

Gloucestershire Childminder Pre – Registration Information Booklet



Gloucestershire
COUNTY COUNCIL



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Gloucestershire Early Years Service

For Business support and advice please contact:

The Early Years Business Support Team:

Sarah Spencer
Early Years Market Management/Business Lead

Deborah Robinson
Childcare Officer

email:

eybusinesssupport@gloucestershire.gov.uk

For general early years queries please contact:

The Early Years Service

email: eyservice@gloucestershire.gov.uk

Tel: 01452 427224

Website

Please see our website for up to date information on all aspects of Early Years

<http://www.gloucestershire.gov.uk/early-years-service>

Address

Early Years Service/ Early Years Business Support Team
Education Outcomes & Intervention
Gloucestershire County Council
3rd Floor Bridge, Block 4, Shire Hall,
Gloucester GL1 2TP

Services provided by your Early Years Service

Early Years offer for childminders

All childminders in Gloucestershire will be supported by the Early Years Business Support Team who will contact you to arrange a visit prior to your first full graded Ofsted inspection. This will happen any time from 3 months after your initial registration.

After this, you may receive support visits tailored to your individual needs and dependent on Ofsted's grading. You will be encouraged to self-reflect about the care you offer, promoting opportunities to continually improve.

Additional Business Support

The EY Business Support Team can offer information, advice and guidance on the following areas:

- Contracts
- Nursery funding documentation
- Childminder Financial records and accounts
- Childminders working with assistants or students, including apprentices
- Planning permission
- Marketing and developing your business
- National legislation relating to running a home-based childminding setting
- National legislation relating to running a self employed business
- Training requirements for registration

Additional support from the Early Years Service may include:

- Support where there are children identified as having SEND
- Eligibility for engagement with the Bristol Standard Improvement process which includes self-evaluation folder and mentor support
- Access to Early Years admin team for queries, signposting
- Eligibility for Early Years Lead Practitioner visit
- Eligibility to apply to become an Early Years Lead Practitioner
- Eligibility to attend Early Years Team training and one off events

Early Years Funded Free Entitlement for 2, 3 and 4 Year - Olds

Every three and four year old is entitled to 570 hours of free early education a year that can be delivered over 38 weeks, or may be stretched over more weeks throughout the year. Some two year olds are also eligible. From September 2017 there is the opportunity for eligible parents to access 1140 hours of free early education. A growing number of childminders offer funded early years education. When childminders become registered they will be invited to sign up to the Providers Guide so that they can offer this service.

Bristol Standard Quality Improvement Scheme

We can provide detailed information to enable you to access this quality improvement scheme which is suitable for registered childminders. The Bristol Standard spans the age range from birth to five and play provision and is a really useful tool for self evaluation

Childminding Web Page

Gloucestershire's Early Years Service has a page on its website for childminders. This website has useful information and templates for paperwork, such as risk assessments and planning. Visit Gloucestershire County Council's Early Years Service website at:
<http://www.gloucestershire.gov.uk/early-years-service>

Family Information Service

Part of the role of the Family Information Service is to maintain a FREE online directory of services, www.glofamiliedirectory.org.uk which contains information for parents/carers and professionals about services available for families including childcare providers. The Family Information Service will seek permission from newly registered childminders to register and advertise their business for FREE on the directory and you will be given access to update the details of your own entry. To view examples of the information displayed for childcare providers, to include opening times, costs, general information and how your provision may be able to cater for children with special educational needs and disabilities (SEND), please visit www.glofamiliedirectory.org.uk.

As well as being a FREE central point to advertise your childcare business you can also find links to additional support services, tools and templates for SEND and the Graduated Pathway, training, funding information and childcare news.

For further information please contact the Family Information Service on Tel 0800 542 0202 / 01452 427362 or email familyinfo@gloucestershire.gov.uk.

Insurance Specialists

It is a requirement of registration that you hold Public Liability insurance. The three providers below are the main insurance specialists who offer a package for registered childminders.



