

How to  
become a  
registered

# Childminder in Wales



National Childminding Association



# Would you like to...

- **care for children** *and offer them a happy and inspirational environment?*
- **have a rewarding career** *and benefit from generous tax allowances?*
- **work in your own home** *and do something you love for a living?*
- **start your own business** *and get help with the set-up costs?*

If the answer to these questions is "yes" then registered childminding could be the ideal career for you.

You'll be joining around 80,000 registered childminders in England and Wales – men and women of all ages and from all walks of life – caring for other people's children.

Childminding gives you the chance to work in your own home doing a really worthwhile job. You'll be helping children develop with lots of activities and sharing their successes as they grow.

*"Job satisfaction is something that you can't put a price on."* Betty Allan-Burns, registered childminder

*"Having the pleasure of bringing up your own children and others, while making a full-time wage is the best thing about the job."* Daph Park, registered childminder

# Getting started

Before you can start work in your own home caring for children under 8 years old, you must be registered as a childminder.

To register you will need to meet the National Minimum Standards for Childminders. The Care Standards Inspectorate for Wales (CSIW) is responsible for registering and inspecting childminders to make sure they meet these standards. During your registration a CSIW inspector will visit you to make sure that you are suitable to care for children and that your home is a safe, child-friendly place.

In Wales, thanks to Welsh Development Agency funding, NCMA is able to offer you support and free training to help you as you register as a childminder.



# How do I register?

**Go** to a childminding pre-registration briefing session. This session tells you all about becoming a childminder. You can find out when the next session is being held near you by contacting your local CSIW office.

**Get** a copy of the National Minimum Standards for Childminders and a childminding application pack from the CSIW.

**Complete** your free Introducing Childminding Practice course (before you are registered) and your free first-aid course (within the first six months of starting childminding).

**Complete** and return part one of the CSIW application form as well as the Criminal Records Bureau form provided for yourself and anyone else in your home aged over 16.

**Attend** an NCMA mentoring session for advice on writing your policies and procedures which will help you complete part two of the CSIW application form.

**Return** the second part of your CSIW application form.

**Have** a CSIW home inspection and suitable person interview, based on the National Minimum Standards for Childminders in Wales.

**Receive** your registration certificate and start work as a registered childminder!

# What else will I need to know?

## Will this cost me a lot of money?

Not at all! As a new childminder in Wales you will get:

- free training;
- up to £300 worth of equipment (at the discretion of your EYDCP);
- access to 12 months' business support from NCMA, funded by the Welsh Development Agency;
- a year's free membership of NCMA – turn to page 8 to see what benefits NCMA membership will offer you.

## How many children will I be able to care for?

Depending on the space you have available, CSIW can register you to care for up to six children under 8 years old, of which no more than three may be under the age of 5 and no more than two of those under 18 months. This will include your own children.

## How do I decide on fees and hours?

As a childminder you will be self-employed and running your own business. This means you can set your own working hours and fees. You will also need to organise your own tax and national insurance contributions, but childminders benefit from generous tax breaks and benefits. NCMA members get advice on tax, benefits and national insurance in their Members' Handbook.

## How long will it take to get registered?

The CSIW aims to complete all new registrations within six months of receiving the second part of a potential childminder's application form.



# How can I develop my career?

Childminding offers lots of opportunities to develop your career.

When you are registering as a childminder you are required to take your Introducing Childminding Practice (ICP) course free of charge. You will also have the opportunity to take a free food hygiene and free first-aid course within six months of registering.



ICP is the first unit of the nationally accredited Certificate in Childminding Practice (CCP).

As a new childminder in Wales, you can choose to work towards either the second

unit – Developing Childminding Practice – or NCMA Quality First (see

page 7) free of charge as part of an NCMA/Welsh Development Agency project.

You may even want to go on to complete the full certificate and take the third and final unit – Extending Childminding Practice.

Some experienced childminders go on to tutor on these courses as well. You may also find that your local NCMA office, EYDCP or childminding



group offers training on other topics ranging from child protection to messy play.

As your career develops, you may be given the opportunity to complete NCMA Quality First – a quality assurance scheme that gives you a way to show parents you are offering quality care. You may also get the chance to join an NCMA Children Come First quality-assured childminding network. These networks offer you the support of a network co-ordinator (who can help you with filling vacancies and so on) and other childminders on the network.

