

Pre-registration briefing for those wishing to become childcare providers

October 2015

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Ofsted's role

- Register applicants
- Inspect childcare providers regularly after registration
- Consider any information about childcare providers that suggest they may not be meeting requirements for registration
- Take enforcement action when necessary



Ofsted's aims

Ofsted's aims through regulation are to:

- protect children
- ensure that childcare providers provide good outcomes for children
- ensure that childcare providers meet the requirements of the Early Years Foundation Stage and the Childcare Register
- promote high quality in the provision of care and early education
- provide reassurance for parents.

The role of the local authority

This is to provide:

- information to applicants and registered childcare providers
- support and advice
- training for childcare workers
- information to parents about childcare services.

Where you need to register

You will need to register on:

- the **Early Years Register** if you intend to care for children from birth to 31 August following their fifth birthday
- the **compulsory part of the Childcare Register** if you intend to care for children aged five to seven years.

You can choose to register on:

- the **voluntary part of the Childcare Register** if you intend to care for children aged between eight and 17 years.

Categories of childcare providers from September 2008

Childminding

Individuals looking after children on domestic premises, which is not the home of any of the children being cared for.

Home childcarer

Individuals caring for children of no more than two families at the home of one of the children.

Childcare on domestic premises

Four or more people looking after children on domestic premises, including childminders and their assistants.

Childcare on non-domestic premises

Childcare on premises that are not domestic premises, such as nurseries or pre-schools.

What is childcare on domestic premises?

- Childcare on domestic premises is determined by the number of people either providing childcare or looking after children or a combination of both.
- Childcare on domestic premises is **four or more** people providing care or looking after children in someone else's home.
- They must also meet the specific legal requirements that relate to childcare, rather than childminding.

When do you not need to register?

You do not need to register if you intend to:

- care for individual children for two hours or less per day
- operate for 14 days or fewer in any year
- care for a friend's children on domestic premises for reward, but only for three hours or less per day
- care for children for four hours or less per day for the convenience of the parents who remain on or very close to the premises and where there is no long-term commitment to clients; for example some crèches
- provide an open access scheme
- offer childcare in a hotel, guest house or similar, between the hours of 6pm and 2am.

When do you not need to register?

- provide home education
- provide no more than two types of the following activities for children aged three plus:
 - school study or homework support
 - performing arts
 - arts and crafts
 - sport
 - religious, cultural or language study.

and any care is incidental to the activities.

When do you not need to register?

You do not need to register if you provide childcare at the following, as an integral part of the establishment's activities:

- children's home
- care home
- hospital, where the children are looked after as patients
- residential family centre
- young offender institution or secure training centre
- residential holiday scheme for disabled children.


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The registered person

- The registration system uses the term 'registered person'.
- This covers both individuals and organisations such as companies, partnerships and committees.

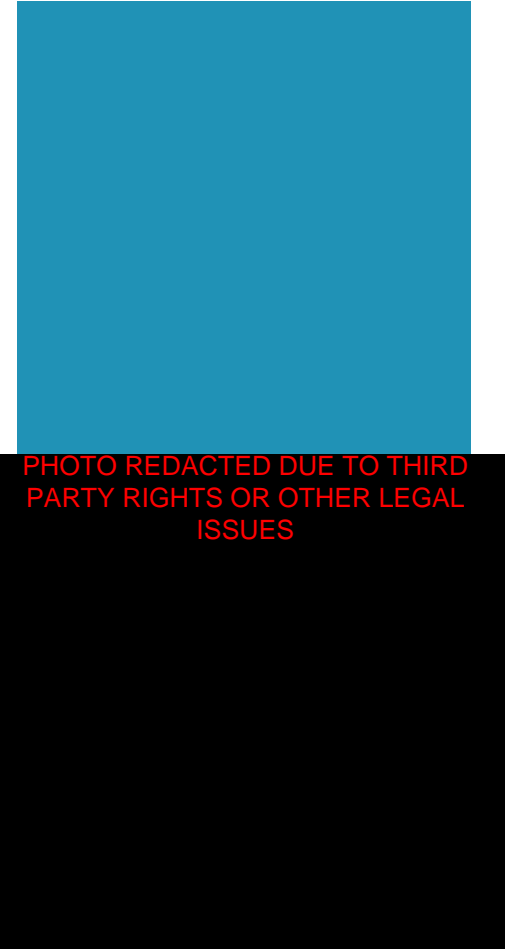
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The registered person

