

**Children (NI) Order 1995  
Childminding and Day Care Regulation (NI) 1996**

**Report for Registration of a Childminder**

The Trusts Early Years Teams have a statutory responsibility to satisfy themselves that all Childminders working in their own homes with children under the age of 12 years are suitable to do so. It is therefore a requirement for full vetting, a Fit Person Assessment and assessment of premises and equipment to be completed in respect of all childminding applicants prior to Trust approval being considered.

<b>Name of Person:</b>	
<b>Date of Birth:</b>	

<b>Position Applied for:</b> <i>(Please tick)</i>	<i>Childminder</i>	<i>Childminder with an Assistant</i>

<b>Address:</b>	
<b>Post Code:</b>	
<b>Name of Social Worker</b>	
<b>Dates of Social Work Visits</b>	

**Family Composition:**

Name	Relationship	Date of Birth

**Regular Visitors:**

Name	Relationship	Date of Birth

Applicants Qualifications	Date Completed

Pre-Registration Training	Date Completed
Safeguarding/Child Protection	
Paediatric First Aid	
Health & Safety	

**Employment History:**  
*(If appropriate)*

Post	Responsibilities	Dates	Reason for Leaving

**Accommodation:**

Type of house:	
No. of Living Rooms:	
No. of Bedrooms:	
Kitchen & Bathrooms:	
Indoor Play Area:	
Outdoor Play Area:	

**Checks Completed:**

	Date	Outcome
ACCESS NI For applicant		
ACCESS NI for other household members		
ACCESS NI for Regular Visitors		
Self-Declaration for Regular Visitor		
Disqualification for Caring for Children for each family member over age 10		
Declaration of Health for applicant and partner		
Trust Records for all family members and regular visitors		
SSAFA Check (if appropriate)		
References (including one from current or most recent employer)		
Health Visiting Report if relevant		
<p><b>Additional information if required to include any involvement with Social Services</b></p>		

# Fit Person Assessment

<b>1.</b>	<b>Describe the applicant's family and employment history.</b>

<b>2.</b>	<b>What is the applicant's motivation for taking on the role of a Childminder?</b>

<b>3.</b>	<b>How does the applicant deal with stress?</b>

<b>4.</b>	<b>What impact does the applicant feel childminding will have on their own family members (include views of applicants children if applicable)?</b>

<b>5.</b>	<b>What is the applicant’s experience of caring for children?</b>

<b>6.</b>	<b>What is the applicant’s understanding of the care and developmental and play needs of minded children?</b> <i>(To include age appropriate behaviour, play and toilet training)</i>

<b>7.</b>	<b>Describe what approaches the applicant would take in dealing with behaviour management and promoting positive behaviour?</b>

<b>8.</b>	<b>Describe the applicant’s understanding of the Regional Child Protection Policies and Procedures and the safeguarding of minded children.</b> <i>(Applicants to be provided with a copy of these policies and procedures)</i>

<b>9.</b>	<b>How would the applicant propose to work in partnership with parents?</b> <i>(To include settling in of the child and contracts)</i>

<b>10.</b>	<b>How would the applicant ensure the physical health and emotional well being of minded children?</b> <i>(To include a sick child and the First Aid needs of the Child)</i>

<b>11.</b>	<b>How would the applicant meet the needs of a minded child from a different religion, culture or race?</b>

<b>12.</b>	<b>How would the applicant meet the needs of a minded child with additional needs?</b>

<b>13.</b>	<b>Describe the applicant’s understanding of meeting the health and safety requirements in childminding.</b>

<b>14.</b>	<b>Describe how the applicant plans to provide a healthy diet for the minded child</b> <i>(to include how they would manage a fussy eater and the dietary needs of individual children)</i>

<b>15.</b>	<b>How does the applicant propose to manage complaints?</b>

<b>16.</b>	<b>What is the applicants understanding of the need to keep good records</b> <i>(to include records of incidents and accidents)?</i>



<b>17.</b>	<b>What is the applicants understanding of the role of the Early years Team in relation to Registration and Inspection?</b>

## Physical Environment

<b>1.</b>	<b>Describe the suitability of the indoor premises including the arrangements for food preparation, safe play and sleeping.</b>

<b>2.</b>	<b>Describe the arrangements for safe outdoor play including local amenities and arrangements for transport and outings.</b>

<b>3.</b>	<b>Describe the range of toys, books and equipment which the applicant will use in the play and stimulation of children.</b>

## Registration Health & Safety Checklist

<b>Applicants Name::</b>	
<b>Applicants Address:</b>	

Do the following meet satisfactory standards?

<b>Indoors</b>	<b>Yes</b>	<b>No</b>
a) Nursery fireguard for open gas, coal or electric fires		
b) Low temperature surfaces on radiators/ guards		
c) Hearth hazard made safe		
d) Stair gate/s		
e) Safety film or glazing on all glass doors		
f) Safety film or glazing on all accessible windows		
g) Cords inaccessible on all blinds		
h) Pull Cord Safety		
i) No tripping hazards to include floor coverings		
j) Vertical balustrades with gaps of no more than 100mm		
k) All windows locked or restrictors in place		
l) All external doors locked with safe access to keys		
m) Cooker safety with use of back rings		
n) Freezer locked or inaccessible		
o) Locks on low cupboards		
p) Tumble dryer/washing machine off at mains		
q) Short kettle flex and other leads		
r) Knives out of sight and reach		
s) Cleaning materials kept out of reach and view of children		
t) Alcohol kept out of reach and view of children		
u) All medicines are inaccessible to children		
v) Fresh drinking water is available at all times		
w) Bunk beds out of use or ladder removed		
x) Safe use of cot and positioned safely		
y) All toys and equipment are safe for use by children		
z) Discourage use of baby walkers		
aa) Premises and equipment are clean and good hygiene practices are observed including for food preparation		
bb) Regulation cabinet for firearms		
cc) Carbon monoxide detector		

