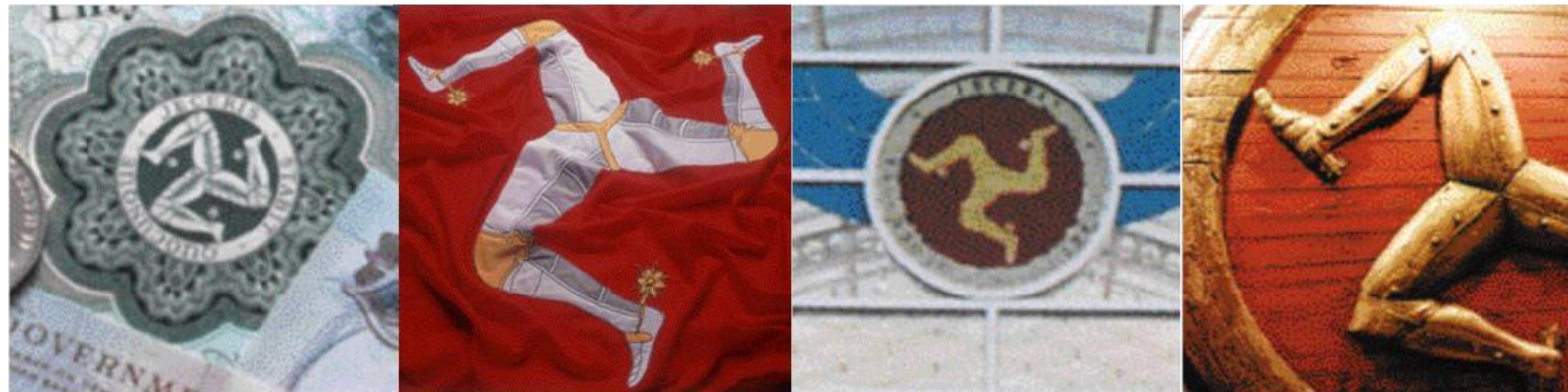




**Isle of Man**  
**Government**

*Reilrys Ellan Vannin*



# Childminder information and guidance on Making an application for Registration

Registration & Inspection Team

February 2020  
Reviewed September 2023

Department of Health and Social Care  
*Rhyenn Slaynt as Kiarail y Theay*

# Contents

Page

<b>Childminding – is it for you?</b>	3
- <b>What is a childminder?</b>	3
- <b>What about your family?</b>	4
- <b>What about the parents?</b>	4
<b>What must I do to become a childminder?</b>	5
<b>The vetting procedures</b>	6
- <b>Suitability for registration</b>	6
- <b>DBS checks</b>	6
- <b>Qualifications/Training</b>	6
- <b>Induction talks</b>	7
<b>Making an application</b>	7
<b>1. Application forms to be completed</b>	7
<b>2. Registration application fees</b>	8
<b>3. What happens once I apply</b>	8
<b>The applicant’s responsibilities</b>	9
<b>1. Childminding Minimum Standards and Regulation of Care</b>	9
<b>2. The standards require registered childminders to comply with the requirements of other agencies</b>	9
<b>3. Adults living/working at the premises</b>	10
<b>4. Employment of an assistant to look after the children</b>	10
<b>5. Work Permits</b>	10
<b>6. Records</b>	11
<b>7. Child Protection Awareness (Safeguarding)</b>	11
<b>What happens next?</b>	11
<b>Deciding applications</b>	12
<b>FAQ - Your questions answered</b>	13
<b>The role of Registration and Inspection</b>	15

## CHILDMINDING - IS IT FOR YOU?

This booklet gives you the information you need before making an application and tells you what to do next.

### What is a Childminder?

A childminder is a person who looks after one or more children under the age of eight for more than a total of two hours a day at a private dwelling (other than the child's own home), for reward ('private dwelling' normally means your home). 'Reward' can be money or payment in kind.

A register about registered persons and responsible persons for care services is kept by the Department of Health and Social Care; this register is subject to access by the public.

### Does everyone who looks after children need to be registered?

No. You **do not** need to register as a childminder if you:

- Are the parent or relative of the child you are looking after.
- Have parental responsibility for the child.
- Are an official foster parent in relation to a child.
- Look after the child wholly or mainly in the child's own home (Nanny).
- Look after children for two sets of parents wholly or mainly in the home of either or both sets of parents (Nanny).

### You do need to register if you are:

- Looking after one or more children under the age of eight years in your own home for reward.
- Looking after children under eight years for more than two hours in any one day.
- Working in partnership from a private dwelling looking after one or more children under eight years for reward.

### If you act as a childminder without being registered, it could lead to prosecution.

If the DHSC has evidence that you are childminding (within the definitions laid down in the Act) and you are not registered then you are committing an offence and must cease childminding. The Department may give you a 'disqualification notice' which prohibits you from being registered for the period of 1 year. (Regulation of care Act 2013 section 46(3)).

