register
- Outlines the requirements of the Early Years Foundation Stage.
- Gives broad details of the Ofsted registration visit.

You can download the Ofsted briefing from the [Ofsted website](#).



There is also a guide to registering as a childminder on the Government website: <https://www.gov.uk/become-childminder-nanny> This has links to all the information you need about on when/if you need to register with Ofsted, the process, fees and requirements.

## **THINGS TO CONSIDER.....**

### **How long does it take to become a childminder?**

Ofsted aims to register applicants for childminding within 12 weeks of receiving an application.

### **What happens once I am registered?**

After you are registered, an Ofsted childcare inspector will check the quality of your childminding through inspection within 30 months. During the inspection you and your premises will be checked to make sure you continue to meet the statutory framework and that you continue to be suitable to provide childminding. The inspector will write a report on your childminding and send a copy to you, which you must make available to parents. You will have to pay an annual fee payable on the anniversary of your registration.

### **Early Years Foundation Stage (from Apr 2017)**

This framework is mandatory for all early years providers-maintained schools; non-maintained schools; independent schools; all providers on the Early Years Register; and all providers registered with an early years childminder agency.

Please visit the [gov.uk website for a copy of the Early Years Foundation Stage Statutory Framework](#)

### **What skills are required to become a childminder?**

As a childminder you will be registered with and inspected by Ofsted to ensure that you are able to meet the requirements for care and education as described in the Early Years Foundation Stage Framework 2017 and Ofsted's Compulsory Childcare Register Requirements. Childminders must provide high quality childcare, within a safe, stimulating and engaging environment. Childminders are responsible for planning and preparing a variety of play based activities and experiences that are relevant to children's age and stage of development. They must complete all relevant documentation as required by the Early Years Foundation Stage, Ofsted, the Inland Revenue and other organisations as required by law.

### **What will I do as a childminder?**

A childminder's job is varied and exciting with many different roles. Here are just some of the things your work as a childminder will involve:

- Plan the routine of the childminding day
- Provide play activities appropriate for each child
- Keep children safe

- Manage children's behaviour
- Monitor children's progress
- Work with parents
- Run a childminding business
- Protect children from abuse

## **What if I want to work from premises other than my home?**

Childminders are able to operate from suitable non-domestic premises for up to half their time whilst still registered as a childminder.

Childminders wishing to operate from multiple premises make a single registration application to Ofsted or their childminder agency in respect of those settings, and can add additional premises to an existing registration without completing a separate registration application each time they open or acquire a new site. More details about this can be found by visiting the [gov.uk website](http://gov.uk).

## **Will I need planning permission?**

There are some instances where planning permission may be required, for example

- building new premises
- extending existing premises
- or commencing or intensifying childminding in existing premises so that a 'material change of use' occurs.

Planning permission for a change of use **will** normally be required if childminders:

- adapt, alter or extend their property for the sole purpose of childminding, or
- work with two or more assistants who do not live with them in the same house that the childminding takes place, or
- care for more than 6 unrelated children at any one time for more than 3 continuous hours in any one day, or
- consistently otherwise generate visitors, traffic, noise or fumes over and above what would normally be expected if the property were in use as a single family home.

More information about planning permission is available from the North Somerset Planning Department.

## **Some questions you should think about before applying**

- Do I enjoy looking after children?
- Can I offer children a happy and stimulating environment, with sufficient toys and equipment to meet their needs?
- Am I willing to attend training to develop my knowledge and understanding of quality childcare practice and to meet the requirements of registration?
- What hours am I prepared to work? What effect will this have on my own family?
- How do my spouse/partner and my own children feel about me looking after other children?
- Do I feel capable of respecting the individual needs of children who have different family, ethnic and cultural backgrounds to my own?

- Will I be able to get on with parents and share information about their children?
- Will I be able to talk to them about any problems or concerns about their children?
- Will I be able to develop and maintain the paperwork/documentation that is needed to meet the requirements of the Early Years Statutory Framework?
- Am I willing to attend training, keep abreast of changes and continuously develop good practice?

## **Rewards of childminding**

Can you think of some of the good things about being a childminder?

Here are a few childminders have shared:

- Working with children
- Watching children develop and grow
- Thinking of and providing activities and resources that the children will enjoy
- Sharing pleasures of children with their parents
- Being my own boss
- Being part of a profession
- Going out and about with children
- Working at home
- Being there for my own children
- Supporting families
- Working the hours I want to
- Building special relationships with children and parents
- Pride at being entrusted to care for other people's children

## **Costs of being a childminder**

The following should be used as a guide only as all costs are subject to change. You will need to consider the following set up costs:

- Early Years Foundation Stage training cost – Variable cost and availability
- Paediatric first aid course - £105.00
- An introduction to Safeguarding Children - £0.00
- Registration with Ofsted on the Early Years and Childcare register costs £35.00 this is £103 if you register on the childcare register only
- Medical declaration form – variable.
- Public liability insurance and membership of professional body, in the region of £70.00 – £100.00
- Suitable resources for the children – dependant on resources required.
- Registration with the Information Commissioners Office - £35.00
- Disclosure and Barring Service check from £48.10

