

## REGISTRATION OF SESSIONAL DAY CARE AND FULL DAY CARE FACILITIES

### Policy and Procedure

#### Definition Requirement to Register

All persons who provide care for children under the age of twelve for more than two hours in any day on other than domestic premises, must be registered by the Trust in whose area the premises are situated. Where a person provides, or proposes to provide day care for children on different premises a separate application for each premise must be made (Articles 118 (1)(b) and (2) and 120 (1) and (2) Children (NI) Order 1995).

#### Policy

Sessional Day Care and Full Day Care for children under the age of twelve is registered in accordance with requirements specified in the Children (NI) Order 1995, the Children Order Regulations and Guidance, Vol 2 Family Support, Childminding and Day Care and the Childminding and Day Care for Children Under Age 12- Minimum Standards 2012. This is to protect the rights, welfare and development of young children and their families. It is also to ensure equal access and treatment for all children regardless of background, ethnicity and disability.

#### Procedure

1. The initial enquiry by telephone or in the office is taken by the team secretary who keeps a record of the enquiry on Soscare (or Duty SW and passed to secretary).
2. The applicant is directed to the Trusts Early Years website for the Registration Process for Sessional Day Care and Full Day Care Providers- Guidance Document or if they do not have access to this, the team secretary promptly forwards the document to the applicant along with an enquiry form.(within 3 working days) This is recorded on Soscare by the team secretary.
3. If the applicant still feels it is necessary to receive more detailed advice, they can be passed to the Duty Social worker. They can also be advised of a relevant support group who may offer a briefing session.
4. Arrangements can be made for the Early Years Team in partnership with Estate Services, where available, to view any submitted plans, or if appropriate, to assess the proposed premises in advance of the application being made.

5. If planning is required, the applicant should be advised not to submit the application until this is received.
6. When the applicant submits their enquiry form confirming they wish to proceed with their application, the team secretary forwards an application form to the applicant, all vetting documentation and Fit Person Assessment forms for the applicant within 3 working days. This is recorded on Soscare by the team secretary. If the applicant applies on-line they will be able to download the application form and all vetting forms.
7. The team secretary records on Soscare the receipt of the application form and all vetting documentation. The team secretary checks that all forms are completed correctly and any that are not are returned to the applicant.
8. The team secretary creates a file for the applicant and files all documentation as it arrives. A checklist sheet should be added to the file in order to keep track of all the paper work.
9. The team secretary ensures that the Enhanced Disclosure Applications for Access NI are countersigned by the lead/counter signatory and sends the Enhanced Disclosure applications to Access NI.
10. The team secretary requests character references and health visiting reference where the applicant has a child under 5 years and carries out Trust and interagency checks. The outcome of these checks is recorded on file.
11. The file is passed to the Senior Social worker who allocates to the registering Social worker. The registering Social Worker advises the Team secretary who records the allocation on Soscare. Trusts should devise systems to ensure timescales are met.
12. Appointments are made by the registering Social Worker to carry out Fit Person interviews with the applicant (i.e. owner or committee chair). Once these have been approved, arrangements can be made to carry out Fit Person assessments on the manager, deputies and designated child protection officer, as appointed. Any arrangements made by phone should be followed up in writing and a copy kept on file. If any of the above are not assessed to be a Fit Person or are disqualified under the Disqualification for Caring for Children Regulations, they must be made aware of this and if they still wish to proceed, the matter must come before the Early Years Panel for a decision to be made before an application can proceed.
13. The team secretary, in consultation with the Social Worker. Regularly checks that all vetting documents and relevant paper work are returned. Enhanced Access NI checks to be stored confidentially.

14. The registering Social Worker will carry out a number of visits to the premises in order to complete the registration assessment. It is recommended that visits should include assistance from the Trusts Estates Department and Health Visiting. The number of visits to the premises and meetings with the applicant will be determined by the issues that arise during the registration process.
15. The applicant should be informed in writing if the registration is not completed within three months for Sessional applications and 6 months for Full Day Care and the reasons for this.
16. Information on the proposed staff team is required and the applicant must forward all vetting documentation to the registering social worker. This is recorded on file by the social worker. The team secretary carries out trust and interagency checks and records the outcome on Soscare. When the social worker is satisfied that the staff member is Fit to work with children, a letter of clearance signed by the SSW is issued to the applicant. A copy is kept on file.
17. Before the registration report is completed a final site visit is carried out by the registering Social Worker, a Health Visitor and any other relevant professional e.g. Environmental Health in order to confirm the procedure for the assessment of fitness of premises and equipment has been completed. (See Procedure)
18. A report for Registration including the Fit Person Assessment is completed by the registering social Worker for submission to the Early Years Panel for their consideration. The applicants and their managers should attend Panel.
19. If registration is approved the team secretary in consultation with the Social Worker completes a Certificate of Registration.
20. The team secretary forwards the Certificate to the designated senior manager for signature. The signed copy is returned to the team secretary who issues to the applicant. A copy is held on file.
21. The team secretary notifies any relevant departments of the registration (e.g. Environmental Health, CCP, Family Support NI).
22. The public list of Sessional Day Care Providers is updated by the team secretary.
23. Soscare is updated by the team secretary.