

# Becoming a Registered Childminder in Calderdale

*A Step by  
Step Guide*





# Contents

<b>Title</b>	<b>Page</b>
What is an Ofsted Registered Childminder	4
What Support Does Calderdale Council Offer?	4
The Pathway to Registration	5
Steps to Registration	5 – 7
Managing and Marketing Your Childminding Business	7
A Day in the Life of a Childminder	7 – 9
Frequently Asked Questions	10 – 12
Appendix 1 – Food Standards Agency Information	13 -14
Safeguarding Clearance	15
Health Declaration	16
Childminder Pre-Registration Support Package Terms & Conditions	17
Contact Details	

## 1. What is an Ofsted Registered Childminder?

Childminders work in their own home caring for other people's children and giving them plenty of play and learning opportunities. The Childcare Act 2006 defines a childminder as:

**“A person who is registered to look after one or more children to whom they are not related on domestic premises for reward.”**

If you look after at least one child aged under eight for more than three hours in any one day in your home and for reward, you must become a Registered Childminder. Childminders may work with no more than two other childminders or assistants. Childminders are registered and inspected by Ofsted.

Ofsted is the national body responsible for registering and inspecting premises where children and young people are looked after and also to ensure that those who look after children and young people are suitable for the role. Ofsted checks that childminders and other providers of childcare are offering a good quality service and striving to improve outcomes for children. From September 2014, legislation is in place to enable the setting up of childminder agencies. More information is available at [www.gov.uk](http://www.gov.uk)

Ofsted regularly inspects childcare providers and publishes their findings in a report. The report is then made available to families online. You can find out more about Ofsted and how they register and inspect childminders at [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

Parents need reliable childcare arrangements that will last. You should only consider becoming a childminder if you can commit yourself to providing a reliable service over a reasonable period of time. Looking after people's children is a position of great trust.

## 2. What Support Does Calderdale Council Offer?

The Early Years and Childcare Team offers general support through the registration process and this continues once a childminder becomes registered.

The Quality Improvement and Support Team (QISO) deliver the pre-registration training package (see pages 5 and 6) and offer a series of home visits to support you through the registration process in developing your home learning environment, appropriate policies and procedures and with advice, support and guidance in meeting all relevant legislative requirements. More information about this support will be provided throughout the course.

Once you are registered the QISO team continue to offer support for up to a year afterwards in helping you develop your business and quality practice, working towards your first Ofsted inspection. They also offer specialist services such as quality assurance through the Calderdale *Children Come First* Childminding Network and facilitate childminder support groups and drop in sessions. Further training and development is available through the Workforce Development Team and your assigned QISO will assist you in identifying appropriate development routes for you.

Support is also available at your local Children's Centre. Visit <http://www.calderdale.gov.uk/education/childcare/childrenscentres/> for more information.

### 3. The Pathway to Registration via the Local Authority



### 4. Steps to Registration

- Attend Information Session 1 which gives information on what it's like to be a registered childminder, covers the most frequently asked questions and details the support available to you throughout the process. To book a place on the Information Session please call the Early Years and Childcare Sufficiency Team on 01422 392576 or email [fis@calderdale.gov.uk](mailto:fis@calderdale.gov.uk)
- Return the Health Declaration and Safeguarding forms, at the back of this pack, in a sealed envelope marked 'PRIVATE AND CONFIDENTIAL' by post to Gill Holden, Senior Quality Improvement Support Officer, Calderdale MBC, 2nd Floor, Northgate House, Northgate, Halifax, HX1 1UN. (Email [gill.holden@calderdale.gov.uk](mailto:gill.holden@calderdale.gov.uk) or call 01422 394193 for more information).
- Carry out some simple market research with the help of the Early Years and Childcare Sufficiency Team to establish if there is a need for your service in your area.

