



Guide to Becoming a Childminder



A step-by-step guide to the Care Inspectorate registration process



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Childminding

Childminders offer a flexible and unique service as they look after small groups of children in a domestic setting. A childminding service can often extend to both evenings and weekends. Being cared for by a childminder gives children the opportunity to learn from real-life experiences. Everyday activities, like going to the shops, involvement in school pick-ups, family meal times and visits to the park all teach children valuable life skills.

What can SCMA do for you?

Scottish Childminding Association (SCMA) is Scotland's only charity dedicated to childminding. Over 80% of childminders in Scotland are our members and we are here to support you through the registration process and help you build strong foundations for your childminding business. Our tailor-made learning programmes (including e-Learning programmes), Helpline, business aids and publications were all created with childminders in mind. Just think of us your one-stop-shop for all things childminding!

To become a childminder you must register with the Care Inspectorate. The following is your step-by-step guide to the registration process.

1. Download all the information you need before you complete the application form. We recommend:
 - [National Care Standards for Early Education and Childcare up to the age of 16.](#)
 - [Registering and Running a Childminding Service.](#)
 - [Applying to Register a Care Service: guidance for providers.](#)
 - [Fire Precautions - a childminders' guide.](#)
 - [Getting it Right for Every Child \(GIRFEC\).](#)
2. The Care Inspectorate will expect you to complete [Induction Training](#) as part of your registration process. SCMA provides interactive Induction Training

across Scotland which is also available in [e-Learning](#) format. To book, or find out more information, visit childminding.org/learn-with-SCMA or give our Helpline Team a call on **01786 449063**.

SCMA believe it is important that you enrol for this at the start of your registration process as it will help you to complete the Care Inspectorate application form and gain in depth understanding of what is required from you to deliver an excellent childminding service. Our SCMA Training Programme is available in two formats: workshop-based, and e-Learning. We'll cover everything from the legal requirements of childminding to how you can deliver the best outcomes for your minded children.

Childminders must comply with the law. Visit legislation.gov.uk to read the Social Care and Social Work Improvement Scotland (Requirements for Care Service) Regulations 2011, so you are clear about what you must do. The Care Inspectorate will expect you to know how you will operate your service, which includes policies, procedures and statements. Subjects you are expected to cover include: child protection, infection control, medication, promoting positive behaviour, complaints, emergency procedures, accidents and incidents.





3. To register as a childminder you need to apply online at careinspectorate.com or call **0345 600 9527**.
4. Fill in that form! Two words can strike fear into every potential childminder's heart at this stage... 'Policies and Procedures'. Don't worry. Form filling doesn't have to be complicated. The full list of policies and procedures needed is available in the guidance booklet and please bear in mind policies don't have to be long – one paragraph or a bullet pointed list will suffice.

Depending on the size of your childminding service, it is advisable to check if planning permission is required. Contact your local Council Planning Office for this information. Also, if renting, then landlord permission will be required. For help and guidance with this part of the form please look at the Strong Foundations Pack, which is distributed at the Induction Training Programme. You can also give our Helpline a call on **01786 449063**.

5. Complete your application to the Care Inspectorate and don't forget to pay the registration fee (currently £28). You can pay by calling **0345 600 9527**. From this point you have four weeks to submit any other information the Care Inspectorate require to progress your application (ie names of referees if not already provided, etc). If you fail to provide the information within four weeks your application may be refused.

6. As part of your registration you will become a member of the Protecting Vulnerable Groups (PVG) Scheme (currently £59) registered on the children's list. Everyone in your household over the age of 16 will undergo a Disclosure Scotland check (currently £25).
7. Home visits. When you have submitted your application and paid the registration fee, the Care Inspectorate will contact you at some point during the process to arrange to visit you at the home your service will operate from. They visit to discuss how you will meet the needs of the children and their families. This will include how you will provide care to the children including how you plan and arrange activities. They will also make sure that the home is suitable and safe for caring for other people's children. They are not coming to check your décor and won't expect you to have everything you need for childminding in place. They will look at:

- ◆ Availability of toys, activities and equipment.
- ◆ The space available for looking after children inside and out.
- ◆ Health and safety issues.
- ◆ Any pets you have and how you keep them.
- ◆ Smoking arrangements.
- ◆ Provision for children with special needs.
- ◆ Insurance arrangements – public liability insurance and employers' liability insurance if applicable.

Once your application is completed with all the information they need and they have carried out all the necessary checks they will then decide whether to grant or refuse registration.