### What qualities and skills will you need?

Experienced childminders have suggested the following:

- To be able to listen
- To be assertive
- To be professional
- To be tolerant and kind
- To be clear thinking
- To have a sense of humour
- To be sympathetic
- To be healthy and energetic
- To be unflappable
- To be considerate

### WHAT ABOUT YOUR FAMILY - Things to consider

Amended September 2023  
Review date September 2026

As a childminder you will be working in your own home and this can involve:

- The house looking like a nursery, cafeteria or play centre.
- Big changes in routine for everyone.
- Fitting family and social life around childminding.
- More responsibility for other adults and children.
- Phone bills and other bills will be higher.
- Initial money will be used to buy toys and equipment.
- Early morning starts and late night finishes.
- Possibly working long hours.

As a family you need to discuss these issues and consider the benefits and/or problems childminding might bring into your home life.

Most childminders agree that the main areas of daily family life affected by childminding include:

- Jobs to be done and who does them.
- Time and the lack of it.
- Relationships, how you and your family get on together.

Involving your family in childminding is very important. If they feel involved they are more likely to support you in your work.

### **WHAT ABOUT THE PARENTS?**

As a childminder you will expect to work closely with parents but establishing a relationship can sometimes be difficult. Childminders can feel they are 'on show' and being judged, but parents may feel awkward too.

Whilst childminders are advised to have more than one meeting with prospective parents before making a decision about taking on children, parents are also advised to visit a few different childminders and spend time with their chosen childminder to settle their child before leaving them.

To help you at the first meeting you might like to consider the following advice from experienced childminders:

- Try to be yourself.
- Try to put them at ease and reassure them.
- Find out what they want.
- Tell them what you want.
- Explain business issues but don't rush the paperwork.
- Show that you are genuinely interested in them and their child and try to make them feel important.
- Be totally honest with them.
  
- Make sure you know what will happen after the meeting and who will get in touch next. Parents should give you a date when they will let you know if they want to work with you.

The Professional Association for Childcare & Early Years (PACEY) recommend three or four meetings with the parents and child before the childminding arrangement starts. As a childminder you will have to use a written contract for each child in your care. Sample copies of all the forms you need will be given upon receipt of your application and fee in the form of a Childminder Pack. However, your actual working arrangements can go beyond a written contract, and how much you can give to your relationships with parents depends on many things. Keep an open mind, and if you start from the basis that all parents care about their children, and want the best for them, you will have a firm foundation for a working partnership.

### **Remember:**

- Keep talking to the parents and keep each other informed.
- Be business like then everyone will know where they stand from the start. It will also reinforce that you take your job seriously.
- Keep on top of the law (e.g. who should you allow to collect the child, what are your responsibilities).
- What arrangements will be made if you are ill?
- Know the boundaries of your relationships, (friendships with parents can be positive but if things go wrong and the friendship is not backed up by clear arrangements, you as a childminder are vulnerable).
- Childminders are self-employed and as such charge a fee for day care services provided. These arrangements are between the childminder and parents/guardian and should be agreed and made clear before the start of an arrangement.

There are no hard and fast rules that make relationships successful, perhaps the key factor to remember is to find time to communicate with parents.

## **WHAT MUST I DO TO BECOME A CHILDMINDER?**

### **Registration Enquiries**

Initial enquiries are dealt with by directing the applicant to our website for the guidance and application forms.

Application forms can be downloaded from the 'application form' tab on the website:  
<https://www.gov.im/about-the-government/departments/health-and-social-care/registration-and-inspection-Team/registration-application-forms/>

Should you not have access to a computer you can contact the Registration and Inspection Team who will be able to send you the forms, telephone number 642422.

## **THE VETTING PROCEDURES**

### **Suitability for Registration**

The registration process is subject to essential 'suitability' criteria to determine whether persons and services are suitable to operate. The Registration and Inspection Team will use information from the application to check:

- Suitability of premises – that premises are fit for the purpose of the service.
- Suitability of services and facilities – that the service and facilities (including policies and procedures) are suitable and safe and meet the needs of the service recipients as interpreted through regulations and accepted standards.

The registration process has been designed to assess each application against these criteria. The process includes checks on their character using employment or personal references, medical opinion and Disclosure and Barring Service (DBS) checks. An inspection or pre-registration visit to the proposed service. The applicant will not be registered until the Registration and Inspection Team is satisfied of their suitability.

In order to become registered, the applicant must demonstrate how they will meet legal requirements, regulations and accepted standards. The applicant will be advised of any required improvements to be made and wherever possible will allow time for those improvements to be made, where it is considered that services/proposed services will fall short of legal requirements.

The Registration and Inspection Team can refuse registration where it is clear that it will not be possible for all the legal requirements to be met or where there are concerns relating to any of the suitability criteria. In some cases registration may be granted but with specific conditions attached. In all circumstances there is a process of appeal against decisions of the Department.

**DBS** - Persons registering as or involved in the registration of a childminder are exempt from the Rehabilitation of Offenders Act 2001. Therefore such persons are required to declare any pending prosecutions or convictions they may have, even if they would otherwise be regarded as spent under this Act, and any cautions or "bind-overs". The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. Information received from the police will be kept in strict confidence. R and I retain your DBS certificate number, the date of issue and the date seen by R and I.

The disclosure of a criminal record or other information will not necessarily prevent you from registration. In making this decision the Registration and Inspection Team will consider the nature of the offence and any other factors which may be relevant. Failure to declare a conviction, caution or bind-over is considered to be a serious matter. It could prevent your registration or be the reason subsequently for cancellation if it is discovered you failed to disclose a material fact.