<b>Fire Safety</b>	<b>Yes</b>	<b>No</b>
a) A fire risk assessment is completed		
b) Smoke detectors on each level		
c) Fire blanket which conforms to BSEN Standards in the kitchen		
d) Appropriate location of key for fire escape window		
e) Applicant aware that no one can smoke during the working day		
f) Applicant has awareness of fire safety		
g) Applicant aware that they can contact the Fire Brigade for advise		
h) Candles not to be used whilst minding		
i) Safe storage of matches		

<b>Outdoors</b>	<b>Yes</b>	<b>No</b>
a) Safely enclosed play area		
b) Child-proof gate latches		
c) Safe non-climbable fencing or walls a minimum of 1.2 m high		
d) Safe cover for water features, ponds, hot tubs, swimming pools and no access to streams (if applicable)		
e) Safe inaccessible storage of garden tools, equipment and chemicals		
f) Greenhouses fenced off or have safety glass		
g) Gas cylinders made inaccessible as per manufacturers guidelines		
h) Safety supervision and awareness of poisonous plants		
i) Safe and age appropriate use of large outdoor equipment including swings, climbing frames and trampolines (note: parental permission may be required).		
j) Garages and outdoor sheds made inaccessible		

<b>Pets</b>	<b>Yes</b>	<b>No</b>
a) Advice given that applicant must advise parents of presence of pets		
b) Advice given that applicant must seek written permission from parents for access to pets		
c) Safe supervision and hygiene practices for pets		

<b>Farms (if appropriate)</b>	<b>Yes</b>	<b>No</b>
a) Designated outdoor play area to be secured		
b) Chemicals, pesticides and animal medicines to be stored safely		
c) Slurry tanks/sheep dipping areas to be securely fenced off		
d) Contact with farm animals only with parental permission and supervision		
e) Are there any other safety issues identified? If so, comment		

<b>Cars</b>	<b>Yes</b>	<b>No</b>
a) Applicant hold a Full driving license		
b) Applicant aware that children must never be left unattended in a car		
c) Rear seat belts fitted		
d) Appropriate safety seats		
e) Adequate insurance cover		
f) MOT certificate		
g) Advice given re written permission from parents to transport children by car		

<b>Insurance</b>	<b>Yes</b>	<b>No</b>
• Advice given that Public Liability Insurance is mandatory to be registered		

<b>Environmental Health</b>	<b>Yes</b>	<b>No</b>
• Applicant aware that they must register with Environmental Health?		

<b>Rented Property</b>	<b>Yes</b>	<b>No</b>
• Applicant aware that if the property is rented they must gain consent from their landlord to run a business?		

<b>Planning Permission</b>	<b>Yes</b>	<b>No</b>
• Applicant aware of the need to seek planning permission if they employ an assistant and increase their registered numbers?		

<b>Health and Safety</b>	<b>Yes</b>	<b>No</b>
• Health and Safety Risk Assessment completed?		

<b>Emergency Cover</b>	<b>Yes</b>	<b>No</b>
• Have arrangements been made for emergency cover? Who will provide this?		
• Is Childminder aware that parents must give their written consent?		

<b>Confidentiality</b>	<b>Yes</b>	<b>No</b>
• Applicant aware of the need for confidentiality at all times?		

<b>NICMA</b>	<b>Yes</b>	<b>No</b>
• Applicant aware of NICMA and their role re: providing support and insurance		

<b>Statement of Purpose</b>	<b>Yes</b>	<b>No</b>
• Has the applicant developed a Statement of Purpose?		

**Comments if any questions answered "No"**

**Policies**

Are the following policies in place or has a date been agreed for them to be put in place? If so please give date.

	Yes	No
a) Absence of the registered childminder**		
b) Accidents-prevention, reporting, recording and notification		
c) Additional Needs		
d) Allegations against staff**		
e) CCTV		
f) Complaints		
g) Confidentiality		
h) Consent		
i) Data Protection		
j) Equality		
k) First Aid		
l) Infection Prevention and Control		
m) Intimate/Personal Care		
n) Maintenance and Replacement of Play Equipment		
o) Managing Aggression and Challenging Behaviour-including bullying		
p) Managing Emergencies		
q) Management of Medicines		
r) Management of Records		
s) Management of Risks associated with the Care of Individual Children		
t) Menu Planning		
u) Mobile Phones		
v) Parents' access to records		
w) Photography and Videography		
x) Provision of Food and Drink		
y) Reporting Adverse and Untoward Incidents		
z) Safeguarding and Child Protection		
aa) Security of the Setting		
bb) Smoking		
cc) Social networking		
dd) Staffing**		
• Behaviour and Conduct		
• Clothing/Uniform		
• Discipline		
• Grievance		
• Induction		
• Meetings		
• Records		
• Recruitment		
• Rotas		

• Supervision and Appraisal		
• Training and Development		
ee) Transport for Children-provision and Use		
ff) Whistle Blowing		

**Note: Policies marked \*\* are not required by childminders unless they employ an assistant.**



## Summary of Assessment & Registration Requirements

Is registration recommended?	Yes	No
Comment		

**Recommendations** *(including Registration & Numbers of Children)*

<b>Total number of children</b>	
<b>Maximum of Children under compulsory school age (With normally no more than one under one year)</b>	

Signed: \_\_\_\_\_  
Early Years Social Worker

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Early Years Team Manager

Date: \_\_\_\_\_