8. You're almost there! Now it's time to arrange your [SCMA membership](#) and Public Liability Insurance (PLI).
9. Congratulations, you're now a fully registered childminder! When you have your registration certificate, SCMA membership and PLI in place you can advertise using our Childminder Search Service.

What is a childminder?

Childminders are professional childcare workers, who work from their own home to provide a childcare service for other people's children in a family setting.

You must be registered as a childminder if:

- ◆ You offer a childcare service for children under 16 years old from your own home,
- ◆ The childcare is more than two hours per day,
- ◆ You receive a reward of any kind.

All childminders in Scotland are registered and inspected by the Care Inspectorate.

Why should I consider becoming a childminder?

Childminding provides you with the opportunity to:

1. Contribute to children's development and learning.
2. Provide a valuable Early Learning and Childcare service for your community.
3. Develop new skills and qualifications.
4. Be your own boss.
5. Run your own business from home.
6. Earn money while working around your family's needs.



Frequently Asked Questions

Q. How long does it take to become registered?

A. On average it takes between three to six months to become fully registered. However, it all depends on how quickly your references are returned, your PVG scheme membership takes to come in and how many childminders are applying at the time. If you would like to check on the progress of your application please call the Care Inspectorate on **0345 600 9527**.

Q. What qualifications do I need to become a childminder?

A. It is recommended you will complete Induction Training prior to registration. You will need to demonstrate your ability to provide for children's learning and development. Experience in looking after children is also useful. Our Induction Training Programme and Strong Foundations Pack can provide all the help you need to register and set up your childminding business.

Q. How many children can I care for at one time?

A. Childminders normally care for a maximum of six children at any one time under the age of 16, of whom no more than three are not yet attending primary school and of whom no more than one is under twelve months. Numbers are inclusive of children of the childminder's family and household.

Q. How much will I earn as a childminder?

A. Childminders are self-employed and it is up to you to set your own rates of pay. SCMA produce a guide called 'Pay & Conditions' for members which details the average hourly rates for childminders across Scotland.

Q. Is there any financial help available?

A. Business Gateway may be able to offer you a small business grant. You can find out what help is available locally by contacting your SCMA Childminding Development Officer or the Helpline on **01786 449063**.

Q. How much does it cost to set up a childminding business?

A. The cost for each childminder varies but the common costs will include:

- ◆ Care Inspectorate registration fee (currently £28).
- ◆ PVG Scheme registration fee (currently £59) and Disclosure Scotland checks (currently £25).
- ◆ Membership of SCMA (£62 or £27 with Strong Foundations discount) and Public Liability Insurance (£35).
- ◆ Information Commissioner's Office registration fee (if necessary).
- ◆ Cost of start-up equipment (including smoke alarms, fire blanket, toys, and safety gates).
- ◆ Business stationery such as cashbook and contracts (all available from SCMA).

Q. Am I entitled to sick leave and maternity pay?

A. As a childminder you will be self-employed. This means you are responsible for your tax and National Insurance payments. It also means you may not be eligible for the same maternity pay or sick leave as employed workers. Check the gov.uk website for full information on your entitlements as a self-employed childminder.

Q. Are there any publications that I'll find useful as a childminder?

- A. Yes, you should download:
- ◆ [Building the Ambition](#)
 - ◆ [Pre-Birth to Three](#)
 - ◆ [Curriculum for Excellence](#)
 - ◆ [Infection Prevention and Control in Childcare Settings](#)
 - ◆ [Setting the Table: Nutritional guidance and food standards for early years childcare providers in Scotland](#)
 - ◆ [Getting it Right for Every Child \(GIRFEC\)](#)
 - ◆ [United Nations Convention on the Rights of the Child \(UNCRC\)](#)
 - ◆ [Management of Medication in Daycare of Children and Childminding Services.](#)

Learn with SCMA

As with all professionals, quality childminders should take the opportunity to develop their knowledge and skills throughout their career.

Our series of workshops, including Induction Training Programme, offer childminders the opportunity to broaden their knowledge base, enhance their skills and improve the quality of their childminding service.

Induction Training Programme

SCMA's Induction helps you build strong foundations and establish a quality childminding service. It is expected you will complete an Induction Training Programme prior to registration. Our interactive training programme covers everything you need to know to set up and run a childminding business, including:

- ◆ The law relating to childminding.
- ◆ The Care Inspectorate application process.
- ◆ How to best meet the needs of children in your care.
- ◆ The business side of childminding – everything from contracts to cashbooks.

SCMA's Induction Training Programme is designed to support you through every stage of the application process and beyond and we would recommend that you attend both the Business Side of Childminding and our Safe and Secure CPDs before your business starts to operate.