### **Qualifications/Training**

Although you do not need any special qualifications to be a childminder, you must attend the 'Induction Talks' arranged by the Registration and Inspection Team.

## Induction talks:

- Child development and Managing behaviour.
- Safety in the work place
- Health and hygiene.

On completion of all talks a certificate will be issued.

You will also be expected to hold a relevant/current First Aid certificate to be obtained at your own expense.

You will also be expected to register with **DEFA (The Department of Food and Agriculture)** <https://www.gov.im/about-the-government/departments/environment-food-and-agriculture/>

You will also be expected to have attended or booked on the Safeguarding Boards safeguarding course.

## Making an application

### 1. The application forms to be completed are:

#### (a) Childminder applicant

- **Application for Registration –Childminder** – This form to be completed by the childminder applicant. Please also read the notes to help with the completion of this form.

This form is to be returned in person (by appointment) to the Registration and Inspection Team with:

- A recent passport sized photograph of the applicant.
- Original certificates relating to your relevant qualifications these will be copied at your application appointment (if applicable).
- If applicable, a copy of approval letter from the landlord of rented/Local Government Board/Local Commissioners premises.
- Application fee. Card payments can be taken at the office or cheques should be made payable to the Isle of Man Government. Please note that the application fee is non-refundable if you are refused registration or withdraw your application.
- Documents that are required to accompany an application as listed in the Regulation of Care (Registration) Regulations 2013. A list of these documents are detailed below in (c).
- **Medical opinion form** – Applicants should complete this form and take it to their General Practitioner to complete, you will need to bring this completed form with you as part of the registration paperwork. The applicant will be responsible for any costs incurred.
- **Disclosure and Barring Service (DBS) check** - to be completed by all applicants. Please contact the Registration and Inspection Team for a DBS appointment as these are completed online. The current DBS application fee for an enhanced check is £49.05 (card payment only). This is separate from the registration fee.

Please note: Applicants are required to produce in person, formal identification e.g. passport, birth certificate or driving licence for verification of identity, proof of address (e.g. recent utility bill, bank statement). Also, if applicable any formal documentation showing change of name e.g. marriage certificate, divorce papers and/or deed poll papers. This proof of identity is required before the Registration and Inspection Team can complete a DBS check and commence Social Services background checks.

**(b) Any other person aged 16 years or over:**

- Who lives at premises where childminding takes place or is to take place?
- Who is employed at premises where childminding takes place or is to take place (but not looking after the children)?
- Who has substantial access to premises used or proposed to be used for childminding whilst childminding takes place.
- **Authorisation – Persons over 16 – Childminder** – This form to be completed by any person over 16 as detailed above.
- **Disclosure and Barring Service (DBS) check** - to be completed by all other people in the household as above. Please contact the Registration and Inspection Team for a DBS appointment as these are completed online.

Please note: Any other persons are required to produce, in person, formal identification e.g. passport, birth certificate or driving licence for verification of identity, proof of address (e.g. recent utility bill, bank statement). Also, if applicable any formal documentation showing change of name e.g. marriage certificate, divorce papers and/or deed poll papers. This proof of identity is required before the Registration and Inspection Team can apply to the Department of Home Affairs for a DBS check.

**(c) List of additional documents to accompany an application for registration**

- Where applicable, a copy of the lease of the premises of the care service and evidence of landlord permission.
- Where applicable, a certificate of lift safety.
- First Aid Certificate (or evidence that an application for a course has been submitted).
- Safeguarding training certificate (or evidence that an application for a course has been submitted).
- The statement of purpose of the care service. Please reference the Regulation of Care (Registration) Regulations 2013, Schedule 3 Part II which details the information to include.
- Policies (guidance contained within the childminder minimum standards)

**2. Registration application fees**

Childminder registration application fee and childminder annual fee is required. The first annual fee payment is due one month after registration. The fees are set by Government's Treasury section and a copy of the latest fees can be found on our webpage. NB: Registration from October to March will not incur an annual fee in the first year. The fee is due the following April.

You will need to complete all the forms make an appointment with the Registration and Inspection team and bring all the required supporting documents, identification documents and relevant fee – applications will not be accepted without all documentation. Please phone the



team on 642422 to arrange an appointment to come in with your documents. Persons over 16 will also need to come in at this time with all their documentation.

### **3. What happens once I apply?**

Once you have submitted application forms and application fee, Registration and Inspection admin will carry out checks to help establish whether you are suitable to look after children. These include health and any criminal record and Social Service checks. You cannot look after children until you receive your registration certificate proving you are a registered childminder.

As well as the checks mentioned earlier, a Registration and Inspection Team officer will visit your home to check whether it is suitable, safe and ready for children to be looked after. You are required to read the childminding standards and implement any safety precautions prior to this visit.

You will be required to complete the Childminder Fire Safety Check list and may receive a visit from a Fire Safety Officer and maybe an Environmental Health Officer (see Food Hygiene Regulations overleaf).

#### **Incomplete application forms**

The Registration and Inspection Team may return the application forms if they are not completed satisfactorily. If you are unsure about anything you can speak to a member of the Registration and Inspection Team, telephone 642422 Monday –Thursday 9am – 5.00 pm Friday 9 am to 4.30 pm for advice on completing the form if there is anything you are unsure about.