PACEY offer a Quality Start package, which includes:

- 12 months PACEY membership and 12 months PACEY public liability insurance
- Free legal representation
- A magazine four times a year
- An introduction to your local childminding support group
- Access to PACEY's information line
- A pack of 6 PACEY Childminding Contracts and a pack of 6 NCMA Child Records Forms

- A PACEY Attendance Register and PACEY Accounts Book
- A PACEY Accident, Incident and Medication record book
- A fire blanket
- Plus! An attractive, lockable case to keep your contracts, register, accounts and accident books and all your other important papers securely

PACEY (previously National Childminding Association) was founded in 1977 by childminders, parents and local authority workers and is a unique, professionally staffed organisation with registered childminders involved at all levels and giving voice to all issues and aspects of home

Visit the website on <http://www.pacey.org.uk/childcare>.



Morton Michel

Provide the following services:

- Childminders Insurance
- Childminder products
- Easy Mind package
- Home child carer

Morton Michel has celebrated more than 40 years of providing quality childcare insurance at competitive premiums. Morton Michel is the market leader in childcare insurance, and provides cover not only for childminders but also for nannies, pre-schools, nurseries, out of school clubs, holiday play schemes, youth groups, tuition groups, toy libraries, and many other childcare venues. They have extensive technical knowledge and are the only company to offer such a comprehensive range of childcare insurances.

Visit the website on <http://www.mortonmichel.com/eshop/>



Pre School Learning Alliance

Offer specialist membership for childminders including a package of benefits which include:

- An exclusive free online training package.
- Practical advice and individual support from a dedicated information helpline and free practical guides.
- Access to online pre-registration training, 'Understand how to set up a home-based childcare service'
- Access to comprehensive, competitive insurance, underwritten by RSA Insurance.
- A confidential, 24-hour legal helpline offering advice on employment, tax, VAT and premises hire.
- 20% off an extensive range of specialist publications to help you run your provision successfully; including exclusive right to purchase the Statutory Framework for the EYFS.
- Ten issues of Under 5 magazine, packed with up to date news and in-depth articles.

- Fantastic offers from top early years brands.
- Exclusive online member area with access to free online seminars.
- 20% off the cost of our Level 3 Diploma courses.
- An opportunity to vote at the Alliance Annual Conference and AGM.

Visit the website on <https://www.pre-school.org.uk/providers/childminder-member>

Car Insurance

If you are intending transporting the children that you provide childcare for, in your vehicle, you will be required to hold appropriate car insurance, the minimum requirement is Class 1 Business use Insurance.

We strongly advise you to contact your own car insurance provider and explain your role as a childminder and ensure your insurance policy document specifies that you may transport minded children.

Training for registered childminders

It is a requirement for Ofsted registration that you must complete the following training courses before you can operate as a registered childminder:

- Childminders must have completed training which helps them to understand and implement the EYFS before they can register with Ofsted or a childminder agency
(Statutory Framework for EYFS April 2017, 3.24)
- 'Early Years First Aid'
(Statutory Framework for EYFS April 2017, 3.25)

Ofsted will not process the application until they have seen evidence that you have completed an Early Years Paediatric First Aid Course and completed training which helps you to understand and implement the EYFS.

1. First Steps to Childminding

Gloucestershire County Council offer heavily subsidised training for those who have attended the pre-registration briefing. The training will be run over three days and two evenings and attendance at all sessions is required. The course is delivered by experienced tutors who have a thorough understanding of the childminding sector and Ofsted requirements and will enable you to gain the required knowledge of legislation, childcare, child development, equality and inclusion, business practice and much more to enable you to be fully prepared to start your Childminding Business.

This syllabus will meet the requirements of the Early Years Statutory Framework and the Childcare Register – including the Common Core Skills and Knowledge for the children's workforce.

Details of the course and a booking form are provided at the pre-registration briefing.

Other courses are available but may incur a cost.

Once you have completed your training you will be able to download and submit your application form to Ofsted.

2. Early Years First Aid

This course is a requirement of your Ofsted registration. It is a first aid course that consists of practical hands on examples of how to deal with many paediatric incidents and accidents. On completion you will receive a certificate valid for three years. Any first aid training must be EYFS compliant.

3. Safeguarding/Child Protection Training

This is a requirement for registration; you are strongly advised to attend the current local authority approved training. You will be given further details at the pre-registration briefing.

Once you are registered, you are recommended to attend further training to demonstrate your commitment to ongoing professional development.