- Attend information Session 2 which covers the business aspects of childminding. Again there will be an opportunity to ask questions and gets lots of useful advice.
- Return the following documents by post to Donna Pendergast, Calderdale MBC, 2nd Floor, Northgate House, Northgate, Halifax, HX1 1UN. (Email [donna.pendergast@calderdale.gov.uk](mailto:donna.pendergast@calderdale.gov.uk) or call 07824 416510 for more information).
  - Terms and Conditions (signed).
  - Course Application.
  - Grant Application.
  - A £40 cheque/postal order (payable to CMBC).
  - Completed Business Plan (template given at Session 2).
- Find out about the Early Years Foundation Stage (EYFS) Framework, which set the standards for learning, development and care of children aged from birth to 5. You will need to have a good understanding of this by the time you undergo your Ofsted registration visit. For information, the EYFS pack can be downloaded from <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>. It will also be made available as part of the Pre-Registration Training Course.
- Attend the Calderdale Childminding Pre-registration Training Course. You must complete suitable learning and development activities before your registration can be completed by Ofsted, regardless of any previous experience or qualifications. The Calderdale Pre-Registration Training Course is a highly regarded and successful course – the majority of childminders completing the course go on to achieve a judgement of ‘good’ at their first Ofsted inspection. The total cost of the course is £400.00. You are required to pay £40.00 towards the cost of the course and complete a grant application for the remaining £360.00 (these are the documents you will be given to return following information session 2). Please refer to the terms and conditions at the end of this booklet as failure to meet these may result in you being invoiced for the full costs of the course.
- The course is held at a local venue and is delivered in the evening over approximately 12 weeks (the weeks are not always consecutive due to school holidays etc). The course starts promptly at 6.45pm and ends at 8.45pm. You will also be required to complete Safeguarding and a Paediatric First Aid courses.
- Learning is continually assessed through a variety of methods both formally and informally. Your Quality Improvement and Support Officer will support you during this time. You will be expected to complete an amount of work at home each week. You will need to have basic literacy, numeracy and IT skills. If you feel you need additional literacy or numeracy support, we work in partnership with a variety of Agencies, who are able to offer support, please contact Donna Pendergast, Course Co-ordinator for further information.
- Attendance at the course is compulsory; if you cannot attend any session for any reason you must let Donna Pendergast, Course Co-ordinator know. **Paediatric First Aid and Child Protection** are mandatory sessions and you cannot apply to Ofsted for registration if you miss them.
- Summative assessment of the course is through a multiple choice question paper and submission of a Portfolio containing your policies (policy and procedure file). This will be marked and verified and must reach the pass mark in order for you to progress to registration. **The policy and procedure file must be submitted when you sit the multiple choice question paper, along with your attendance tracker.**
- The sessions will cover all of the required areas of the Early Years Foundation Stage EYFS (2014):

- Getting Started.
  - Business.
  - Child Protection.
  - Key to Learning.
  - Health.
  - Safety.
  - Behaviour.
  - Inclusion.
  - Partnerships (with parents and other key professionals).
  - Paediatric First Aid.
- A series of home visits (Business Support Visits) by your allocated QISO will support your learning on the course and give you the opportunity to ask questions pertinent to your individual circumstances and business development. Additionally these visits will support you in completing the registration process with Ofsted.
  - You will need to apply for Disclosure and Barring Service (DBS) checks prior to registration for you and all adults aged over 16 who live or work in the same household. (To obtain a DBS check log on to [www.ofsteddbapplication.co.uk](http://www.ofsteddbapplication.co.uk) (type this directly in to the search bar, NOT a search engine such as 'google'.)
  - Ofsted will arrange to visit you in your home, when they have received and processed your application pack. They will check that your premises are safe and will talk to you about different aspects of the EYFS. At the end of their visit, they will agree any actions that you need to complete and give you any further feedback about your application to register. Ofsted will want to see your Pre-registration training certificate and your Paediatric First Aid certificate.
  - The Early Years and Childcare Sufficiency Team will also receive notification from Ofsted of your registration and they will contact you to gather more information about your business, such as opening hours, costs, school pick-ups etc. This information is stored on a secure database and used to assist parents looking for childcare in Calderdale. You can now start promoting your business and advertising your vacancies.

