



The **Families**
Information Service

Becoming a Childcare Provider in Derby City

**A Step By Step Guide
V9 January 2024**

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This document can be downloaded online from:

<https://www.derby.gov.uk/community-and-living/family-hub-childcare/childcare-providers-and-careers/become-a-childcare-provider/>

Simply type 'childcare providers briefing' into the search box to be directed to the directory entry for the Derby New Childcare Providers Briefings where the document can be downloaded (PDF format).

1. What Support Does Derby City Council Offer?

The Families Information Service offers general support and advice through the registration process and this support continues once you are registered. The Service can offer advice and support on:

- the registration process,
- creating a sustainable childcare business
- good practise issues
- opportunities to promote your childcare service.

Childcare providers must undertake mandatory training and relevant inspections to ensure a safe, high-quality environment for all children.

The Quality Team offers advice and guidance on:

- Training opportunities- There is an annual training directory with statutory and non statutory training events; to update and provide opportunities for developing excellent childcare practice.
- Support with quality issues and maintaining high standards for children and families.
- Delivering the Early Years Foundation Stage Framework.

Childminders may also attend their local Children's Centre for further support and networking opportunities.

Choosing to become a professional childcare provider is a big commitment. The following pages provide a step-by-step guide to registration.

2. What is an Ofsted Registered Childcare Provider?

Ofsted register and regulate all childcare providers caring for children under the age of 8 years. There are two registers regulated by Ofsted, the Early Years Register is for all childcare providers caring for children under 5 years of age and the Childcare Register for childcare providers caring for children between 5 and 8 years of age. There is also a voluntary element of the Childcare Register and childcare providers who do not meet the criteria for other registrations can choose to register on this.

Which ever register you apply to, there are different types of childcare, these are:

Childminders - work in their own homes caring for other people's children.
Childminders are self employed

Homecarers – work in the child's home and are employed by the child's parents

Sessional Childcare – this includes providers such as pre-school playgroups and before and after school clubs

Full Day care – this includes providers such as private day nurseries.

Childcare providers that look after at least one child aged under eight years for more than two hours in any one day and for reward, you must be registered on either the Early Years Register or the Childcare Register or both if you care for children in both age groups. Childcare providers who do not meet the criteria to register on either the Early Years of Childcare Register can choose to register on the Voluntary Element of the Childcare Register, this is available for providers such as homecarers, or those providing childcare for less than 14 days per year or less than 2 hours per day.

Ofsted is the Office for Standards in Education their role is to register and inspect premises where children and young people are looked after and ensure that those who look after children and young people are suitable for the role. Ofsted checks that childminders and other providers of childcare such as private nurseries, pre-school playgroups and out of school care are providing a good quality service and striving to improve outcomes for children.

Ofsted inspects childcare providers and publishes their findings in a report. The report is then made available to families through the Internet. You can find out more about Ofsted at www.ofsted.gov.uk. Ofsted regularly inspects all childcare providers once they have become registered.

3. What is a Childminding Agency?

Since 2015, Ofsted has been able to register Childminding Agencies; these agencies give childminders an alternative route to registration. Childminding Agencies are all independent businesses so the services that they offer existing and registering childminders will differ however it may include:

- Pre-registration support
- Pre- registration training
- On-going support whilst you deliver a childminding service
- Access to on going professional development training

The main difference for you if you chose to join a Childminding Agency will be that you are not registered directly with Ofsted but come under the Agency's umbrella registration this means that you will not have independent Ofsted inspections, nor will you be given an independent Ofsted grade. However, most Agencies will have their own quality review assessments, that you will be assessed under and possible given a grade from. The Agency will charge you an initial registration fee and an on-going monthly fee for their service and they may also charge the parents that use you a monthly fee to offset the support and training that you receive.

Currently there are 6 registered agencies nationally:

Daryel Care Kaamil Education LTD, 108 Regent Studios, 1 Thane Villas, London, Greater London, N7 7PH