## **Finding out about the childcare market**

Before becoming a childminder, we strongly recommend that you conduct some research to find out what the sufficiency need is in your local area. This can be discussed with the Family Information Service

## **Income Tax**

This will be dependent on the amount you earn. Her Majesty's Revenue and Customs (HMRC) have produced an online e-learning package for childminders. It explains and guides you through everything you need to know to get started. There are also some useful tips from other childminders. You can work through the course at your own pace, at a time that suits you. The course generally takes between 1 – 2 hours to complete. However, you don't need to do it all in one go. Tax advice for childminders is available on the [HMRC website](#).

## **Free Early Education**

Funding is available from the Department for Education to enable every three and four-year-old and some two-year olds (depending on family circumstances), to receive up to 15 hours a week of free early years provision. Some working parents will be eligible for up to 30 hours per week free childcare. Providing they meet the requirements, childminders are able to receive funding from the government to care for 2, 3 and 4-year-old children entitled to Free Early Education. More details can be found by visiting the [North Somerset website](#).

## **North Somerset Support and guidance for childminders**

North Somerset offers a free, individually tailored support package to prospective and newly registered childminders. Members of the Early Years Team are specialists in supporting childminders and prospective childminders. Team members can help you prepare for your registration visit and first Ofsted inspection. Support is also offered as you settle into being a childminder. The Team can help with all aspects of childminding from dealing with parents, to the EYFS to choosing suitable resources. Contact can be through a visit to your home, by telephone and email and face to face at childminding network groups. You will be contacted by an Early Years Support advisor when you contact the Early Years Team.

There are also a number of commercial packages available through specialised companies that provide public liability insurance, pre-made documents such as contracts, registration and medical forms. For example: Morton & Michel, PACEY and the Preschool Learning Alliance.

## Self-Employed Status

Most non- agency childminders are self-employed and as such will need to:

- Register with the Inland Revenue and complete tax returns.
- Complete accounts or employ an accountant to do so.
- Register with the Information Commissioners Office regarding data protection. (This is because you will hold personal information about the children and families you work with.)
- Keep written records about children's learning development to share with parents, Ofsted and other professionals.
- Have public liability insurance
- Advertise and market their childcare services.

## Suitability Checks

Ofsted carries out a series of checks on applicants and other individuals connected with the application to register on either register. All applicants and anyone associated with the application must give Ofsted their consent to carry out those checks.

Before submitting their application to Ofsted, all applicants and any other individuals connected with the application must complete a Disclosure and Barring Service (DBS) check online. They are also required to join the DBS update service, visit the [DBS update website](#) for details.

## Registration not required

There are some instances when you do not have to register with Ofsted to provide childcare, see the [gov.uk website - childminders and childcare providers: register with Ofsted](#)

## What happens next?

This briefing session should help you to decide whether childminding is for you, if you wish to proceed, you will now need to:

- Book on an initial training course if required. The EYFS states “Childminders must have completed training which helps them to understand and implement the EYFS before they can register with Ofsted or a childminder agency.” The Childcare Register requires childminders to have successfully completed a qualification at a minimum of level 2 in an area of work relevant to childcare, or training in the common core skills. (This does not mean you have to have completed a level 2 course; you need to have completed a course that was of at least a Level 2 standard.) You are free to select the training most suitable to meet your needs. Remember most childminders are registered on the Early Years and Childcare registers and must therefore meet the training requirements of both. There are a various options for courses: Weston



College offer a course called First Steps to Childminding, you can find more details by visiting the [Weston College website](#).

There are also online courses available, such as the course provided by PACEY you can find more details by visiting the [PACEY website](#).

- You must complete a Paediatric First Aid Course before Ofsted will register you. This can be booked through the [North Somerset CPD online website](#). Select 'Services for Children and Young People Services'. Set up an account through 'new user registration'. Select 'childminders' where it asks for an establishment. For help using CPD Online please contact the team at [cpdonline.support@n-somerset.gov.uk](mailto:cpdonline.support@n-somerset.gov.uk) or phone 01934 427 560. If you have any queries about the content of any training course please contact the Early Years Team.
- If you plan to care for children under the age of eight years and do not qualify for exemption, you must register with Ofsted. Complete and submit the application forms online at the [Ofsted website](#).
- Contact the Early Years Team for further advice and support at [early.years@n-somerset.gov.uk](mailto:early.years@n-somerset.gov.uk)

You can start childminding only when you and your home have been inspected and registered by Ofsted and you have received your certificate.

## **Foundation Years website**

This has lots of useful information about the EYFS and early years sector



## **North Somerset Online Directory Early Years Workforce Area.**

This area of the North Somerset Online Directory has lots of national and local information for early years providers including: safeguarding, policies and procedures, funding, special educational needs, observation, assessment and planning. You can access it through the [North Somerset Online Directory](#).