- has overall responsibility for the provision and is legally responsible for ensuring compliance with the requirements and regulations.
- must have a manager to take responsibility for the day-to-day organisation of the childcare.

Early Year Register

Registration on the Early Years Register



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The Early Years Foundation Stage

- promotes teaching and learning to help prepare young children for school through setting standards that all providers must meet
- places a duty on providers to comply with safeguarding and welfare and the learning and development requirements.
- is mandatory for all schools and Ofsted-registered early years providers, who care for children aged from birth to 31 August following their fifth birthday.

Safeguarding and welfare requirements

These cover:

- child protection
- suitable people
- staff qualifications, training, support and skills
- key person
- staff:child ratios
- health
- managing behaviour
- safety and suitability of premises, environment and equipment
- special educational needs
- Information and records

Learning and development requirements

These cover:

- the early learning goals – knowledge, skills and understanding that young children should achieve by the end of the Reception year in which they reach the age of five
- the educational programmes – matters, skills and processes that are required to be taught to young children
- the assessment arrangements – arrangements for assessing young children to ascertain their achievements.

How do I apply to register?

- You can apply online through the Ofsted Online website <https://online.ofsted.gov.uk/OnlineOfsted/default.aspx>.
- You need a copy of the *Statutory Framework for the Early Years Foundation Stage*.

How does Ofsted register applicants?

- Carries out checks on and interviews applicants to make sure they are suitable for registration
- Visits the applicant to check their understanding of the requirements of registration, including how to assess any risks to children and how to help children make progress in their learning and development
- Visits the premises to assess their suitability for providing childcare, including access to an outdoor area for daily outdoor play

What must I do to register?

You must:

- be familiar with the Early Years Foundation Stage before applying
- complete an EY0 application form
- complete an EY2 suitability declaration and consent to checks form; this must also be completed by:
 - anyone else who is involved in the application

What must I do to register?

You must:

- complete a *Health declaration booklet* and take it to your GP **if you intend to work with children**
- submit your online application forms.



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What must I do to register?

After you have completed and returned your application, you must complete an EY3 form and send it to Ofsted when there are changes to the manager or registered person.

Each person connected with your registration must complete and submit an online EY2 (declaration and consent form).

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What happens next?

Ofsted will:

- acknowledge receipt of your application form
- tell you how to pay your application fee

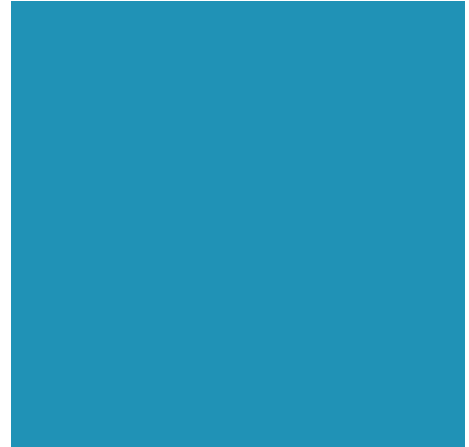
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DBS checks

You must:

- make sure each person connected with your application completes a Disclosure and Barring Service application form via <http://ofsteddbapplication.co.uk>, prior to submitting their application
- make sure that each person arranges to have their identity documents checked, as set out in the guidance on Capitia's website
- each person connected with your application must have received their completed DBS check and registered with the DBS update service prior to applying Ofsted. You can not apply without a DBS check.