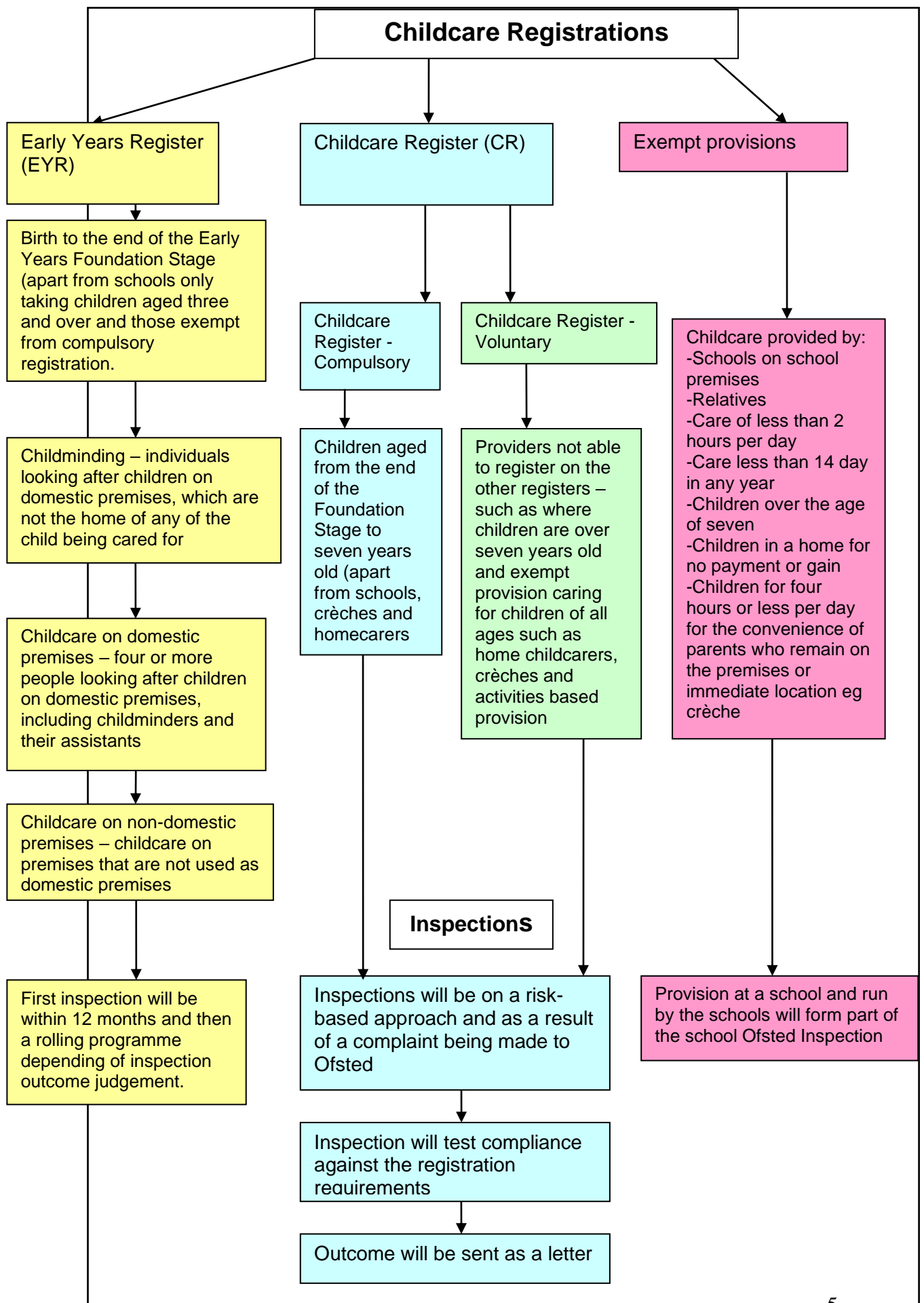
City Childcare Childminding Agency 157-159 St. Barnabas Road, Woodford Green, IG8 7DG

@Home Childcare Sherwood Rise Business Centre, 6 Sherwood Rise, Nottingham, Nottinghamshire, NG7 6JF

Suffolk Childcare Agency Limited High House, High Street, Wickham Market, Woodbridge, Suffolk, IP13 0RD

Tiney International House, 12 Constance Street, London, E16 2DQ

Rua Kids Limited Koru Kids Ltd, Kemp House, 128 City Road, LONDON, EC1V 2NX



4. Steps to Registration

Step 1: Contact the Families Information Service (FIS)

FIS can offer you one to one phone guidance and give prospective childcare providers details on how to become registered and how to access any support that is available. You can contact the FIS team by email or phone with any registration questions that you might have:

Email: fis@derby.gov.uk

Web site: <https://www.derby.gov.uk/community-and-living/family-hub-childcare/childcare-providers-and-careers/become-a-childcare-provider/>

Telephone: 01332 642614

Step 2: Develop your business plan

Before committing to becoming a childminder or opening a new childcare setting there are a number of issues that you need to consider in order to make sure that your business is sustainable and that you generate enough income from it to make it worth while.

PACEY has a helpful free '**Business Smart**' section on their web site <https://www.pacey.org.uk/business/> it offers a collection of ideas and tools to help new and existing childminder to develop a sustainable business.

Below is a list of some things you will need to consider when business planning:

1. Your start-up and ongoing costs
2. Demand for childcare in your local area
3. Potential income
4. Insurance, tax and employment
5. Marketing

What are my start up costs?

- Ofsted application _____
- Declaration of health form _____
- DBS (CRB) _____
- Mandatory training _____
- Planning permission _____
- Public liability insurance _____
- Play equipment _____
- Safety equipment _____
- Resources _____
- Recruiting staff _____
- Other _____

- **Total** _____

What are my on-going costs?

- Ofsted annual registration fee _____
- Public Liability Insurance _____
- Staff wages _____
- Training course fees _____
- Rent for premises _____

- **Total** _____

Demand for childcare in my area?

It is important for you to establish that any new provision that you open will be needed and used by your local community. Childcare Sufficiency Assessments (CSA) are undertaken by the Families Information Service on an annual rolling programme which focuses on different age groups within the year. The CSA reports will give you a good idea of the childcare that is currently available in your area and the demographic make up of the local population.

Demand will vary based on what you can supply, think about your local families and employers and if you would be willing to provide childcare in the situations given below:

- Covering shift patterns
- Early (pre 8am) and late (post 6pm) provision
- Which schools/nurseries you will pick-up/drop-off at
- Overnight childcare
- Weekend childcare
- Ages of children you are willing to care for
- Term time, holiday time or all year childcare
- Price reductions for siblings/NHS staff etc

Potential income

A basic formula for calculating the maximum income you can expect is given below, (the number of children that you care for x your hourly or session rate). Therefore, you need to consider how many children Ofsted will register you for and how many of these registered places you will be able/want to fill at any one time.

Childminders can be registered for up to six children under eight years but if your own children are under eight this will affect the number that you can child mind.