Can't attend our Induction Training Programme?

SCMA has developed an Induction e-Learning programme. Call our Learn with SCMA team on 01786 445377 to find out more. As part of our Induction Training Programme you'll receive a Strong Foundations Pack. The Pack gives you all the information you need to get started, and includes a £35 discount towards your SCMA membership.

Fund your Learning

SCMA is a Skills Development Scotland Individual Learning Account (SDS ILA) Approved Learning Provider. This means that all SCMA learning events can be paid for using an SDS ILA.

An SDS ILA could help you take part in more learning opportunities. An SDS ILA can give you up to £200 per year towards the cost of your learning. All SCMA workshops, e-Learning workshops and can be funded using an SDS ILA.

To find out more or apply for your SDS ILA go to myworldofwork.co.uk.





Continuing Professional Development (CPD) Workshops and e-Learning

Once you've started your new career as a childminder it is important to keep your knowledge up-to-date. Our [CPD workshops](#) and [e-Learning programmes](#) cover a broad range of topics from child protection to preparing for inspection and have been developed specifically for childminders in Scotland. They are the ideal way to continue to develop your knowledge and keep your CPD Portfolio up-to-date.

Each CPD workshop lasts two and a half hours and costs £40. SCMA can run these locally, on demand, at a time and venue convenient for our members.

The majority of our CPD workshops are also available as e-Learning programmes. You complete the e-Learning programmes at a pace to suit you - there is no time limit for completion and you can log in and out as many times as you like.

Each e-Learning programme costs £25 and comes with a downloadable certificate on completion.

Further information on how to Learn with SCMA is available at childminding.org or call our Learn with SCMA team on **01786 445377**.

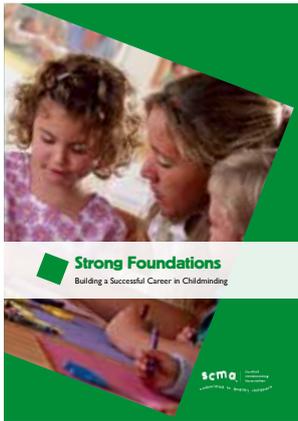
Checklist

Have you...

- ◆ Booked onto [SCMA Induction Training Programme](#) or purchased our alternative [e-Learning option](#).
- ◆ Downloaded [Education and Childcare up to the age of 16; Registering and Running a Childminding Service; Applying to Register a Care Service: guidance for providers; Fire Precautions - a childminders' guide; and Getting it Right for Every Child \(GIRFEC\)](#).
- ◆ Completed the Care Inspectorate application form online at careinspectorate.com.
- ◆ Considered the SCMA Strong Foundations Pack (please note: you will receive a Strong Foundations Pack if you attend Induction Training Programme or have purchased our alternative e-Learning option).

Strong Foundations Pack

You will receive a Strong Foundations Pack at your SCMA Induction Training Programme. The Strong Foundations Pack has been developed by SCMA to help you through the SCMA Care Inspectorate registration process and into your first year as a childminder. It has all the information you need to build a successful career in childminding. You'll find all the information you need, divided into four handy sections:



Laying your Strong Foundations

Covers all the basic information you need to know about childminding and the early years. A good understanding of this information will help you provide the best possible outcomes for your minded children.



Providing a Safe and Healthy Environment

Everything you need to know to turn your home into a low risk, healthy childminding environment.



Road to Registration

A handy step-by-step guide to the Care Inspectorate's registration form.



Professional Approach

Our guide to the business side of childminding covering; contracts, cash flow and communicating with parents.

Developed to support you through every stage of the application process and beyond, our Strong Foundations Pack will

be your best friend through registration and into your new career as a childminder. You will get the Strong Foundations Pack as part of our Induction Training Programme or can buy it on it's own by calling **01786 445377**.

Once you've completed registration you'll want to become a SCMA member and take advantage of our benefits. As an added extra, our Strong Foundations Pack also includes a **£35 discount** towards the cost of your SCMA membership to help you spread the cost.

Insurance built for childminders

If you use your home and car for work, don't run the risk of not being properly insured.

Our partnership with SCMA means we really understand childminders. This has allowed us to offer a range of specialist insurance products to meet your needs.

We can arrange cover for:

- your home, including use as your place of work
- your car, including business use and liability to the children
- your business equipment up to £7,500 including toys and pushchairs
- accidental damage to your personal possessions caused by minded children
- optional provision of a 7-seater courtesy car should you be involved in an accident*.

Call **0800 854 124**
bluefingroup.co.uk/scma

In partnership with





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Association
committed to quality childcare

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