## **5. Managing and Marketing Your Childminding Business.**

Childminders must register themselves as self-employed with Her Majesty's Revenue and Customs (HMRC). You will also need to ensure you have Public Liability Insurance and other appropriate insurances for childminding; you will get more information about this on the pre-registration training course. It is up to you to build the business you want. It is important to research your local area and community to establish the level of demand for childminders and make sure you are competitive with other childcare providers. You must take care to manage your costs to ensure you have a sustainable business. Activities considering the viability of your business form part of Childminder Information Session 2.

The Early Years and Childcare Sufficiency Team can support you with free advertising on the Calderdale Council website and there are several websites used by parents looking for information on childcare providers. Some are free to use; some charge annual fees. Your information will also be distributed via telephone, email and face to face to parents requesting information. Your local Children's Centre and school may also be able to offer you advertising opportunities.

## **6. A Day in the Life of a Childminder (With Thanks to the Professional and Caring Calderdale Childminders Who Told us About Their Typical Days and Helped us Write This Piece.)**

*“Early Monday morning is the beginning of a day full of preparation, challenges, new opportunities, developing and sustaining partnerships, and helping children to enjoy learning and development in a safe homely environment.*

*Daily risk assessments, both indoor and outdoor, are completed prior to the families arriving. Breakfast is prepared and the daily healthy eating menu is observed. As the parents/carers arrive with the children, I exchange information to include anything that has happened since the child was last in my setting. Any existing injuries would be recorded, medication permission slips would be signed if applicable and anything that has affected the general well-being of the child would be noted. All these exchanges are carried out in private to protect confidentiality.*

*After breakfast we all prepare for the school run. This is an opportunity to chat with the children allowing them to recall their experiences, share their dreams and observe things around them. We usually attend a local playgroup on a Monday morning but the sun is shining and the children have expressed an interest in worms and bugs. I suggest collecting the magnifying glasses after the school run and going on a bug trail in the park or woods with the pre-school children. The children get involved in packing the bags with drinks, sun creams, snacks, wipes, a camera for their learning journals and hats. This very simple task involves the children’s reasoning skills of why we need all these things and also gives a sense of team work. Once the outing’s risk assessment has been observed and everything is in place off we go!*

*We arrive back at the house with a bag full of goodies collected on the walk (leaves and twigs not bugs!) These can be used for a further collage activity, reading project or an expansion of a nature project. I put the shepherd’s pie I prepared the evening before into the oven. Preparation and planning is the key to good nutrition as it also gives you the opportunity to address allergies in an inclusive manner. The children help prepare the table and chairs and their personal hygiene routine commences: toilet, nappies, hand washing and the dialogue of ‘why’ is reinforced daily. I ask the children to count how many place settings we will need for lunch and they all get involved in helping out. At any point in the day a child may achieve a learning goal for the first time, language may emerge or a significant observation may be relayed. I make sure to keep a note of this and enter it into the child’s learning journal when I have a spare moment (!)*

*After lunch, I offer a quiet time giving the children the opportunity to sleep, snuggle, have their free choice of a quieter activity or to join me in mark making, allowing me time to complete my observation and study the children’s progress trackers.*

*One of the children’s parents had disclosed that morning her husband had been made redundant. She was worried and confused at what to do as they had never been in this position before and was concerned about paying her childcare bill. I decide to ring my local Quality Improvement and Support Officer (QISO) who advises me to give the parent the number of the appropriate departments within the Local Authority.*

*Child led activities after the quiet period give the children the opportunity to explore their interests before the afternoon school run. It also gives me time to reflect or observe children. I may chat to the older children about transition to a new setting; notice a child is showing signs of language difficulties... the list is endless. Although I work from home there is a network of professionals within the local authority to offer free support and advice and I frequently seek them out.*

*The afternoon school run takes the same format as the morning run, except this time I take care to note if any of the children are looking tired after a busy day at school and plan their activities accordingly.*

*I prepare tea whilst chatting to the children, who relay details of their day to me. The younger children are encouraged to help prepare and make choices in a light hearted atmosphere. The older children sometimes like to settle down to do some homework so I make sure they have a quiet space to work in.*