Group care providers will need to consider the space they have available, staffing ratios and the number of toilet/hand basins available for the children's use.

Use the sample equation below to calculate the likely income your childcare service could generate.

Number of children to be cared for	x	Hours of care available	x	Hourly/session rate for care	=	Daily income
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For example: if you are a childminder who is willing to care for 3 children between 7:30am and 12:30pm and 4 children between 12:30 and 5:30, with an hourly rate of £5 per child then you would do the following calculation:

$3 \times 5 \times 5 = £75$ and $2 \times 5 \times 5 = £50$ therefore your maximum income per day would be £125.

Clearly this is a very basic calculation to work out your maximum potential income. You will need to factor in reductions in prices, meals and times when you do not have the maximum number of children you can care for.

Step 3: Prepare for registration

Undertake all necessary training – all childcare providers must have a qualified paediatric first aider available when children are present. The training required by Ofsted is a 12 hour course specialising in first aid for babies and children (also known as Paediatric First Aid or Early Years First Aid).

Listed below are some of the organisations that the Council is aware offers paediatric First Aid training you will need to contact them directly to book:

- **Derwent Training Organisation:** please contact 01332 98 65 65, visit their web site www.DerwentTraining.org.uk, or email bookings@DerwentTraining.org.uk to book a place.
- **St John's Ambulance:** please call 0844 770 4800 or 01246 200272 or visit www.sja.org.uk for course details.
- **Nigel Stirland:** please contact Nigel directly on 07899 913003 to book a place. E-mail: nigelstirland@btinternet.com

Childminders must also demonstrate a knowledge of the Early Years Foundation Stage (EYFS). You may want to consider complete an **Introduction to Childminding Practise (ICP)** sometime also called **Home Based Childcare (HBC)** to increase or refresh your knowledge of the EYFS. Listed below are some of the organisations that the Council is aware offers the ICP/HBC course, you will need to contact them directly to book:

- **PACEY:** this is an on-line course that you can complete to fit in with your own timescale. Visit www.pacey.org.uk/training/childminder_training/cypop5.aspx or call 0300 003 0006 or email training@pacey.org.uk
- **Childminding UK:** online training is available to you to either complete all at once or re-visit as many times as you need to depending on the time you have available. Visit: <https://childmindinguk.com/becoming-a-childminder> or call 0845 838 3724 or email: info@childmindinguk.com
- **@Home Childcare:** delivered by a registered childminding agency - you can just access the ICP/HBC course with them and then continue to register independently with Ofsted. Visit <http://www.athomechildcare.co.uk/> or call 0115 978 3399 or 0845 0760 042

Early Years Foundation Stage (EYFS) framework - all childcare providers and schools are required to work to the Early Years Foundation Stage (EYFS) framework. The EYFS sets the standards for learning, development, child assessments and care of children from birth to 5. You will need to read and develop a good understanding of the EYFS – The framework is split into three sections

- **Section 1 – The learning and development requirements**
- **Section 2 – Assessment**
- **Section 3 – The safeguarding and welfare requirements**

To prepare for your registration visit you need to consider in particular the safeguarding and welfare requirements around premises, equipment and suitable persons. Consider how you are going to evidence that you can meet these requirements - you could conduct risk assessments, develop policies and procedures, produce sample meal menus and ideas on activities that you will do with the children.

The EYFS can be downloaded from [Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/91221/early_years_foundation_stage_eofsf_2017.pdf). Listed below are some of the organisations that the Council is aware offers printed copies, you will need to contact them directly to order - purchase prices do differ please shop around:

- PACEY – <https://www.pacey.org.uk/working-in-childcare/spotlight-on/eyfs-2021/>
- National Day Nurseries Association - <https://ndna.org.uk/product/eyfs-pack-incl-progress-check-at-age-two/>
- Pre-school Learning Alliance - <https://portal.eyalliance.org.uk/Shop#!curr/GBP/cat/617d0367-0fa4-eb11-b1ac-00224840dbbf/page/1/sort/0>

Planning Permission - consider if you need planning permission – most group childcare settings will need planning permission and some childminders where they intend to care for more than 6 children at any one time. If you plan to deliver your childcare service from a rented house or other rented accommodation, then you will need to get written permission from your landlord to deliver childcare from the address.

Department for Education (DfE) start-up grants for childminders

The Childminder Start-up Grant Scheme is now open for applications at this link: <https://www.gov.uk/guidance/apply-for-a-childminder-start-up-grant>

The Scheme will support new childminders by providing them with grant funding, worth £7.2m over the next two financial years, helping childminders with the cost of setting up their own businesses.

The Childminder Start-up Grants Scheme will be available to all new childminders who have completed their registration on or after 15th March 2023. Individuals who have previously been registered as childminders and wish to re-register into the sector may also apply for the scheme. There must be at least a 12-month gap between the date of their previous registration being cancelled and their new registration being finalised.

The DfE will offer £600 to new childminders registering with Ofsted, and £1200 to new childminders registering with a childminder agency. £1200 grants will be paid in

two instalments, with a 6-month limit on claiming the second instalment. Childminders must apply for the grant within two months of registering as a childminder, or within two months of the Scheme launching.

DBS (CRB) – before completing and submitting your application to Ofsted to become a registered childcare provider you must apply through the Ofsted web site for Disclosure and Barring Service (DBS) checks at:

<https://www.ofsteddbapplication.co.uk/>

Please note that applicants are responsible for the cost of their DBS checks and **everyone over the age of 16 years** in the household will need to have a DBS check completed on them, current cost information is in the FAQ on the site.

