

Early Years Team
Clooney Hall
36 Clooney Terrace
Londonderry
BT47 6AR

Date

Name

Tel : 028 71320950
Fax : 028 71320952
www.westerntrust.hscni.net

Dear

Insert name of childminder

**RE: Inspection Duty Under The Children (NI) Order 1995
(Childminders)**

The Health and Social Care Trusts have a duty to inspect registered premises in which children are being cared for. This inspection will take place on an annual basis.

I am writing to you to give notice that an inspection of your premises will take place on _____.

If you employ an assistant/s, they should be present at the inspection.

The Quality Area for this year's inspection will be _____. Safeguarding and Child Protection will be inspected on an annual basis.

As part of the inspection process you are required to do the following:

1. Complete the attached Self Evaluation Form and return to the inspector by _____. The information you provide in this form will be included in the final inspection report and it is therefore necessary for you to complete this as clearly and fully as you can.
2. Forward your policies on the following:
 - a) Safeguarding and Child Protection
 - b) _____
 - c) _____
 - d) _____
3. Give the attached questionnaire to your assistant/s (if applicable). They should return this in the stamped address envelope provided.

The documentation required in points 1-3 must be returned to the inspector by _____.

If you or the children you care for are on holiday at the time of the inspection or you have a planned outing, please inform the Inspector when you receive this letter.

Enclosed is a document entitled "Understanding Your Inspection" It is important that you read this document as it will help to explain the whole inspection process. However if you remain unclear about any part of the inspection process, please make contact with the Early Years Team.

Yours Sincerely

Inspecting Social Worker

Encs:

Self-Evaluation Form and Guidance Notes

Assistants questionnaires and envelopes (if applicable)

Understanding Your Inspection Leaflet