



Guide to Becoming a Childminder



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

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Childminding
Association
committed to quality childcare





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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:
 - [Health and Social Care Standards](#)
 - [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 expects you to complete an induction training course as part of your registration. SCMA offers a Childminding Induction Support Programme to all potential childminders in Scotland.

Our Childminding Induction Support Programme is designed to support you through every stage of the registration process, establishing your childminding service and beyond.

Enrolling at the start of the registration process will help you complete the Care Inspectorate application form and gain in depth understanding of what is required from you to deliver an excellent childminding service. We'll cover everything from the legal requirements of childminding to how you can deliver the best outcomes for your minded children.

Call our Learn with SCMA team on **01786 445377** to get started today.

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 you will receive if you book our Childminding Induction Support 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 complete our Childminding Induction Support Programme 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. The elements of our Childminding Induction Support Programme 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](https://www.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 learning programmes, including our Childminding Induction Support Programme, offers childminders the opportunity to broaden their knowledge, enhance their skills and improve the quality of their childminding service.

Childminding Induction Support Programme

SCMA's Childminding Induction Support Programme helps you build strong foundations and establish a quality childminding service.

It is expected you will complete this programme prior to registration. Our comprehensive learning and support programme covers everything you need to know to set up and run a childminding business.

The Childminding Induction Support Programme includes:

- ◆ Childminding Induction Learning Course
- ◆ Strong Foundations Pack
- ◆ Tailored Individual Support
- ◆ Accredited Open Badge

SCMA's Childminding Induction Support Programme is the perfect first step for potential childminders in Scotland - designed to support you through every stage of the application process and beyond.

Supporting and involving potential childminders in their commitment to developing a childminding service that meets best practice standards, our Childminding Induction Support Programme enables you to provide a high quality childminding service where children will learn, grow and develop.

Within the programme, the Childminding Induction Learning Course consists of nine modules, delivered across three interactive workshop sessions or online via an easy-to-use e-Learning platform, which allows you to work at a time and pace to suit you.

Read more about [Childminding Induction Support Programme](#) or call **01786 445377** to book.

“I found this course absolutely invaluable and learned so much. I don’t know why anyone would embark on childminding without this.”





Fund your Learning

Individual Training Accounts (ITA) are available to help people learn and develop the skills they need for work.

Funding from Skills Development Scotland is delivered via ITAs, which gives learners who meet the eligibility criteria up to £200 towards a single course or programme each year. And because it's not a loan, you don't need to pay the money back.

To apply for an ITA, learners must earn less than £22,000 per year and not be in full-time education, be aged 18 or over and live permanently in Scotland.

The Childminding Induction Support Programme costs £200, which is payable using an ITA or self-pay.

The Learn with SCMA team will direct you to the 'My World of Work website' where you can apply online for an ITA. Once you have completed the online application, you will be asked to contact SCMA to submit proof of income.

SCMA will complete your application and you will be allocated a space to access the full Childminding Induction Support Programme from SCMA.

Checklist

Have you...

- ◆ Applied for an Individual Training Account (ITA) and booked onto our [Childminding Induction Support Programme](#)
- ◆ Downloaded [Health and Social Care Standards](#); [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 book our Childminding Induction Support Programme).

Strong Foundations Pack

You will receive a Strong Foundations Pack if you book our Childminding Induction Support 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.



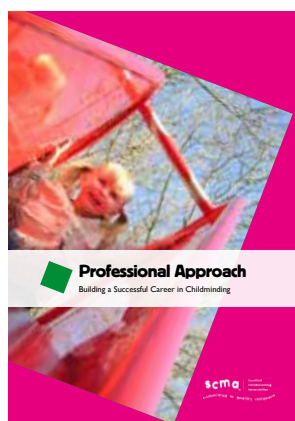
Providing a Safe and Healthy Environment

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 the Childminding Induction Support Programme or you 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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