*As the professional day draws to a close, the children often want to have a story, sing or just be close to me chatting, as they start to wind down.*

*Parents begin to arrive and the daily exchange of information is given by me. This can be verbal, written or visual and always in private. Parents love to hear about the progress their child is making and I talk about the activities their child has found particularly interesting.*

*As the day draws to a close preparation for the next day commences before I go out to attend a training session in the evening to enhance my provision.”*

This is just one day in the life of a childminder and no two days are the same. It is a commitment which involves the whole family; it is a way of life. Your professional commitment and care will influence the life of children you care for. It is a responsible role which can be frustrating at times but always rewarding. Government legislation will continue to change and you will have to embrace these changes in a positive manner. The one thing that has not changed, which has been confirmed by a number of experienced childminders, is the love and respect they have received, and continue to receive, from the families they have cared for.

You will need to be able to:

- **Plan the routine of the childminding day**

This means organising your day so that you can fit in regular events such as taking children to and from school, meals, naps, exercise and play, “quality time” for individual children. A daily routine is especially important for small children who feel more secure when they know what to expect. An organised childminder doesn’t rush children from one event to the next. You must put the children’s needs first. This means that family tasks such as gardening, shopping, washing and ironing have to be fitted around the children you are caring for and not the other way round.

- **Provide play activities appropriate for each child**

Play is a serious business for children – it is how they learn. Through play, children experience life and learn to understand the world and how they fit in it. Play activities should promote all aspects of children’s development. Each child will have different needs and you will need to be able to plan and provide play activities accordingly.

- **Keep children safe**

When parents hand over their child to you, they trust you to keep their child safe. This means not just making sure your home is safe and that you prevent accidents, but also keeping children safe when you are out and about, making sure you have high standards of hygiene, and being prepared for an emergency. You will need to have a good understanding of child protection and safeguarding.

- **Encourage positive behaviour**

You will need to be able to manage children’s behaviour, encouraging positive behaviour and discouraging unwanted behaviour. Although you will have some experience of doing this if you have your own children, the way in which you manage behaviour may be different for other people’s children, and you will need to discuss how you do this with the parents to make sure they are happy with your views and methods. You will need to follow the EYFS guidance for behaviour.

- **Work with parents**

You will need to be able to work closely with parents, exchanging information with them about their child, and making sure that between you, you are providing consistent care for the child. You will need to make clear that you know the parents are the most important

people in the child's life. You must be able to show you respect parent's views, values and ways to doing things. You will need to be able to encourage parents to promote home learning.

- **Protect children from abuse and neglect**

All adults have to take responsibility for protecting children from abuse and neglect. Children, especially young children, can't seek help for themselves and rely on those caring for them to do so on their behalf. Childminders must be able to spot signs of abuse and neglect and know who to tell and how.

## **FREQUENTLY ASKED QUESTIONS**

### **1. How Many Children Can I Look After?**

At any one time childminders may care for a maximum of 6 children under the age of 8, of these 6 children a maximum of 3 may be under 5 years old. There should only be one child under the age of 1 year old. Any care provided for older children must not adversely affect the care of children receiving early years provision. These ratios include your own children so how many children you can care for depends on how many you have yourself, how old they are and how much space you have available in your house. Minimum space requirements are explained in the EYFS Framework and you will be required to demonstrate your understanding of these to the Ofsted inspector. You will also need to demonstrate how you will meet the individual needs of all the children. This may impact the number of children you care for.

### **2. Can Grandparents Register To Look After Their Own Grandchildren?**

Yes, as long as you also offer your childminding service to other children who are not related to you. However, if a grandparent is registered and has not cared for children other than their own grandchildren after three years, they will be taken off the register.

### **3. I Have My Own Family. What Will The Impact Be on Them?**

You will need to plan and run a regular and well organised routine for the sake of the children you care for, as well as yourself and your own family, if you have one. However, you must also be able to 'think on your feet' and be prepared to deal with unexpected emergencies such as illness or changes in family circumstances. If you have your own family, childminding will affect them and so it is important to discuss your decision with them before you go ahead. Everyone in the family needs to have a positive and realistic attitude towards what childminding will mean. For example, it isn't easy for pre-school children to have to share their parent, home and maybe toys with other children. Older children may find there is less family time together in the early evenings.