#### **What happens with the forms?**

On signing the application forms the childminder applicant and any other person aged sixteen or over give the Registration and Inspection Team permission to carry out checks with the following:

- a) Department of Health and Social Care Social Services.
- b) Health professional.
- c) The DBS Barred Lists held in the UK.
- d) International Social Services.
- e) The Disclosure and Barring Services.
- f) Referees.
- g) Previous employers.

The Registration and Inspection Team may also contact other organisations where it believes it to be necessary in order to reach an opinion as to the suitability of an individual, including the National Society for the Prevention of Cruelty to Children (NSPCC). The Office for Standards in Education, Children's Services and Skills (Ofsted). The Probation Service, Work Permit Office, Immigration Service and may also check the Electoral Roll.

### **The Applicant's Responsibilities**

#### **1. Childminding Minimum Standards and Regulation of Care Regulations**

Under the provisions of the Regulation of Care Act 2013 childminders are required to meet the standards as identified in the document entitled Childminding Minimum Standards produced by the Department of Health and Social Care. Please refer to the 'Legislation' section in this booklet which details the link to the standards on the Registration and Inspection webpage.

#### **2. The Standards require registered childminders to comply with the requirements of other agencies.**

These include requirements concerning:

- Food hygiene and health and safety regulations.
- Planning and building control regulations.
- Fire safety regulations.

You should ensure that you are able to meet these requirements.

### **Food Hygiene Regulations**

You can obtain advice on food safety from the Environment Safety and Health Directorate. You are required to apply to them to register for handling food. This can be made after your childminder registration goes through and you can contact DEFA on 685894.

### **Health and Safety Regulations**

A registered childminder will be responsible for the health, safety and welfare of the children minded. Therefore they must be aware of all relevant legislation, details of which will be found in the document entitled "Childminding Standards". This document must be read carefully and appropriate actions taken.

### **Planning and Building Control Regulations**

The planning department do not normally require planning approval for childminding. However, planning approval may be required in some circumstances for example, if you want to mind more than six children under eight or more than three pre-school children working with an assistant or other registered childminder or to have more than six children on the premises at any one time under the age of sixteen years including your own children. You should check with the Planning Department to establish whether planning approval is required.

### **Fire Safety Regulations**

As part of the registration process you must complete the Childminder Fire Safety Check list (*form provided in the childminder starter pack*).

### **First Aid**

You should have attended or be booked on a first aid course that specifically covers children.

## **3. Adults Living/Working at the Premises**

Any person living at or having substantial access to premises where childminding is to take place must complete the appropriate application form issued by this department. Completion of these forms allows this department to carry out certain checks. The information will be obtained in connection with the registration of a named childminding applicant and this registration may be refused or cancelled if false information is given, relevant details have been withheld or any checks carried out are found to be unsatisfactory.

## **4. Employment of an Assistant to Look after the Children**

The childminder is accountable for, and supervises the work of, any assistant. The childminder must be satisfied that the assistant is competent in the areas of work undertaken. The childminder must keep a record of any assistant's details including any references taken up, DBS checks, information about training and qualifications which must be readily available for the inspector to view.

## 5. Work Permits

The Control of Employment Act 2014 requires anyone who is not an 'Isle of Man Worker' to have a permit before starting self-employment in the island. For further information on the definition of an 'Isle of Man worker' and how to apply for a permit please contact the work permits office on 682393. Full details are also available on the Government website, <https://www.gov.im/categories/working-in-the-isle-of-man/work-permits/>.

## 6. Records

A sample information pack will be issued to applicants when an application for registration has been submitted; this pack will include: sample contracts, accident forms, administration of medicines forms etc. These forms can be photocopied and used as and when required or you may wish to devise your own.

## 7. Safeguarding

You should have attended or be booked on a safeguarding course which is run by the Isle of Man Government Safeguarding Board, telephone number 01624 686117, email: [Sharon.Willetts2@gov.im](mailto:Sharon.Willetts2@gov.im)

## What happens next?

1. A Registration and Inspection Officer will make an appointment for a registration inspection.

### The main purposes of the visit are:

- To make sure that the premises are suitable, safe and ready for children to begin attending.
  - To discuss all aspects of the Childminding Minimum Standards document and assess the applicant's ability to identify and minimise possible risks to the health, safety and welfare of minded children.
  - To assess the number of children the applicant may be registered to care for.
  - To discuss with the applicant any issues arising from the application form and documentation'.
2. You may get an action sheet detailing any work to be carried out prior to registration.

It may be necessary for more than one home visit to be made before registration. Reading the Childminding Minimum Standards should help you prepare for these visits.

3. The results of all checks carried out will be considered by the inspector in assessing the suitability of persons to child mind. The inspector may require persons to attend an interview following these checks in order to obtain further information or clarification.

The Registration and Inspection Team will look at the suitability of the persons that you choose to assist you and/or any persons aged sixteen or over and living/working on the premises when reaching a decision about your registration.

A Registration and Inspection Team officer will establish as to the outcome of the check as regards suitability of an individual who has made an application to assist or who lives on the premises once checks have been carried out.

The Registration and Inspection Team will inform the applicant of their intention to grant or refuse registration.