# How can NCMA help me?

Almost 50,000 registered childminders in England and Wales belong to the National Childminding Association (NCMA). Joining NCMA gives you all the following benefits:

## ■ **NCMA Members' Handbooks**

Updated each year, NCMA's Members' Handbooks contain information and advice on all aspects of being a registered childminder – from working out your tax allowances to negotiating a childminding contract.

## ■ **Free legal representation**

For peace of mind, as an NCMA member you will be entitled to free legal representation on childminding matters and to free advice on professional and legal matters.

## ■ **Who Minds? magazine**

NCMA's colourful quarterly magazine will keep you up to date with news and issues affecting childminders, including updates on registration and inspection.



## ■ **Money-saving offers**



NCMA members get up to 50 per cent off NCMA's range of publications and products, specially developed for childminders, including childminding contracts, Accounts Book, Attendance Register and child record forms.

## ■ **Specialist services**

You can benefit from many special offers and discounted services from companies including Early Learning Centre, Britannia Rescue and Forester Healthcare.



### ■ **Low-cost insurance**

NCMA offers home and car insurance tailor-made to childminders' needs.

### ■ **Professional respect**

As many childminders have discovered, belonging to childminding's professional association lets you easily show parents your commitment to your career.

### ■ **Public liability insurance**

As a registered childminder you should have public liability insurance cover. NCMA's insurance policy has been designed by people who understand childminding.

NCMA's public liability insurance includes:

- indemnity of up to £5 million for accidental injury/death of childminded children in your care;
- legal costs of defending civil actions of malpractice where injury or damage is sustained by a child in your care, up to and until a criminal act is proven, with the consent of the company;
- administration of medication/first aid treatment;
- accidental damage to childminded children's property up to £750 (excess of £50 applies to this claim).

Exclusions to the policy are:

- abuse and physical punishment carried out by the insured or employee of the insured;
- loss of, or damage to, the childminder's own property or property in the custody or control of the childminder;
- the childminder's own children.

NCMA is authorised and registered with the Financial Services Authority.



# Where can I get help starting

## **The Care Standards Inspectorate for Wales (CSIW)**

The CSIW is the arm of the Welsh Assembly responsible for registering and inspecting childminders. CSIW's local offices will be able to give you application forms and other information. You can find your nearest CSIW office by calling 01443 848450.

## **Children's Information Service (CIS)**

Each local authority has a CIS which is responsible for providing information on training and support for childminders. It also has information on where to get a start-up grant for new childminders. You can find your local CIS's telephone number by visiting [www.childcarelink.gov.uk](http://www.childcarelink.gov.uk). Your local CIS can also help you promote your childminding service.

## **Childminding groups and associations**

There are hundreds of childminding groups and local associations that always welcome new members. As well as providing services such as equipment loan schemes, childminding groups hold social events and drop-in sessions where you can meet up with other childminders.





## **The National Childminding Association (NCMA)**

When you register as a childminder you will get free membership of NCMA for the first year. As a new childminder you will get NCMA's Quality Start package which, as well as all the benefits listed on pages 8 and 9, also includes:

- 12 months' NCMA public liability insurance
- an NCMA Accounts Book
- an NCMA Accident, Incident and Medication Record Book
- a pack of six NCMA Childminding Contracts
- a pack of six NCMA Child Record Forms
- a fire blanket
- plus, an attractive, lockable case to keep your contracts, registers, accounts and accident books and all your other important papers securely.

**Each publication meets the requirements of the National Minimum Standards for Childminders in Wales and is bilingual.**



## Come and join us!

NCMA's Information Line can offer you advice on all aspects of childminding, whether you want to find out more about publicising your business or how to find training in your area.

**Call free on 0800 169 4486**

Open 10am–4pm weekdays (except bank holidays)

NCMA's website – [www.ncma.org.uk](http://www.ncma.org.uk) – is also full of useful information about registered childminding.

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The information in this leaflet applies to Wales only. For more information on childminding in England call NCMA's Information Line. Please note all information is correct at the time of going to press (April 2005) but is subject to change.

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