

## Step by Step Guide to Becoming an OfSTED Registered Childminder in Bury

Detailed below is advice and guidance demonstrating the recommended and usual steps to registration; however some stages may differ according to individual circumstances.

This step by step guide should be read together with the **Requirements & Training to Become a Childminder in Bury** and the **Further Information about Becoming a Childminder in Bury** documents.

**PLEASE NOTE: Whilst you are free to submit your registration application at any stage, if you do apply to register before completing any of the steps below then this may lead to refusal of registration by OfSTED.**

Download a copy of the **Early Years Foundation Stage (EYFS)** – 4 documents: Statutory Framework for the EYFS, Development Matters in the EYFS, Know How Guide to the Progress Check at Two, Early Years Outcomes at the Foundation Years website and Birth to 5 Matters.

Log on to Gov.uk and search Becoming a childminder open **Register as a childminder or childcare provider (England)** or search [www.gov.uk/register-childminder-childcare-provider](http://www.gov.uk/register-childminder-childcare-provider) follow the step by step guide in conjunction with reading '**Become a registered Early Years or childcare provider in England**' registration handbook. A link to this registration handbook is in the '**after you apply section**'

We advise you to access a **Pre-Registration Briefing**. You can access the OfSTED Online Briefing presentation from Gov.uk 'become a childminder – Pre-registration briefing'. Another option is the PACEY (Professional Association for Childcare and Early Years) Childminder pre-registration online briefing, however there is a small charge should you choose to access this. You will need to check their latest information online from the PACEY website.

Next you must book onto and complete the following:

- Paediatric First Aid Course
- Level 3 Award Preparing to Work in Home-Based Childcare - or equivalent
- Single Agency Safeguarding Training
- Food Hygiene
- See **Requirements & Training to Becoming a Childminder in Bury** document for further information.

Now complete and submit an online application form on the Gov.uk website at 'Register as a childminder or childcare provider'. They will send you an invoice and you must pay the fee

See **Requirements & Training to Becoming a Childminder in Bury** document for further information.

This could take up to 6 months

**Now that you have submitted your registration application, OfSTED will:**

- Carry out social service and health checks and request references
- Contact you to arrange a registration visit
- Decide if you are a suitable person based on checks and reference information
- Make a registration decision and if successful, send you a certificate of registration
- Inform Bury Family Information Service (FIS) of your registration and FIS will send you a consent form to sign allowing FIS to give your information out to families looking for childcare and a childminder update form for details of the service you offer
- Inspect you within 30 months of your registration unless there are no children on roll and will publish your report on their website at: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

**Now that you are registered and you have received your certificate of registration you will need to:**

- Display your certificate of registration in your home
- Ensure you have bought Public Liability insurance and it is in place by the time you start to mind children
- Complete and return the FIS consent form and childminder update form
- Be able to use the Statutory Framework for EYFS and supporting documents
- Access training delivered by the Bury Early Years Team
- Familiarise yourself with your local Children's Centre
- Ensure you work through the '*Are You Ready for Inspection*' OfSTED guidance
- Consider joining the Professional Association for Childcare & Early Years (PACEY) and/or Morton Michel.
- Start to prepare and further develop practice for your first Ofsted inspection