Childminders – will need to complete DBS forms for themselves any assistants they are employing or if there is anyone else living in their home who is aged 16 or over.

Group providers – will need to complete DBS forms for the registered person and the manager of the setting. It is the responsibility of the registered person to establish robust recruitment checks for all other members of staff and this includes DBS checks.

Step 4: Apply to Ofsted

Once you have decided to commit to developing a new childcare provision complete your on-line application to Ofsted. This can be done at:

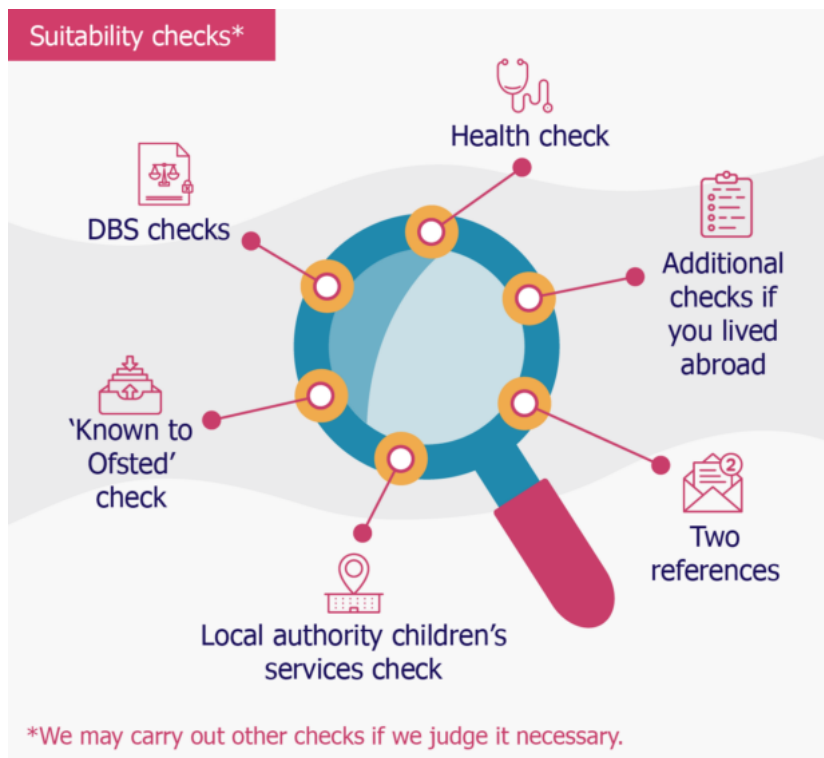
<https://www.gov.uk/register-childminder-childcare-provider/how-to-apply>

You will need to consider which Ofsted register you wish to be on – if you think that you may care for children aged 0 to 5 years at any time the most cost-effective route is to register on the Early Years Register and opt to also be included on the Childcare Register both the compulsory and voluntary element during your initial application.

You will have to pay the appropriate registration fee during the application process.

Ofsted will send you a unique reference number (URN); this is known as your Ofsted EY Number or Ofsted URN.

During the application process Ofsted will undertake a number of checks on your suitability to work with children and on the suitability of other people in your household to be around children.



Step 5: Complete essential forms

Health Declaration form – you can download this as you apply on-line to register with Ofsted <https://www.gov.uk/register-childminder-childcare-provider/how-to-apply>
Take this to your GP. Your GP will need to complete it and return it to Ofsted. Doctors' surgeries usually charge a fee for doing this.

Step 6: Ofsted registration visit

Ofsted will arrange to visit childminders in their home and group providers at their purposed setting. They will check that your ID, training documents, safety of your premises 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.

For more guidance on what evidence, you need to show the inspector visit:

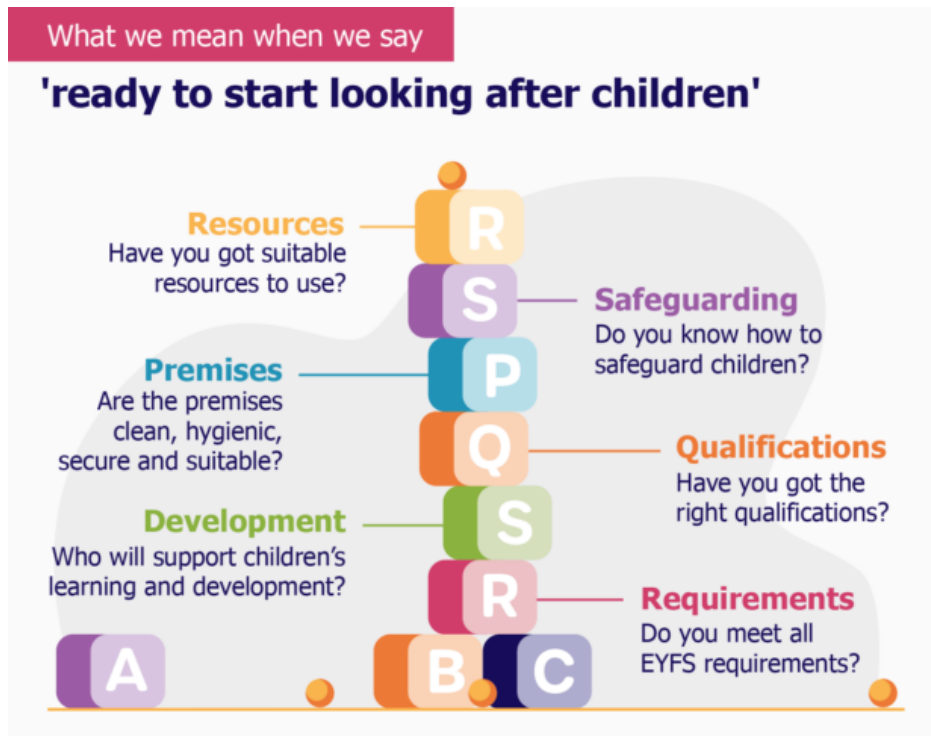
<https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/the-registration-visit>

The registration visit is made up of three parts:

They will want to have a tour of your home, including the garden and any outbuildings. They do this because they are register the whole premises and not just the rooms that you are planning to use for childminding.