Suitability of staff and other persons on the premises

Childcare on non-domestic premises

- Ofsted does not carry out checks on staff members, including the manager.
- It is your responsibility to ensure that all staff members, and other people living or working on the premises, are suitable to work with children.

Childcare on domestic premises

- Ofsted will carry out checks on everyone who lives or works on the childcare premises
- It is your responsibility to ensure that anyone who lives or works on the childcare premises are suitable to work or be in contact with children


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Suitability of staff and other persons on the premises

You must ensure that you have robust recruitment and vetting procedures in place.

At the time of the registration visit and, where applicable, the inspector may ask you to provide evidence that you are carrying out full checks on all staff; for example, enhanced DBS disclosures, references and qualifications.

The registration visit

The inspector will:

- check your understanding of the requirements of the early Years Foundation Stage – this might include qualifications and policies
- look at how you have organised your provision in line with those requirements
- assess your suitability to provide childcare and early education, through an interview.



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The registration visit

The inspector will check:

- your identity
- your understanding of the number and ages of children you may care for
- other relevant documents, such as qualifications and first aid certificates.

After the visit

Ofsted confirms:

- whether you are suitable to be registered
- whether there needs to be any conditions or restrictions placed on your registration
- whether you and others connected with your application are suitable to work or be in regular contact with children.

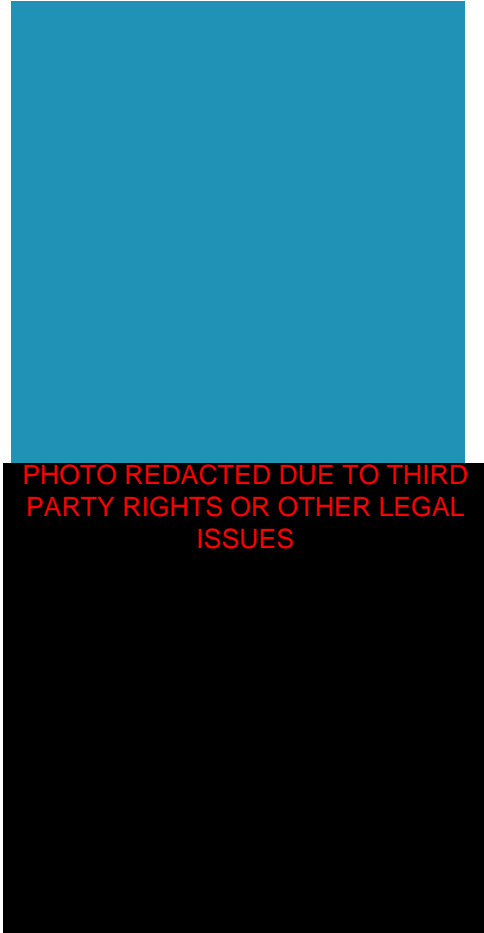
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After the visit

When all checks are complete, Ofsted will send you either:

- a letter granting registration and your registration certificate setting out any conditions of registration
- or
- a notice of intention to refuse registration.