You should also consider the impact on your neighbours and discuss any likely issues with them (neighbours could also object to planning permission so it's a good idea to talk to them and get them onside). Any pets you have must be kept under control and must not be left alone with children in your care. They must also be healthy with appropriate vaccinations, worming and flea treatments kept up to date. You also need to consider how you will fit in personal aspects of your own life, such as hobbies, appointments and visiting friends and relatives. Take care to consider how you will balance the demands of your work and family life before you go ahead.

All adults over the age of 16 will need an enhanced DBS check. If there is anyone in the household who has a criminal conviction this may affect your ability to register as a childminder. See the Safeguarding Clearance information on page 15 for more information.

#### **4. How Much Should I Charge and How Much Will I Earn?**

As a self-employed person, you will set your own fees, session 2 will look at the things you need to consider when deciding your fee structure; this is also looked at in more detail on the pre-registration course. Contact the Early Years & Childcare Sufficiency Team to find out average charges for childminders in your area. How much you earn will depend on how many children you look after and the hours you work. Make sure you have a written contract with each family. Keep accurate records of your income and expenditure for the HMRC. Again both of these topics are discussed in detail on the course.

#### **5. Is There Any Financial Help Available For Parents Who Wish to Use My Childminding Service?**

If parents claim Working Tax Credit they may also qualify for extra help with the costs of registered childcare. More information can be found available at <https://www.gov.uk/childcare-tax-credits>

#### **6. Can I Offer The Free Early Education Sessions For Two, Three and Four Year Olds?**

Yes, subject to your registration. Calderdale Council will fund you once you are registered by Ofsted. If you receive a 'good' or 'outstanding' at your first inspection you will continue to receive funding for two, three and four year olds. If you receive a 'requires improvement' you will continue to receive funding for three and four year olds subject to you working with the Quality Improvement & Support Team to remedy the Ofsted actions identified at your inspection.

#### **7. Do I Have to Register if I Want to Care for Children Aged Over 8?**

Registered Childminders can care for children aged over 8 as long as this does not affect the quality of care given to the younger ones on the premises. If you are ONLY going to care for children aged over the 8, there is no requirement to register with Ofsted. You could choose to go on the Voluntary part of the Ofsted Register, which will also allow parents who are claiming Working Tax Credit to claim towards the costs of childcare. This also shows parents that you meet certain requirements and are monitored through inspections. Visit [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

#### **8. Do I have to Live in a Big House and / or Have a Garden?**

You don't need a big house or a garden to become registered as a childminder. However, you must demonstrate to Ofsted how you will use the space available safely and creatively and how you will ensure children have daily access to outdoor play opportunities.

#### **9. Where Do I Go For Advice After I Have Been Registered?**

The Quality Improvement & Support Team provides ongoing support and advice. You will be allocated a QISO once you start on the course, they will arrange to visit you in your home and you will have their contact details, should you require further support. Once you are registered, you may also wish to join the Calderdale *Children Come First* Childminding Network which is a quality assurance scheme for childminders. The Network offers regular support visits and additional training and networking opportunities to further develop areas of best practice. The Network also offers opportunities for childminders to specialise in areas such as caring for children with special education needs or mentoring new childminders. You will meet some of our Network Childminders throughout the pre-registration training course. These childminders work with us and receive a bursary to offer further support and advice to childminders.

There is lots of useful information available on the Calderdale Council website at <http://www.calderdale.gov.uk/education/childcare/care-providers/support.html>. You can also sign up to

receive our free twice monthly E-Bulletin which is emailed to registered childcare providers and which contains a round-up of local and national news and items of interest.

The Workforce Development Team runs a varied range of learning and development activities for registered childcare providers.

The Early Years & Childcare Sufficiency Team can provide information on parental demand for childcare and the early education entitlement. Call 01422 392576.

The Business Support Team can offer advice on planning and sustaining your business. Call 01422 392719 for more information.