They will review documentation to check your identity, qualifications, documents relating to using a vehicle (if applicable) and any written policies and procedures you have.

They will listen to you about how you will meet the EYFS requirements. The inspector will ask questions and pose scenarios or have discussions with you to check your suitability. For example, they will ask you questions about safeguarding or risk assessments and may give you a scenario to see what you would do in that situation.



Childminders - Ofsted will want to see childminders' First Aid and Introduction to Childminding Practise certificates if they have not already been seen by Ofsted. If you do not have these certificates on the day of the Ofsted visits, you will need to send them to Ofsted to be checked. Ofsted will not register you as a childminder until they have seen these certificates and your DBS certificates.

Some childminders find it useful to put together a portfolio of information for this registration visit it could include relevant qualification certificates, risk assessments, sample menus, possible weekly activity sheets and any written policy that you have.

Group providers – you will need to evidence that you or your staff team have suitable qualification and knowledge to meet the minimum Welfare Standards and that your premises are safe and suitable for delivering a childcare service from.

Step 7: Complete your registration

After Ofsted have visited, you must complete any actions that they given you. Ofsted will send you a registration certificate once they are satisfied that you are suitable to be a childcare provider.

The Families Information Service will now ask you to provide details of your business so that we can promote your services to parents and help you to gain business.

Congratulations! You can now start promoting your business and advertising your vacancies.

5. Managing your Childcare Business

5.1 Managing and marketing your business

Childminders – you must register themselves as self-employed with the tax office.

Group Providers – you must contact the tax office and set up PAYE schemes for all your employees.

PACEY offer Business Smart which is a free online resource from the Professional Association for Childcare and Early Years (PACEY) to support the sustainability of new and established childminding settings in England. Business Smart aims to help new childminders gain the business skills, knowledge and confidence they need to build up their childcare and early years businesses. It is also full of advice and support for established childminding settings to help them review their business sustainability. Visit <https://www.pacey.org.uk/business/> to find out more.

All childcare providers will need to purchase **Public Liability Insurance**. This insurance is required because you are providing a service to the public.

It is up to you to advertise and gain the number of children you want attending. It is important to research your locality and make sure you are competitive with other childcare providers in terms of the prices you charge whilst managing costs to ensure you have a sustainable business.

The Early Years On-line Directory will provide free advertising for you in the local area. You can update your entry in the Directory yourself each time you have a vacancy and provide extra information about your service to sell it to parents. To see other childcare providers' entries in the directory, visit

<https://remote.derby.gov.uk/Synergy/ECDPublicEnquiry/>

If you give us permission to your information may also be distributed to parents by telephone, email, face-to-face or via letter.

5.2 Delivering funded childcare places

Once you are registered with Ofsted you are entitled to notify the Council if you wish to deliver funded childcare places. Initially you will be given temporary inclusion on to the 'Directory of Providers' pending your first Ofsted inspection. To remain on the 'Directory' you must gain an outstanding or good Ofsted judgement to deliver funded places for children aged 2 yr and under and an Ofsted judgement of outstanding, good or requires improvement to deliver funded 3 and 4 year old places. If your inspection judgement does not meet these DfE expectations the Council may look to remove funding from you until the required minimum judgement is achieved. Please contact FIS on 01332 640758 to request a 'Notification Form' and to book your place on the Free Early Education Entitlement Briefing where you will learn more about the funding process and how to claim the funding for eligible children via our Provider Portal.

For further information on delivering funded places please visit our Provider web page on:

<https://www.derby.gov.uk/community-and-living/family-hub-childcare/childcare-providers-and-careers/childcare-provider-fee-funding/#page-1>

5.3 Equipment you will need

Before Ofsted visits, you will need to consider what equipment you will need to have in place to deliver your childcare service. We do not suggest that you buy the equipment before Ofsted visit as your registration may not go through but if you have made a list it will demonstrate to the inspector that you have given it some thought. The list below provides a good starting point for the essential equipment you may need. Second hand equipment is acceptable (with the exception of car seats), but it must conform to BS EN safety standards, where appropriate.

Safety

Fireguards, baby monitor, smoke alarms, fire blanket and a First Aid kit.

Feeding

Highchairs with harness, child friendly plates, cups, cutlery etc, table and chairs to enable children to sit at the table to eat.

Sleeping

Cots, separate sheets and bedding for each child

Bathroom

Potty, toilet seat, booster step, changing mat and baby changing equipment

Travelling

Buggy, car seats, wrist strap or reins

5.4 Toys and play

When Ofsted visit, you will need to have considered the range of toys and play equipment that you will need to have in place to deliver your childcare service and meet the children's developmental needs. There are lots of different types of toys and play items, here are just a few examples. You can also get creative; homemade and improvised items are often some of the very best.

Social Development

e.g. cooking, dolls, garage and cars, farm animals, dolls house, building bricks, equipment that involves socialising and talking together.