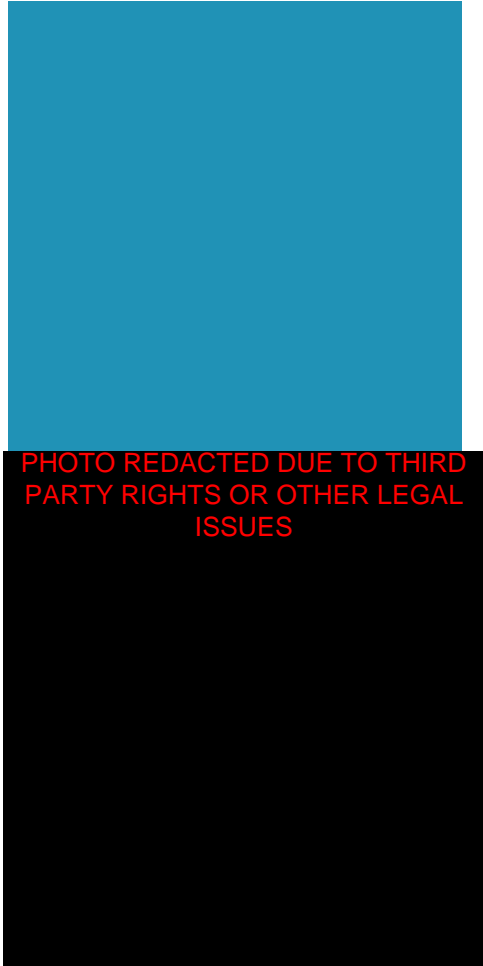
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Who else might I need to contact?

You may wish to contact:

- your local authority for advice and support throughout the registration process
- your local authority environmental health department to ensure compliance with food safety regulations and other legislation.

Who else might I need to contact?

You may wish to contact:

- your local fire safety officer to make sure you comply with fire safety regulations
- your local planning authority to make sure you have planning permission for childcare
- your local building control department, with regard to building work undertaken.

After registration

- Ofsted will inspect at regular intervals and publish your report on its website.
- You must pay an annual fee to remain registered.
- publish your name, address and telephone number on its website, with your consent (if you are a provider of childcare on domestic premises)

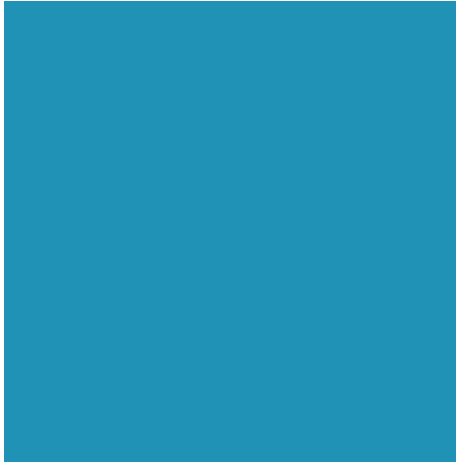
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Fees to register on the Early Years Register from September 2009

- £35 for childcare providers on non-domestic or domestic premises operating for less than three hours per day
- £35 for childcare providers on non-domestic or domestic premises operating for three or more hours per day, but less than five days per week and/or less than 45 weeks per year
- £220 for childcare providers on non-domestic or domestic premises operating for three or more hours per day and for five or more days per week and 45 or more weeks per year

Annual fees to remain on the Early Years Register from September 2009

- £35 for childcare providers on non-domestic or domestic premises operating for less than three hours per day
- £35 for childcare providers on non-domestic or domestic premises operating for three or more hours per day, but less than five days per week and/or less than 45 weeks per year
- £220 for childcare providers on non-domestic or domestic premises operating for three or more hours per day and for five or more days per week and 45 or more weeks per year

Methods to pay your fee

You must pay an annual fee to remain registered. You can pay your fee by any of the following methods:

- Ofsted Online
- Automated payment line
- Direct Debit
- bank giro
- transcash
- post
- home and online banking