Please note that if an applicant is withdrawn or refused, the application fee will not be refunded.

## **Deciding applications**

The Registration and Inspection Team can only grant registration if satisfied (a) the registration criteria have been complied with (b) to the extent the person is suitable for childminding, will continue to be suitable and (c) the applicant will continue to comply with the other registration criteria.

The Registration and Inspection Team inspector will prepare a report and make a recommendation to enable the Senior Inspector/Head of the Registration & Inspection Team to approve the application.

Sometimes it is necessary to place conditions on a registration and most frequently these will be agreed with the applicant. These are noted as "agreed conditions". This agreement must always be in writing from the applicant. Once received registration can be granted by issuing a Notice of Decision to grant or amend registration together with a certificate which must show the decided conditions.

Sometimes it may be necessary for the Registration and Inspection Team to "propose" to refuse an application to register, or to impose decided conditions when agreement cannot be reached, or there is dispute with the applicant. A Notice of Proposal is issued. Before a decision is taken the applicant will be able to make written representations to the Registration and Inspection Team within 21 days. Written submissions must be considered. It is possible to reconsider proposals when additional assurances are received from the applicant. The applicant can also change their mind and decide to accept the imposed conditions and in such instances we revert to the "agreed conditions" step above.

If it is decided to impose conditions or to refuse a registration application, a Notice of Decision is issued. This allows for the right to appeal when the matter can be heard by the Care Services Tribunal who has the power to uphold the decision, uphold the appeal or make a different decision. [https://www.gov.im/registries/Tribunals/care\\_services.xml](https://www.gov.im/registries/Tribunals/care_services.xml)

If the registration is granted a certificate of registration will be issued. This is your proof of registration and must be displayed on the premises. The certificate will contain the registered person's name, registration number and any conditions of registration.

**Remember that opening your service without registration is an offence which could lead to the refusal of your application to register, render you liable to prosecution, a fine as well as disqualification.**

## **Withdrawing an application**

If during the registration process an applicant wishes to withdraw their application to be registered as a service provider they must put this request in writing to this Team. An application cannot be withdrawn if a Notice has been served refusing registration. This will not affect an applicant's right to make an objection or an appeal against the decision. The application fee will not be returned.

## FAQ - YOUR QUESTIONS ANSWERED

### **Are applications to become a Childminder ever refused?**

The Department of Health and Social Care can refuse to register you if:

- Following results of the routine checks, you are not considered suitable to be a childminder.
- Other adults in your home are considered unsuitable to be in the proximity of young children
- Your home is not suitable.

If the Registration and Inspection Team refuses registration you have the right of appeal.

### **How many children can I look after?**

Depending on available space you can look after up to six children under the age of eight (including your own). Of these, no more than three children can be under the age of five. The space available in your home will affect the number of children you can be registered for.

### **Is there a minimum/maximum age for childminders?**

The minimum age for a person to register as a childminder is eighteen (18). There is no maximum age limit.

### **How long will it take to get registered?**

The Registration and Inspection Team aims to process your application as quickly as possible and we will keep you informed of progress but it the applicants responsibility to provide the required documentation in a timely manner.

### **What do I charge?**

This is a private arrangement between you and the parents. It will depend on the service you provide. It may be useful to contact local childminders to find out what the average rate is.

### **If I live in a flat and/or have no garden can I register as a childminder?**

Yes. When we come to see you, we would ask what plans and arrangements you have for taking the children out.

### **Can I become a childminder if I live in rented accommodation?**

Yes. Only if the landlord gives written approval for the use of the premises for a childminding business.

### **Can I provide cooked meals for the minded children?**

This should be discussed with the Environmental Health Officer. Most childminders ask parents to supply a suitable packed lunch.

### **How will parents know that I am registered?**

The Registration and Inspection Team currently hold a register of all persons registered including childminders. Parents who enquire about a childminder can check the Registration and Inspection Team website where childminders are listed in their areas.

With regards to inspection reports of childminders, Registration and Inspection have a webpage to which people requesting childminders in their area will be directed to, and where people using childminder services can read inspection reports.

If a childminder does not wish for their contact details being on the Website a unique reference number will be allocated so that people may access their inspection on the webpage.

<https://www.gov.im/about-the-government/departments/health-and-social-care/registration-and-inspection-team/inspection-reports/childminders-inspection-reports/>

As a registered childminder you will be required to display your certificate of registration in your home.

**Can I leave minded children with my partner, mother, friend or neighbour?**

No. You are the registered carer.

**Is it OK to take minded children out?**

Yes. We encourage you to arrange outings and trips to local areas e.g. park, beach, library or a local toddler group etc. with written parental approval.

**If I take a child to playgroup or toddler group, who pays the fees?**

You must discuss this arrangement with the parents when completing the contract.

**How do I know what toys and equipment to buy if I don't know the ages of the children I will be caring for?**

You are expected to have a basic supply of equipment which can be used by most children e.g. Books, construction, paint, sand, water, playdough etc. It is then expected that the range of toys and equipment will be gradually extended when you begin minding.

**What about Tax and Insurance?**

Childminders are self-employed and as such are responsible for the arrangement of charges, hours and conditions with the parents of the children, and, in addition, are also responsible for the recording of any income and expenditure for Tax and National Insurance purposes.