Physical development

e.g. large outdoor play equipment, balls, hoops, skipping ropes, trikes, beads for threading, drawing and painting sets, cutting and sticking equipment, junk modelling

Intellectual Development

e.g. shape sorters, jigsaws, board games, counting games and number puzzles, water play (jugs and cups etc)

Communication Development

e.g. nursery rhymes and songs, reading books, writing equipment

Creative Development

e.g. paint, pencils, crayons, paper, glitter, glue, and junk modelling, Play Doh.

5.5 Equality considerations

All care, equipment and toys in your home should reflect and promote equality of opportunity. This means that you need to identify and meet individual children's needs and treat children with equal concern, regardless of their age, ability, gender, cultural and social background. Examples of how this is done include:

- children are not restricted to gender stereotypical toys
- if you are looking after children with disabilities, you must have the additional equipment you need and make sure activities are accessible to them
- you have high expectations of all the children, whatever their gender, origins or ability
- your childcare provision has a range of toys, games, books, dressing-up clothes etc. that show people of different cultures, genders and backgrounds in a positive way.

5.6 Policies and procedures

There are number of policies and procedures you may find helpful to have in place.

Childminder – Except for a written Safeguarding Policy, Ofsted do not always expect to see written policies and procedure however you will need to be able to confidently discuss practise issues during an inspection therefore you may find it less stressful to develop written document which you can share at inspection.

Childminders who do develop written documents will show clear evidence of good

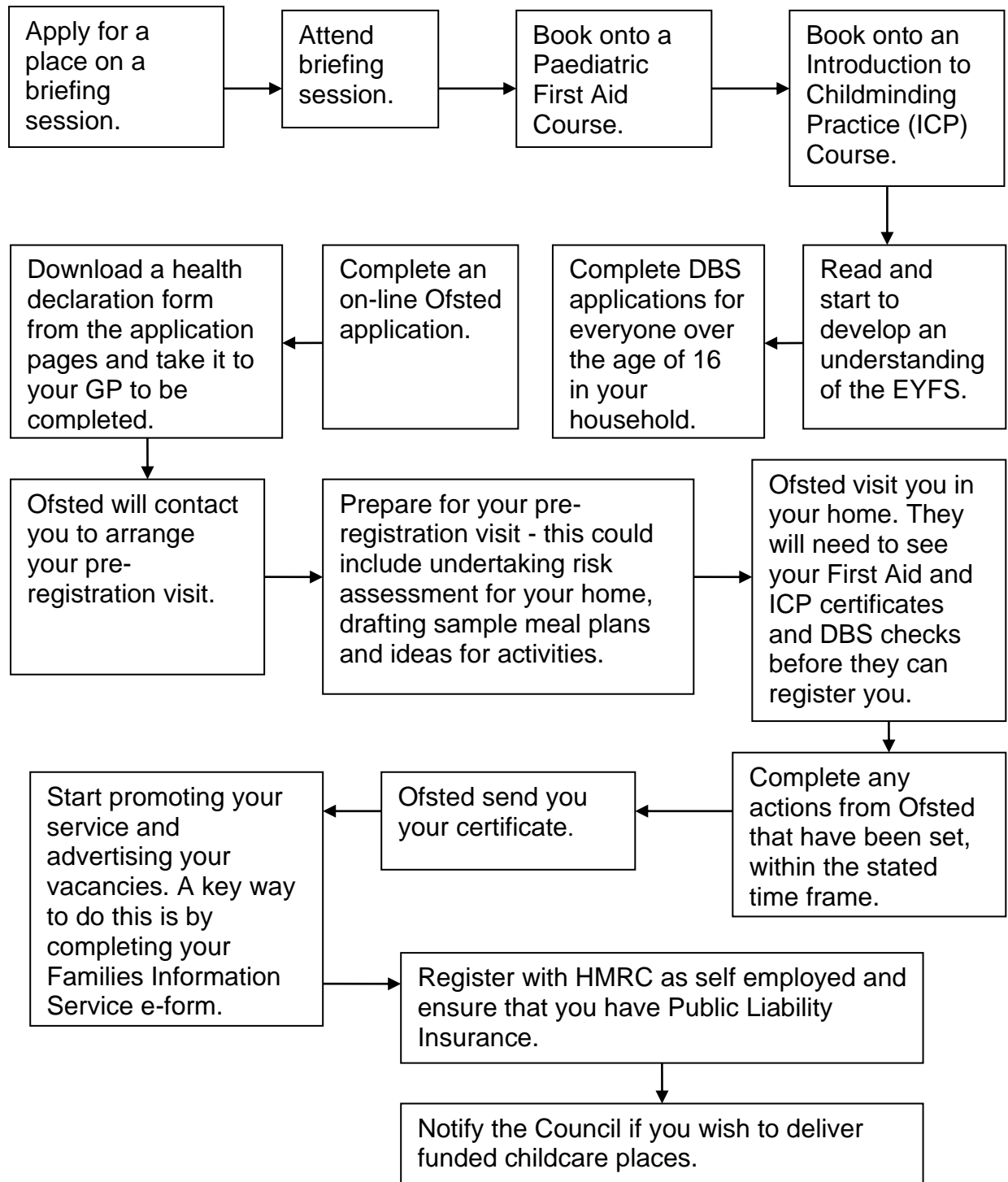
practise which may affect their inspection outcome and rating. Written procedures and policies can also be shared with parents, which may give them more confidence in the professional childcare service that you deliver.

