



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

**Report for Approval of a  
Childminders Assistant**

**Category 2 - To work alongside the registered childminder  
on a consistent & substantial basis**

The Trust 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 and a Fit Person Assessment to be completed in respect of all potential Childminding Assistants prior to Trust approval being considered.

**Note: The Registered Childminder remains the person with the main responsibility**

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

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

Qualifications	Date Completed

Pre-Registration Training	Date Completed
<b>Safeguarding/Child Protection</b>	
<b>Paediatric First Aid</b>	
<b>Health &amp; Safety</b>	

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

Post	Responsibilities	Dates	Reason for Leaving

**Checks Completed:**

	Date	Outcome
ACCESS NI for applicant		
Disqualification for Caring for Children		
Declaration of Health		
Trust Records		
SSAFA Check (if appropriate)		
References (including one from current or most recent employer)		
Health Visiting Report if relevant		
<b>Additional information to include involvement with Social Services if applicable.</b>		

## Fit Person Assessment

**1. Describe the applicant's family and employment history.**

**2. Describe the applicants understanding of the Trusts statutory responsibilities in relation to registration and inspection.**

**3. Has there been any previous social work involvement with the applicant or a family member?**

**4. What is the applicant's motivation for taking on the role of a Childminders Assistant?**

<b>5.</b>	<b>How does the applicant deal with stress?</b>

<b>6.</b>	<b>What is the applicant's experience of caring for children?</b>

<b>7.</b>	<b>What is the applicant's understanding of the care and developmental and play needs of minded children? <i>(To include age appropriate behaviour, play and toilet training)</i></b>

<b>8.</b>	<b>Describe what approaches the applicant would take in dealing with behaviour management and promoting positive behaviour?</b>

<b>9.</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 shortened copy of these Policies and Procedures)</i>

<b>10.</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>11.</b>	<b>How does the applicant propose to manage complaint?</b>

<b>12.</b>	<b>What is the applicants understanding of the need to keep good records (to include incidents and accidents)?</b>

<b>13.</b>	<b>How would the applicant ensure the physical health and emotional well being of minded children? (To include a sick child and the First Aid needs of the Child)</b>

<b>14.</b>	<b>How would the applicant meet the needs of a minded child from a different religion, culture or race?</b>

<b>15.</b>	<b>How would the applicant meet the needs of a minded child with additional needs?</b>

<b>16.</b>	<b>Describe the applicant's understanding of meeting the health and safety requirements in childminding.</b>

17.	<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>



# Registration Health & Safety Checklist

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

**Cars**

*(if assistant will be driving minded children)*

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

**Other Approval Issues**

	Yes	No
a) Is the applicant aware that no-one can smoke during the working day?		
b) Is the applicant aware of the need for confidentiality at all times?		
c) Does the applicant have a clear understanding of the role of the Early Years team in relation to registration and Inspection?		
d) Does the applicant know of the need for his/her employer to hold employers insurance?		
e) Is the applicant aware that they must report any concerns about the standard of care provided by the childminder?		
f) If minding more than 6 children is there evidence that the Registered Childminder consulted with the Planning Department?		

## Summary of Assessment

<b>Date Childminder registered?</b>	
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<b>Have there been any complaints made in relation to the childminder that would give cause for concern over their ability to manage an assistant?</b>	Yes	
	No	

<b>Comment</b>

<b>Is the childminder aware that he/she must supervise the assistant and is accountable for the work of the assistant?</b>	Yes	
	No	

<b>Is the Childminder aware of the need for employer's liability Insurance?</b>	Yes	
	No	

<b>Is approval recommended?</b>	Yes	
	No	

<b>Total number children registered</b>	
<b>Under compulsory school age</b>	
<b>Over compulsory school age</b>	

<b>Comments</b>

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

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

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

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