Useful Business Information

Becoming self-employed

The vast majority of registered childminders are self-employed and run their childcare businesses from their own homes. You will need to register as self-employed with HM Revenue and Customs when you begin your childminding career. You must do this within 3 months of starting your business or you will be liable to a substantial fine.

Contact HM Revenue and Customs newly self-employed helpline on: 0300 200 3504 to register. Alternatively you can visit www.hmrc.gov.uk where you will find more advice and online registration.

Employing Staff

Some registered childminders employ another registered childminder or an assistant to work with them in their own home. They **must** follow employment legislation and check the HMRC Employment status indicator. Further information can be obtained from HM Revenue and Customs employer help line on: 0300 200 3211.

Additional business support is available from the Gloucestershire Local Authority via the Early Years Business Support Team.

National Insurance contributions

National Insurance contributions are payments that build up and help you to qualify for certain benefits including the basic state pension, benefits and maternity allowance. If a company employed you they would pay your National Insurance contributions on your behalf but, as a self-employed person, you will need to arrange to pay this yourself – the charges for this will be calculated and incorporated into your Self Assessment return when you complete the return online

You can find out more about National Insurance contributions at www.hmrc.gov.uk or call HM Revenue and Customs newly self-employed helpline on: 0300 200 3504 if you are starting out, or alternatively National Insurance self-employed helpline on: 0300 200 3500

Benefits and Tax Credits

If you are currently receiving any benefits or tax credits, such as Universal Credit, as a registered childminder you may be entitled to continue with these even though you are starting a self employed business. More information about benefits can be obtained from www.dwp.gov.uk the website for the Department for Work and Pensions or from the HM Revenue and Customs Tax Credit Helpline: 0345 300 3900

Planning permission

As a childminder you will be working from your own home, running your own self employed childcare business.

Running a business from domestic premises usually requires planning permission. Guidance has been issued in both England and Wales (PPS4 Guidance) that states that planning permission would **NOT normally** be required for childminding businesses.

However our advice to newly registered childminders is that you should always check with your local Planning Office whether this is a requirement in your area, particularly if there will be more than one childminder working together. Additional information regarding planning permission requirements for childminders is available from the Gloucestershire Local Authority via the Early Years Business Support Team.

Rented accommodation - Landlords Consent

It is strongly recommended that if you rent your home either through a Letting Agent or have a rental agreement with a Private Landlord you should establish whether or not it will be acceptable for you to run a childminding business from your rented property. Not all landlords have permission from their mortgage lenders or insurance companies to allow you to run a business from the premises. You should ask for this consent in writing, from the property owner to retain on file. This consent should be received before you embark on the process of registering as a childminder. If you have further questions regarding running a business from a rented property contact the Early Years Business Support Team.

Food premises registration

As part of the registration process Ofsted will inform your local Environmental Health team that you are running a childminding business. As a childminder providing a food service for those in your care, you are required to be registered as a Food Business. At the time of going to print registering as a food business operator is free of charge.

Data Protection

As a childminder, you will probably take digital photographs and keep details about other people, including the children cared for, on your computer. This means that you are a 'Data Controller' and as such will need to notify the Information Commissioner's Office (ICO). To find out if you need to register with the ICO go to www.ico.gov.uk. There is an associated annual cost for registration. Once registered with ICO you will be committing to meeting the General Data Protection Regulation (GDPR) requirements.

Early Years Foundation Stage 2017

The Early Years Foundation Stage pack is a vital document; you **must** obtain your own copy if you are going to proceed with the registration process.

- It is the legislation you **must** work to when offering childcare for the first five years of a child's life. (0 to 31st August after the child's 5th Birthday)
- There is also additional support information and guidance to help you provide the very best for the children that will be attending your setting.

You **must** read the full pack and familiarise yourself with its content and how to use it to support your setting. When Ofsted carry out your pre registration visit, they will expect you to demonstrate how you will provide childcare in line with the Early Years Foundation Stage.

Information about how these materials can be obtained will be given to you at the pre-registration briefing.

The Gloucestershire Early Years Business Support Team would like to offer you our best wishes in your choice of career and look forward to working with you if you choose to proceed with the registration process.