Group Providers – you will need to produce written policies and procedure and these documents should be shared with staff and inform the day to day running of your setting. Written procedures and policies should be share with parents as evidence of your good practise and the professional service that you deliver.

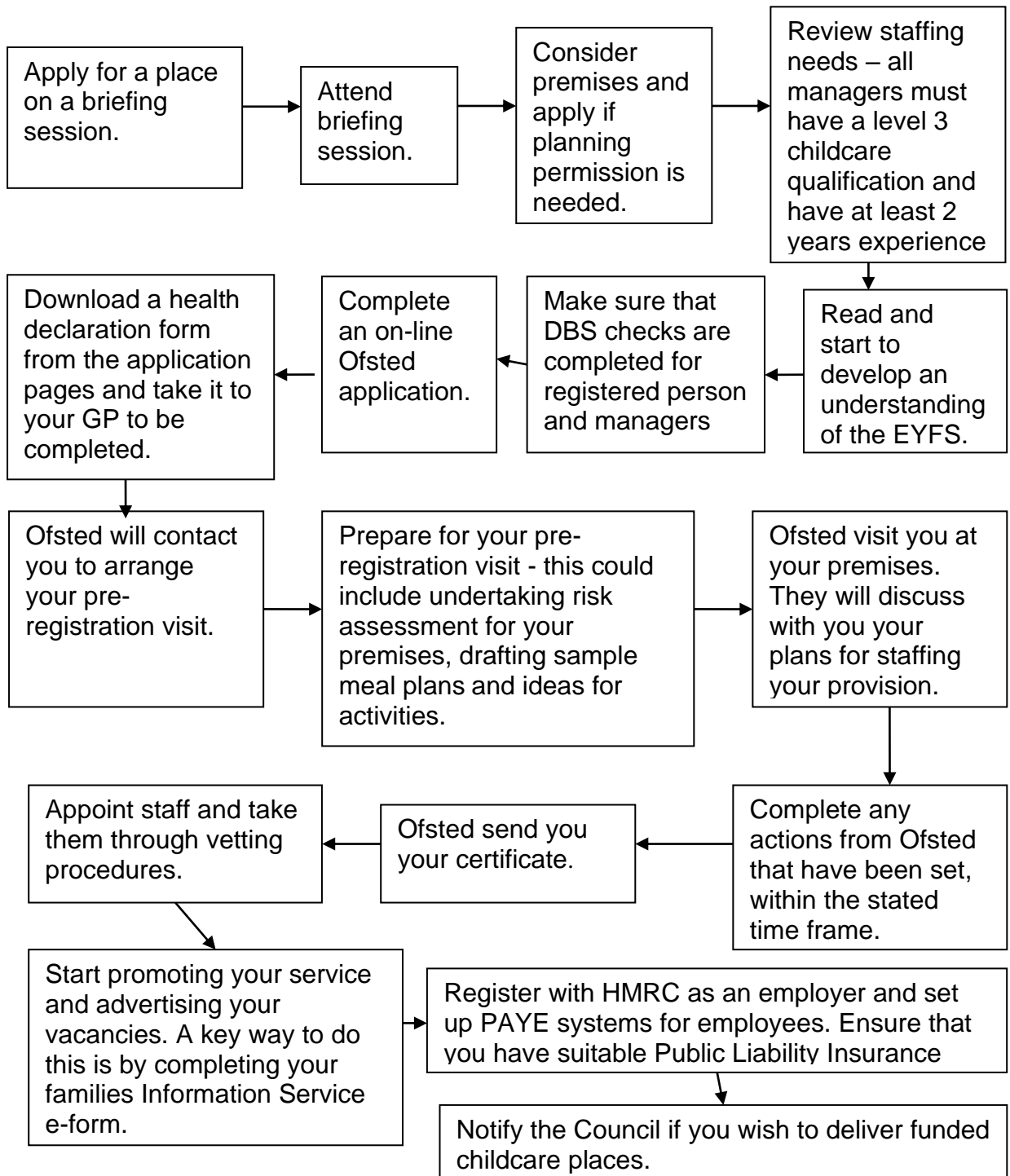
Generally, Ofsted will visit new childcare providers to conduct the first inspection visit within 12 months of registration. They will expect to be able to discuss how you run you service and see these policies and procedures in place as evidence of good practise. A list of suggested policies and procedures is given below. As all providers and their service differ this list is only a guide and there maybe other documents that you will need to consider creating.

Policies Required	Procedures Required
Animal/Pets Policy	Activities Provided
Admissions Policy	Staff Vetting Procedures
Complaints Policy	Daily Routines Linking to the EYFS
Behaviour Management Policy	Emergency Evacuation Procedure
Confidentiality Policy	Food and Drink Provided
Drugs and Alcohol Policy	Food Preparation
Equal Opportunities Policy	Nappy Changing and Toileting
Health and Safety Policy	Observations and Assessment
Lost Child Policy	Planning
Medication Policy	Sharing Information with Parents
Safeguarding Children Policy	
No Smoking Policy	
Photograph Policy	
Sick Child Policy	
Transition Policy	
Uncollected Child Policy	
Outing and Trips Policy	

3. Pathway to Registration for Childminders



Pathway to Registration for Group Providers



Becoming a childcare provider - Checklist Childminder	Completed
Attend briefings session	
Book First Aid course	
Book ICP course	
Print or purchase EYFS	
Complete DBS application	
Complete Ofsted application/registration form	
Complete Health declaration	
Contact Planning if required/written permission from your landlord	
Complete Business plan	
Prepare for Ofsted registration visit/policies and Procedures/familiarize with EYFS/portfolio/relevant records in place	
Public Liability Insurance	
Registration certificate received	
Marketing/Advertising	
Notes	