**What about my pets?**

You can have pets, however any animals on the premises must not pose a health risk to children. Parents must be informed of the arrangements for your pets during childminding times.

**Smoking**

You must inform parents if there are smokers in the home. You and any others in the home must not smoke in the presence of minded children.

**Insurance**

You must inform your 'home insurance' provider that you are running a business from home. You must obtain 'public liability insurance'. It is important that you are insured against liability for accidents to the children in your care and any damage that they might do to someone's property.

## THE ROLE OF REGISTRATION AND INSPECTION

Regulation is concerned with the protection of children and vulnerable adults. Every effort will be made by it to foster co-operative relations with the providers of regulated services with the aim of promoting a high standard of care.

The Registration and Inspection Team will seek to encourage compliance with legislation and the Registration and Inspection Team's requirements by means of clear information and advice as to the standards. However, when the requirements are not met the registration authority may exercise its duty under the law to take enforcement action.

It is intended that the Registration and Inspection Team and the registered provider work in partnership in the interests of protecting and promoting the safety and welfare of the service recipients. The inspector will aim to be constructive, enabling discussion to take place on the operation of the establishment and giving the provider/manager the opportunity to raise matters requiring support advice.

In order to achieve a cooperative relationship, childminders must be fully aware of their responsibilities under registration and be committed to achieving the required standards. There must be trust between inspectors and providers that each is operating correctly within the law.

While the Registration and Inspection Team will work constructively with childminders who demonstrate a commitment to providing a good quality of care in accordance with the requirements of registration, it will take the necessary enforcement action against providers who operate in breach of requirements, act dishonestly and/or run unacceptably poor quality services.

Enforcement action would normally be taken following serious occurrences or revelations or as a last resort after other attempts to achieve compliance have failed. When enforcement action is taken, the Registration and Inspection Team will ensure that childminders are informed of their right to make representations and appeal. Registration can be:

- **Amended** if any of the conditions of registration need to be changed.
- **Cancelled** if any of the suitability criteria, regulations or conditions of registration are not maintained.
- **Cancelled** if the annual fee in respect of the service has not been paid on or before the due date.
- **Cancelled** by an urgent order made by the Department if service recipients are deemed to be at serious risk.
- **Cancelled** at the request of the registered provider/person. A childminder must give the DHSC notice to cancel their registration, in writing. The cancellation takes effect immediately the notice is received.

If you have any further questions on the registration process, please contact the Registration and Inspection Team.







## Application for Registration Childminder

Please complete in BLOCK CAPITALS and in black ink.

**This form should be completed by:**

- All applicants who wish to register as a childminder.

Application forms **MUST** include all relevant documentation as per checklist.  
If evidence supporting the application is not provided, the application will **not be accepted**.

### SECTION 1 – General information on Service

Are you currently registered with Registration and Inspection?      **Yes**       **No**

If **Yes**, please give the name and address of the registered service:

Name	
Address	
	Post code
Telephone number	
Email address	

Date of registration       /  /

If **Yes**, please provide the following details:

Have you ever been registered with another registration authority as a provider of care e.g. NCSC, CQC, Ofsted?      **Yes**       **No**

Name of Registering Authority	
Address of Registering Authority	
	Post code

Name of Registered Service	
Address of Registered Service	
	Post code

## Section 2 – Applicant details:

Title (*please tick one or specify*) Mr  Mrs  Miss  Other

Full Name

Any other names by which you have been known

Date of birth:  /  /

Telephone number:

Email address:

Do you require a work permit? Yes  No

Current address

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Post code

I have lived here from  /  /

Previous address (***last 5 years***)

Date from	/	/	Date to	/	/
Date from	/	/	Date to	/	/
Date from	/	/	Date to	/	/
Date from	/	/	Date to	/	/
Date from	/	/	Date to	/	/

Exceptions will only be made for those applicants exempted from the publically available list of registered childminders as agreed by the Head of Registration and Inspections at the time of Registration.

Exemption requested

### Section 3 – Previous Employment:

**Previous employment** – Please enclose a comprehensive Curriculum Vitae including all past employment history since leaving full time education. Please explain any gaps and provide reasons for leaving each job.

Have you ever been employed by a person registered under any Act on the Isle of Man or related jurisdictions registered for looking after adults or children? **Yes**  **No**

If **Yes**, please provide details:

Have you ever been subject to disciplinary action, formal hearing, suspension and/or dismissal from a place of employment? **Yes**  **No**

If **Yes**, please provide details:

Have you ever been subject to refusal or cancellation of registration in health and social care regulation for children or adults in any jurisdiction? **Yes**  **No**

If **Yes**, please provide details:

**Section 3 – Continued:**

Do you have or have you ever had a business interest in any other care service? **Yes**  **No**

If **Yes**, please provide details:

Name of care service	
Address of care service	
	Post code
Telephone number	
Email address	

**Please detail your professional, or care qualifications that are relevant to the services that are to be provided at the establishment or agency**

<b>Date</b>	<b>Name of examining body</b>	<b>Qualification obtained</b>

**Original certificates or other suitable evidence relating to qualifications are to be provided in person by the applicant, at the time of appointment.**

### **Registration with professional bodies**

Please provide the following information if registered with a professional body

<b>Professional body</b>	<b>Date of Registration</b>	<b>Level of Registration</b>	<b>PI Number (if applicable)</b>	<b>Expiry Date</b>

Examples of professional bodies would include, the General Medical Council, the General Social Care or the Nursing and Midwifery Council

## Section 3 – continued

### Referees

Please give the name and address of two referees:

- They must not be related to you;
- Our reference request will ask for details of your competence to provide the service for which you are applying for;
- One of the referees must be your current or last employer.

