



A guide to the  
Childcare Register  
(CR)

for parents

## **About our registration on the Childcare Register**

We are required by the Childcare Register to inform you about our registration on the Childcare Register. The Childcare Register covers us to care for –

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

Before we were allowed to register on the Childcare Register we must be –

- Qualified to level 2 – please ask to see my certificate for the Introduction to Childminding course.
- Qualified in paediatric first aid – please ask to see my Paediatric First aid certificate.

We are also required by the Local Authority to be registered as a food handler and to take regular safeguarding training courses –

*CR2.6 - Childminders must attend child protection training to enable them to identify and act on any indications that a child may be suffering from harm.*

## **Policies and procedures**

We have a folder of policies and procedures to help us share information with parents about how we manage and run our business. We will provide you with copies of our policies and procedures and ask that you read through them carefully because they form part of the contract between us.

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**CR9.3 - Childminders must make the following information available to parents: Information about the registration system for the Childcare Register**

We are required to tell you about our 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 a fee to Ofsted to be on the register;
- Make ourselves 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 EYFS and the Childcare Registers which we will be happy to share with you on request.

**CR9.3** - Childminders must make the following information available to parents: Ofsted's address.

You can contact Ofsted in the following ways -

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

We also display the Ofsted parents poster on our 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
- We must report any concerns we might have to the Local Safeguarding Children Board (LSCB)
- We must be first aid qualified
- Corporal punishment is illegal
- If we have an assistant they can only be unsupervised for 2 hours a day
- We must not be under the influence of drugs or alcohol
- We must be over 18
- We must keep to the ratios of our registration and within insurance limits at all times

#### **Safeguarding**

- We must write and give you a copy of our safeguarding procedures
- All members of the household must be DBS or CRB checked
- We must attend child protection training and liaise with our LSCB

**Suitability** - we must be suitable to work with children and we must speak and write English.

**Qualifications and training** - we must take training to ensure we can effectively care for children and we must be level 2 qualified.

#### **Suitability and safety of premises and equipment**

- Our premises and equipment must be safe
- Children must be protected so they cannot leave unsupervised or with the wrong people and must be protected from visitors
- We must prepare healthy, nutritional food safely
- Children must have free access to drinking water
- Outside play must be available

**Suitability and safety of premises and equipment** - we must inform you about what you can do to help you if we cannot provide care; we must manage behaviour appropriately and we must be inclusive to comply with the SEND Code of Practice and the Equality Act 2010.

**Complaints** - we 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.

**Records to be kept** - this section lists the records we must keep about you and your child.

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

**Providing information for Ofsted** – information we must give to Ofsted.

**Insurance** – we must have suitable childminding insurance.

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### **To comply with the Childcare Register...**

*CR9.1 - Childminders must make the following information available to parents: Information about the activities the children will undertake.*

There aren't any learning and development requirements in the Childcare Register. However, we do aim to support your child's learning and development while they are with us and we believe that a busy child is a happy child, so we 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 and quiet places to do homework
- Television, laptops and tablets
- Visits to the park and local places of interest
- Lots of other resources and equipment...

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

*CR9.1 - Childminders must make the following information available to parents: Copies of the written statements of safeguarding procedures and complaints procedures.*

We will give you a copy of our safeguarding and complaints policies when your child first starts in our provision and ask you to sign to confirm you have read and understand them. We update our policies annually and as required and we will keep you informed about any updates we make.

## **Finding alternative care**

To comply with CR requirement 9.3 we are required to have contingency arrangement in place in case we are ill, on holiday or otherwise unable to provide a service.

We will, where possible, help you to find local childminders with spaces if we have time to make arrangements. Details of local childminders who are registered on the Childcare Register and might have spaces –

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However, we cannot guarantee these providers have spaces.

Alternative childminders might also be found through the following websites –

- . Childcare.co.uk – [www.childcare.co.uk](http://www.childcare.co.uk)
- . Family Information Services

In some emergency situations if we cannot help you to find alternative childcare or other providers do not have spaces, you might need to make arrangements yourself. If you have any concerns about this, please discuss it with us further.

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## **Finding out more information about the Childcare Register**

You can find copies of the documents I have mentioned in this guide as follows –

- Childcare Register for childminders and home childcarers (nannies) – [www.ofsted.gov.uk](http://www.ofsted.gov.uk).
- SEND Code of Practice – [www.gov.uk](http://www.gov.uk).
- Working Together to Safeguard Children 2013 – [www.gov.uk](http://www.gov.uk).
- Equality Act 2010 – [www.legislation.gov.uk](http://www.legislation.gov.uk).
- DBS disclosures - <https://www.gov.uk/disclosure-barring-service-check/overview>.

We have copies of all these documents and will email them to you on request.

## **Useful contacts**

- Local Safeguarding Children Board – Local Authority
- Food hygiene department – Local Authority

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

Thank you.