Pre-Registration Checklist for Childminders

This checklist has been developed to ensure you have considered everything ‘before and after registration with Ofsted’

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| **Essential Reading BEFORE starting to apply for Registration** | **Notes** | |
| Have you read Ofsted’s Early Years and Childcare Registration Handbook?  Please see [Ofsted’s Early Years and Childcare Registration Handbook](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/497338/EY_and_childcare_reg_handbook.pdf) |  | |
| Have you obtained a copy and read the Early Years Foundation Stage?  For more information please see the [Early Years Foundation Stage Framework](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) (EYFS). |  | |
| **Essential Training before starting to apply for Registration** |  | |
| Have you booked onto anIntroductory Childminder course? There are a number of courses and providers available. A search on your web browser will help you find the most suitable for you. |  | |
| Have you booked onto an appropriate 12 hour Paediatric First Aid course that includes babies and toddlers? (see section 3.25 of the Statutory Framework for the EYFS). |  | |
| Have you completed the [E-learning courses](https://www.safeguardingsheffieldchildren.org/sscb/training/e-learning) available on the Safeguarding Sheffield Children Board website? In particular the courses: **Safe Sleeping for Babies and Awareness of Child Abuse and Neglect (CORE)**. |  | |
| **Essential Evidence you must have in place before starting to apply for Registration** |  | |
| Have you got a completed DBS? You can [make your application](http://ofsteddbsapplication.co.uk) and payment through Capita’s website.  Have you subscribed to the Disclosure and Barring Service (DBS) update service (This is recommended) |  | |
| Have you completed and signed and dated the Ofsted [Health Declaration Booklet](https://www.gov.uk/government/publications/become-a-childcare-provider-health-declaration) and taken it to your GP to complete section 3? (NB: Some GP’s may charge for this service) |  | |
| Have you contacted your referees? |  | |
| **Other things you need to consider before Registration** |  | |
| Have you downloaded a copy and read through the ‘[Safer food, better business for Childminders](http://www.food.gov.uk/business-industry/caterers/sfbb/sfbbchildminders)’  Have you got a fridge thermometer to regulate the temperature in your fridge? |  | |
| Have you got a smoke alarm / carbon monoxide detector / Fire blanket?  For **fire safety advice** and to arrange a home visit call South Yorkshire Fire and Rescue: 0114 272 7202 or visit their [website](http://www.syfire.gov.uk/). |  | |
| Have you got a First Aid Kit for your home and one you can take outdoors? |  | |
| Have you arranged for Public Liability Insurance to start on the first day you start minding children?  Below are two examples of providers of insurance for Childminders:  <https://www.mortonmichel.com/>  [http://www.pacey.org.uk](http://www.pacey.org.uk/about/benefits_of_membership/factsheets/insurance.aspx) |  | |
| **Safeguarding** |  | |
| Have you downloaded, saved, and started to read the Model Safeguarding Policy for Early Years Settings?  These and other useful documents are available from Safeguarding Sheffield Children website under [Tools and Model Templates](https://www.safeguardingsheffieldchildren.org/sscb/early-years/model-policies-templates-1). |  | |
| **Ofsted Registration** |  | |
| To find more information about Ofsted Registration please visit the [GOV.UK](https://www.gov.uk/register-childminder-childcare-provider/overview) website. |  | |
| To **apply online** you must first sign up for a Government Gateway account, if you do not already have one. You may already have such an account if, for example, you complete your tax return online.  Anyone may sign up for a [Government Gateway account](https://online.hmrc.gov.uk/login?GAREASONCODE=-1&GARESOURCEID=Common&GAURI=https://online.hmrc.gov.uk/home&Reason=-1&APPID=Common&URI=https://online.hmrc.gov.uk/home), either via the Ofsted online portal or through a visit to any other government website that uses the Gateway. |  |
| **POST Ofsted Registration** |  |
| Have you booked on the‘Early Years Introduction to Safeguarding and Child Protection Training’?    Click [here](https://www.safeguardingsheffieldchildren.org/sscb/early-years/early-years-safeguarding-training-1) for more information and to book training. |  |
| After Ofsted Registration, visit and approval you can contact the Local authority’s Early Years Quality Improvement officers for support.  **North**  **First Start Family Centre – 0114 203 9307**  [EYBestStartTeam-North@Sheffield.gov.uk](mailto:EYBestStartTeam-North@Sheffield.gov.uk)  **West**  **Primrose Family Centre – 0114 205 2723**  [EYBestStartTeam-West@Sheffield.gov.uk](mailto:EYBestStartTeam-West@Sheffield.gov.uk)  **East**  **Darnall Family Centre - Telephone 0114 273 5008**  [EYBestStartTeam-East@Sheffield.gov.uk](mailto:EYBestStartTeam-East@Sheffield.gov.uk) |
| Have you completed a self-evaluation form? (S.E.F.) You should to do this before your first Ofsted inspection. For more information visit the [GOV.UK](https://www.gov.uk/register-childminder-childcare-provider) website. |  |
| **Register your business on the** [Sheffield Directory](https://search3.openobjects.com/kb5/sheffield/directory/sign_in.page)  It is really **important that you register** your business on the Directory and keep your information and contact details up to date. It is free advertising for your business, compulsory if you wish to provide FEL and the local authority’s main source of contact information for communicating with you. |  |
| **Becoming a Free Early Learning (FEL) Provider**  If you wish to provide Free Early Learning please contact the Childcare Planning Team for a registration form via [email](mailto:Childcareplanning@sheffield.gov.uk) or via telephone: 0114 281 3785.  You will need to have registered on the Sheffield Directory (above). |  |
| Have you registered with Her Majesties Customs and Revenue as self-employed?  For more information please visit the [HMRC](http://www.hmrc.gov.uk/gds/online/new.htm#1) website |  |
| **Useful Links** |  | |
| <https://www.foundationyears.org.uk/author/foundation-years-team/>;  [DFE - The Prevent Duty](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)  [The Foundation Years - Parents guide to the EYFS](http://www.foundationyears.org.uk/files/2014/08/EYFS_Parents_Guide-amended.pdf)  [4Children - What to expect, when?](http://www.foundationyears.org.uk/files/2015/03/4Children_ParentsGuide_2015_WEB.pdf)  [Foundation Years - A Know How Guide - 2yr progress check](http://www.foundationyears.org.uk/files/2012/03/A-Know-How-Guide.pdf)  [Foundation Years - Development Matters in the Early Years Foundation Stage (EYFS)](http://www.foundationyears.org.uk/files/2012/03/Development-Matters-FINAL-PRINT-AMENDED.pdf)  [DFE - Early years outcomes](http://www.foundationyears.org.uk/files/2012/03/Early_Years_Outcomes.pdf)  E-[learning](https://www.safeguardingsheffieldchildren.org/sscb) (free)  [Allergy UK – Food Allergy in Babies and Children](https://www.allergyuk.org/downloads/factsheets/childhood-allergy/food-allergy-in-children.pdf) |  | |