The Childcare Register

The compulsory and voluntary parts of the Childcare Register

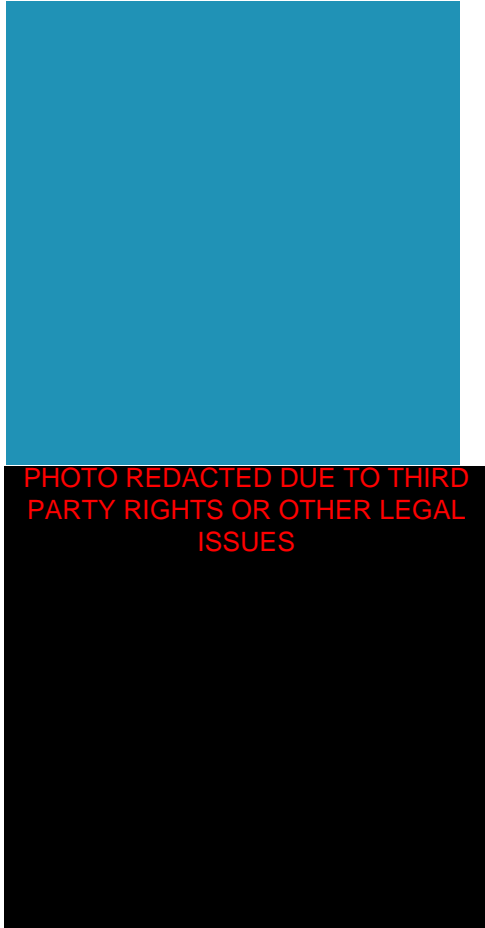
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The compulsory part of the Childcare Register

You must register on the compulsory part of the Childcare Register if you intend to care for children from 1 September following their fifth birthday to seven years.

The voluntary part of the Childcare Register

You have the choice of registering on the voluntary part of the Childcare Register if:

- you intend to care for one or more children aged from eight to 17, wholly or mainly on premises other than their own home, for a continuous period of at least two hours in any one day or for a period of less than two hours where the childcare provided as part of arrangements that start or end before or after normal school hours

or

The voluntary part of the Childcare Register

- you intend to provide care such as activity-based provision for children aged under eight, which does not require compulsory registration under the Childcare Act 2006, for a period of two hours or more in any one day or for a period of less than two hours where the childcare provided is part of arrangements that start or end before or after normal school hours.

How do I apply to register?

You can apply on the compulsory and/or voluntary part of the Childcare Register:

- through the Ofsted Online website (<https://online.ofsted.gov.uk/OnlineOfsted/default.aspx>)
- by completing an online application form.

How do I apply to register?

You need to:

- pay an application fee
- complete a declaration, confirming that you will meet all requirements of the register when you start to care for children
- produce a valid first aid certificate

What happens next?

- Ofsted **will not** carry out a registration visit but may carry out any additional checks and interviews needed to establish suitability if there are concerns arising from the DBS disclosure.
- Ofsted sends out the certificate of registration once the process is complete.

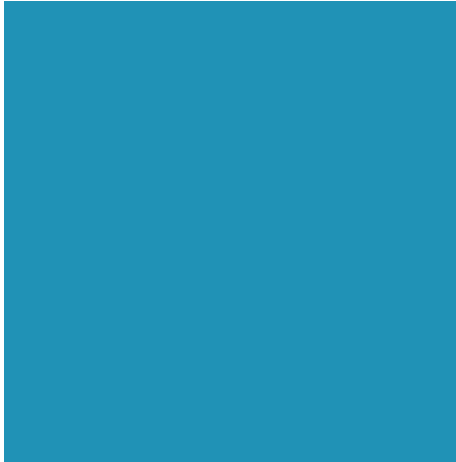
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After registration

- Ofsted will inspect if a parent or other person has concerns about your childcare provision. Ofsted will also select some providers at random for an inspection.
- You will not receive a report for these inspections. Instead Ofsted will send you a letter informing you whether your provision meets requirements.

Childcare Register fees

For providers of childcare on non-domestic or domestic premises there is a:

- £114 fee to register on the compulsory and/or voluntary parts
- £114 annual fee to remain on the compulsory and/or voluntary parts.

Conclusion

- The provision of childcare is very important work.
- You must show Ofsted how you intend to meet the Early Years Foundation Stage requirements and promote good outcomes for children.
- If you intend to register on the compulsory and/voluntary parts of the Childcare Register, you must agree to meet the requirements.
- Ofsted works closely with local authorities who will provide you with help, support and training.