Becoming a childcare provider - Checklist Day care provider	Completed
Attend briefings session	
Print or purchase EYFS	
Complete DBS application (RP)+(DCM)	
Complete Ofsted application/registration form	
Complete Health Declaration (RP)+(DCM)	
Contact Planning if required/written permission from landlord	
Contact Environmental Health	
Contact Fire Officer	
Complete Business plan	
Staff recruitment	
Prepare for Ofsted registration/policies and procedures/risk assessments/familiarise with EYFS/relevant records in place	
Staffing checks	
Staff in place	
Public Liability Insurance	
Registration certificate received	
Marketing/Advertising	
Notes	

6. Useful contact details

Families Information Service:

01332 640758

fis@derby.gov.uk

Ofsted:

0300 123 1231

www.ofsted.gov.uk

enquiries@ofsted.gov.uk

Derby City Council Planning Department:

01332 255935

D2N2 Growth Hub – providing access to information, advice and support to start, maintain and grow your business:

0333 006 9178

<https://www.derby.gov.uk/business/business-support-advice/d2n2-growth-hub/>

info@d2n2growthhub.co.uk

Professional Association For Childcare and Early Years (PACEY)(previously known as National Childminding Association):

0300 003 0005

<https://www.pacey.org.uk/>

info@pacey.org.uk

Morton Michel:

Childminder and nannies - 020 8603 0900

www.mortonmichel.com

childminder@mortonmichel.com

Nurseries - 020 8603 0944

nurserycare@mortonmichel.com

Childminding UK:

<https://childmindinguk.com/becoming-a-childminder>

call 0845 838 3724

email: info@childmindinguk.com

National Association of Day Nurseries:

01484 40 70 67

www.ndna.org.uk

Family and Childcare Trust:

020 7940 7510

<https://www.familyandchildcaretrust.org/>

info@familyandchildcaretrust.org

Her Majesty's Revenue and Customs (HMRC):

0845 300 3900

www.hmrc.gov.uk

Environmental Health:

<https://www.derby.gov.uk/trading-standards-environmental-health/environmental-health/>

environmental.services@derby.gov.uk

The Early Years Foundation Stage:

<https://foundationyears.org.uk/>

Appendix 1. Risk Assessment Form

Please note this is only a draft risk assessment document, all childcare providers need to consider their own unique circumstances and tailor their risk assessment to meet their circumstances and the service that they deliver.

Name of person completing the risk assessment _____

Date Completed _____

Review date _____

Identify hazards	Action taken to reduce / remove hazards	Additional actions taken following review / incident
General		
All electrical sockets are safe and all trailing leads are kept out of reach.		
Windows are safe.		
Stairs and banisters are safe. Stair gates are fitted where appropriate.		
All rugs and carpets are secure.		
Fireplaces are inaccessible to children and radiators are kept at a suitable temperature or covered if they are too hot to touch.		
Sharp objects, matches, plastic bags, alcohol and hazardous substances are inaccessible to children.		
Toys and play equipment are safe, clean and checked regularly.		
Security		
General security – which doors are locked/unlocked?		
Window locks/restricted openers are fitted where appropriate.		

Identify hazards	Action taken to reduce / remove hazards	Additional actions taken following review / incident
Bathroom		
Bath, shower trays and floors are safe.		
Correct equipment e.g. a step for the sink is in place.		
Nappies are disposed of safely.		
Children have their own flannels, towels and sponges and these are changed on a regular basis.		
The bathroom is free from electrical appliances.		
Fire safety		
Fire blanket is fitted (state)		
Smoke alarms fitted on each floor (state) Batteries checked (state) date:		
All exits to the property are kept free of obstruction and keys are readily available.		
Written Fire Evacuation Plan in place.		
Termly Fire Drills practised and documented.		
No smoking Policy/Procedure in place.		
Boiler is serviced by (state) Date:		
Carbon monoxide detector fitted (state)		
Fuels are stored safely.		
Kitchen		
Irons, kettles etc. and their flexes are inaccessible.		
Knives, cleaning products etc. are inaccessible.		
Hot surfaces and cooking utensils are inaccessible.		
Children are prevented from reaching the cooker when in use.		

Identify hazards	Action taken to reduce / remove hazards	Additional actions taken following review / incident
Outside areas		
All gates and fences are secure.		
All paving stones and drainage covers are secure and in place		
Outdoor play equipment is clean, safe and securely fixed/fitted and located in a safe place in the garden.		
Garden is checked every time it is use it for hazards.		
Garden has been checked for hazardous plants.		
Greenhouse has safety film fitted to glass.		
Pond/drains/water-butts have weight bearing covers.		
Paddling pools will be emptied straight after use.		
Sandpits/outside equipment checked for hazards and buckets, pots etc. checked for water collection.		
Insurance		
Car insurers are aware that I am a registered childminder, and my insurance cover is for business use.		
I have notified my home insurers that I am a registered Childminder.		
Public liability insurance is under written by (state) And renewed annually Date:		

Identify hazards	Action taken to reduce / remove hazards	Additional actions taken following review / incident
Gas and Electricity		
Relevant installation and service certificates for appliances are in place and available.		
Meters are adequately protected.		
Additional hazards	All childcare services are unique – please use these extra spaces to personal your risk assessment document.	