Your local Children's Centre may run groups specifically for childminders. Check on <http://www.calderdale.gov.uk/education/childcare/childrenscentres/index.html>

## **APPENDIX 1 - Food Standards Agency Information**

<http://www.food.gov.uk/business-industry/caterers/startingup/childminders/>

If you are planning to start up a childminder business that provides food as part of your childminding service, you do not need to register separately as a food business with your local authority. This will happen automatically when you register with Ofsted. This only applies for registrations made on or after 1 January 2014, and is part of the government's commitment to reduce the burden on business.

### ***Registering with Ofsted***

When you register your childminding business with Ofsted, and if you plan to provide food as part of your normal childminding service, the details you provide to Ofsted will also be used to register you as a food business. This means that your registration details held by Ofsted will be available to your local authority, and you will not have to register separately as a food business with your local authority. This allows childminders that provide food, to have their premises registered with the environmental health service of their local authority, which is a legal requirement.

After being registered as a food business you may have a food safety inspection. This would be carried out by your business's local authority. They are responsible for food safety in your local area. If your childminder business does need an inspection, a food safety officer will contact you to arrange a suitable time to visit. The officer will talk about food hygiene and food safety to help make sure the food you give to any children is prepared, stored and handled safely.

You have a general duty, in addition to the welfare requirements set out in CSSIW Statutory Framework or the regulations under the Childcare Act 2006, to ensure that food you provide is safe. However, your local authority food safety officer **will** take your domestic environment into consideration and will help you put in place practical and proportionate measures to ensure food safety.

### ***Helpful Hygiene Tips***

Pets should be kept out of food preparation areas due to the risk of cross-contamination – when harmful bacteria are spread onto food from other food surfaces, hands or equipment. You will want to demonstrate therefore that where pets can gain access to food preparation areas, procedures are in place to adequately wash and disinfect work surfaces and cooking utensils before any food handling or preparation takes place.

Baby changing facilities should be kept away from food preparation areas. Soiled nappies should not be brought into food preparation areas and should never be placed on work surfaces. If baby changing facilities are required you will need to demonstrate that you have adequate controls in place to ensure that food preparation areas are not contaminated and that effective cleaning and disinfection procedures are in place.

Laundry facilities should ideally be separate from food preparation areas but this may not be practical in many domestic environments. Where separate facilities are not available, it will be necessary to demonstrate that laundry is not carried out at the same time as food preparation and measures are in place to ensure that detergents and soiled clothing etc do not come into direct contact with work surfaces or cooking utensils. Furthermore you should ensure that procedures are in place to adequately wash and disinfect work surfaces and cooking utensils before any food preparation takes place.

Your hands can easily spread bacteria around the kitchen and onto food. It is important to always wash your hands thoroughly with soap and warm water at each of these times:

- before starting to prepare or handle food
- after touching raw meat including poultry
- after using the toilet or changing nappies
- after touching the bin or laundry etc.
- after touching pets

Food hygiene courses are available from various training providers. However, there is **no** requirement for food handlers to attend formal courses or to acquire food hygiene qualifications. It is important however, that food handlers have sufficient knowledge to prepare and supply food that is safe to eat.

## Quality Improvement & Support Team

Inspiring childcare providers to enhance the lives of children and families



Calderdale  
Council

### **Safeguarding Clearance**

You may wish to contact Ofsted to check your suitability **BEFORE** you enrol on the Pre Registration course

The Welfare Requirements within the Statutory Framework for the Early Years Foundation Stage (2014) state: Providers must take all necessary steps to keep children safe and well and that all those who work with children must be suitable to do so (EYFS 2014).

It is important that you are aware that certain, cautions, reprimands or convictions of you or anyone in your household may prevent you from working with children.

**Name** \_\_\_\_\_ **Contact Number** \_\_\_\_\_

**Please Read And Sign The Appropriate Response To Each Of The Following Statements:**

Do You Live In A Household With Anyone Where There Has Been A Child Protection Concern, Or Who Has Any Convictions That Would Disqualify Them From Working With Children?