#### Referee 1:

Name

Job Title

Address

Post code

Telephone number

Email address required

Capacity in which you are known to referee

#### Referee 2:

Name

Job Title

Address

Post code

Telephone number

Email address required

Capacity in which you are known to referee

**Section 4 – The Service**

**Proposed use:**

Please indicate the days and times the provision is to be operated.

Will this be:

- All year round  School term times only  School holidays only   
Other  Occasional

If other or occasional, please provide details:

An indication of the size of the proposed service, (*for example number of users including age group*)

**Please state:**

The total number of service recipients who will be on the premises at any one time

Age Range of service recipients	Proposed maximum number of service recipients

Will you have sole use of the premises?

Yes

No

If **No**, please provide details:

## Section 4 – continued

Are meals to be provided (this includes packed lunches?)

--

### Rented Property

Do you rent the property where childminding takes place

Yes

No

Please provide the name and address of the person/company/local authority e.g. commissioners who own the premises.

Name

Address

Post code

Please enclose a copy of the lease and landlord's written permission to childmind from the premises.





## Section 6 – Disclosure and Declarations

**Please note that further information may be required by the registering Authority to establish the financial viability of the establishment.**

Have you ever:

Been involved as an owner or manager of, or had a financial interest in, a voluntary or registered service whose registration has been refused or cancelled? **Yes**  **No**

If you have answered **Yes** to the above questions, please supply below the dates, circumstances, outcomes, the name of the local authority area in which you were living and, if applicable, any social services departments from other local authorities who were involved. (*Please use an additional sheet or paper if necessary*)

Are you disqualified from registration as listed in the Regulated of Care Act 2013 Sections 43, 44, 45 and 46?

**Yes**  **No**

If you have answered **Yes**, please provide details:

Are you applying for an exemption from disqualification?

Please see the Regulation of Care Act 2013 Section 47

**Yes**  **No**

If you have answered **Yes**, please provide details:

## Section 7 – Disclosure Document

### Disclosure Document – Criminal Convictions and Investigations

You are required to declare any convictions, cautions, conditions / unconditional discharges and bind-overs. This includes declaring all 'spent convictions' in accordance with the Rehabilitation of Offenders Act (Exemption Order) 2001 and Rehabilitation of Offenders Act (Exemption Order) 1975 (UK).

A criminal conviction will not necessarily lead to a refusal of your application. However, failure to disclose any convictions could lead to either your application being refused or, if your application is successful, cancellation of your registration if it is subsequently learnt that you had a criminal conviction at the time you made the application.

Have you ever:

- Been convicted of a criminal offence, cautioned or bound over by any court? **Yes**  **No**
- Are you currently under police investigation? **Yes**  **No**

If **Yes**, please give details:

In addition, please indicate whether you have ever been:

- Subject to child protection enquiry / investigation? **Yes**  **No**
- Subject to adult protection enquiry / investigation? **Yes**  **No**
- Investigation / proceeding under any Act on the Isle of Man or any Act in other jurisdictions? **Yes**  **No**

Employed by, or in any way associated with, an establishment / agency which has been the subject of:

- Police investigation **Yes**  **No**
- Registration and Inspection Team investigation **Yes**  **No**
- Child Protection investigation **Yes**  **No**
- Adult Protection investigation **Yes**  **No**

If **Yes** to any of the above, please give details including dates:

Please complete and sign the declaration below:

**I hereby declare that the information detailed above is accurate to the best of my knowledge. I understand that it is an offence knowingly to make a statement which is false or misleading in a material respect in this application or any of the documents submitted with this form as part of this application.**

**In making this application for registration under the Regulation of Care Act 2013. I agree to comply with the Act and all associated regulations. I agree to comply with the standards in place for the service.**

**I understand that the Department of Health and Social Care will undertake any background searches it feels appropriate, including criminal conviction checks, personal and financial references and social service checks to ascertain suitability.**

**I understand in order to carry out the background searches the Department may seek information from the following: Social Services records, Child protection registers, Health Services, Mental Health Services, International Social Services, Ministry of Defence, previous employers, the lists kept under the Disclosure and Barring Scheme.**

**Other organisations which may be contacted include: the NSPCC, Ofsted, other previous registering authorities, the Probation Service, the Work Permit Office, Immigration, the Electoral Roll and any other organisations the Department believes it is necessary to approach in order to reach an opinion as to the suitability of an applicant.**

**Signed**

**Print Name**

**Date**

*Application forms **MUST** include all relevant documentation as per checklist.  
If evidence supporting the application is not provided, the application will **not be accepted**.*

**Issued by:**

Registration and Inspection Team  
Department of Health and Social Care  
1<sup>st</sup> Floor, Belgravia House  
34-44 Circular Road  
Douglas  
Isle of Man  
IM1 1AE