Yes / No / Not Sure (*please delete as appropriate*)

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

Have You Ever Been The Subject Of Any Child Protection Enquiries?

I Have / I Have Not / I Am Not Sure (*please delete as appropriate*)

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

Do you have any convictions, cautions, reprimands, or warnings for an offence against a child?

I Do / I Do Not / I Am Not Sure (*please delete as appropriate*)

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

Has Your behaviour Towards a Child Ever Caused Anyone Concern?

Yes / No / Not Sure (*please delete as appropriate*)

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

If you have answered 'yes' or 'not sure' to any of these statements, you may require a waiver from Ofsted. You may wish to contact Ofsted to check your suitability **BEFORE** you enrol on the Pre Registration course.

All information will be treated in the strictest of confidence, please return this form in a sealed envelope marked **PRIVATE AND CONFIDENTIAL** for the attention of Gill Holden, Senior Quality Improvement Officer, Calderdale MBC, 2nd Floor Northgate House, Northgate, Halifax, HX1 1UN.

## Quality Improvement & Support Team

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Council

### Health Declaration

**You may wish to contact your Doctor or Ofsted to check your suitability BEFORE you enrol on the Pre Registration course.**

The Statutory Framework for the Early Years Foundation Stage (2014) states: Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times. (EYFS 2014: 3.19)

**Your Name** \_\_\_\_\_ **Contact Number** \_\_\_\_\_

**Please Read And Sign The Appropriate Response To Each Of The Following Statements:**

Are You Currently Taking Any Medication Prescribed By A Doctor?

Yes / No / Not Sure (*please delete as appropriate*)

If yes please state name of medication: \_\_\_\_\_

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

Are You Currently Taking Any Over The Counter Medication?

Yes / No / Not Sure (*please delete as appropriate*)

If yes please state name of medication: \_\_\_\_\_

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

Do You Have Any Concerns Regarding Your Ability To Care For Children?

I Do / I Do Not / I Am Not Sure (*please delete as appropriate*)

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

Have You Sought Medical Advice To Confirm That You Would Be Suitable To Work With Children?

Yes / No (*please delete as appropriate*)

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

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## Childminder Pre-Registration Support Package Terms & Conditions

All Applicants Must Agree To Meet The Following Requirements:

- I will complete and submit a policy & procedure file on the day of my multiple choice question paper.
- I understand my policies and procedures file must be approved in order to receive the funding for this course.
- I understand that I need to pass a multiple choice examination and will have one funded opportunity to re sit this exam
- I am aware that I must complete the pre-registration training course and I will return my attendance tracker on the day of my multiple choice question paper.
- I am aware that I must attend Paediatric First aid and Child Protection as these are mandatory elements of the course
- I will follow Ofsted registration procedures and meet all the requirements for registration and notify my QISO of any actions, recommendations or letter of unsuitability to register
- I have not been previously registered as a childminder or applied for registration as a childminder within the last 24 months
- I agree to regularly update my vacancy details with the Early Years and Childcare Sufficiency Team
- I agree to contact my QISO regularly for support, and to notify them of any changes in my circumstances
- I agree to be registered with Ofsted within six months of passing the pre registration training course. Should Ofsted decline my registration I am aware that I am liable to repay the full training costs
- I agree to maintain my registration with Ofsted for a period of 12 months following registration.
- I will make every effort to market my service, and I will keep evidence of my marketing.
- I agree to repay all costs if I am not still childminding in Calderdale 12 months after registering with Ofsted, or if I have not met all of the above conditions.

If you have any queries about any of the terms and conditions please contact Donna Pendergast on 07824 416510 or by emailing [donna.pendergast@calderdale.gov.uk](mailto:donna.pendergast@calderdale.gov.uk)



If you have any queries or would like further information please contact:

The Early Years and Childcare Sufficiency Team  
Calderdale Council  
Northgate House  
Northgate  
Halifax  
HX1 1UN

Tel: **01422 392576**

Email: **[fis@calderdale.gov.uk](mailto:fis@calderdale.gov.uk)**

**[www.calderdale.gov.uk](http://www.calderdale.gov.uk)**