Tel: +44 1624 642422

Email: [RandI@gov.im](mailto:RandI@gov.im)

---

## Checklist Documentation required for all childminders

### Helpful links:

**ROCA Minimum Standards** : <https://www.gov.im/about-the-government/departments/health-and-social-care/registration-and-inspection-team/regulation-of-care-regulations-and-standards/#accordion>

**ROCA (Registration)** – documents which must accompany or be included with an application  
<https://www.gov.im/about-the-government/departments/health-and-social-care/registration-and-inspection-team/regulation-of-care-regulations-and-standards/#accordion>

**Provider Guidance - Statement of Purpose (SoP) preparation guidance** - <https://www.gov.im/about-the-government/departments/health-and-social-care/registration-and-inspection-team/health-and-social-care-providers-area/#accordion>

**DEFA registration** - <https://www.gov.im/categories/business-and-industries/food-business-register/>

<b>Please tick when documentation evidence to support the application is included</b>	
<b>Documents to support application</b>	
Completed application form	<input type="checkbox"/>
Fee(s) <a href="https://www.gov.im/about-the-government/departments/health-and-social-care/registration-and-inspection-team/health-and-social-care-providers-area/">https://www.gov.im/about-the-government/departments/health-and-social-care/registration-and-inspection-team/health-and-social-care-providers-area/</a>	<input type="checkbox"/>
A record of all Policies and Procedures ( <i>see link to Minimum Standards</i> )	<input type="checkbox"/>
Evidence of relevant 1 <sup>st</sup> Aid Certificate	<input type="checkbox"/>
Evidence of recent safeguarding training	<input type="checkbox"/>
Original qualification certificates or any other relevant training	<input type="checkbox"/>
Statement of Purpose for review by an inspector or draft ( <i>see link to Provider Guidance above</i> )	<input type="checkbox"/>
Landlord's permission if required	<input type="checkbox"/>
Medical Opinion form ( <i>attached at the end of the pack</i> )	<input type="checkbox"/>
Fire risk assessment written by service provider and signed off	<input type="checkbox"/>
Fire check list ( <i>attached in childminder starter pack</i> )	<input type="checkbox"/>
Role specific Enhanced DBS ( <i>portable or new within 3 months</i> )	<input type="checkbox"/>
Proof of DEFA Registration number	<input type="checkbox"/>
Proof of insurance will be required upon registration for:	
<ul style="list-style-type: none"> <li>• Building and contents</li> <li>• Public liability</li> <li>• Employers liability</li> <li>• Use of car on business (if vehicle used to transport children)</li> </ul>	<input type="checkbox"/>
<b>Documents to support DBS &amp; ID check</b>	
Curriculum Vitae	<input type="checkbox"/>
Passport style photo	<input type="checkbox"/>
DBS fee	<input type="checkbox"/>
Passport	<input type="checkbox"/>
Driving Licence	<input type="checkbox"/>
Utilities bill or bank statement ( <i>dated within 3 months</i> )	<input type="checkbox"/>

Application forms **MUST** include all relevant documentation as per checklist.  
If evidence supporting the application is not provided, the application will **not be accepted**.

Once application completed and all supporting evidence attached, please make an appointment to attend the office for payment, submission, DBS and ID check.



## Medical Opinion form

**This section to be completed by the applicant for registration to provide or manage a care service.**

Type of care service proposing to provide

Full Name

Date of birth

Home address

Postcode

Telephone number

Name of General Practitioner

Address of General Practitioner

Postcode

**This section to be completed by the applicant's General Medical Practitioner or other doctor with knowledge of the applicant's health.**

In respect of the application made by the above named person, I confirm that there is nothing in the patient's available GP medical records that would give cause for concern with regard to fitness for registration. **Yes** (Tick)

If **No** please indicate whether any cause for concern which would preclude the applicant being registered to manage or provide a care service subject to any limitations stated below.

**Signed**

**Print Name:**

**Date:**

Official Surgery Stamp:

**Issued by:**

**Registration and Inspection Team,  
1st Floor, Belgravia House, Circular Road,  
Douglas, IM1 1AE**



# Authorisation – Persons over 16 on premises where childminding takes place

Please complete in BLOCK CAPITALS and in black ink  
**To be completed by persons aged sixteen or over**

Please  as applicable

- Who lives at premises where childminding takes place or is to take place
- Who is employed at premises where childminding takes place or is to take place (but not looking after the children)
- Who has substantial access to premises used or proposed to be used for childminding whilst childminding takes place

## Section 1 – Personal Details

Title (please tick one or specify) Mr  Mrs  Miss  Ms  Other

Full name

Any other names by which you have been known

Date of birth

Telephone number

Email address

Current Address

Postcode

I have lived here from

Previous Address

Postcode

Date from

Date to

**Please provide the details of all other addresses where you have lived in the last 5 years**

If applicable please continue on a separate sheet

## Section 2 – Details of Childminder

a) Name (in full)

b) Address

Postcode

Please state your relationship to the Applicant / Childminder

### Section 3 – Disclosure and Declarations

Have you ever:  
been involved as an owner or manager of, or had a financial interest in, a voluntary or  
registered service whose registration has been refused or cancelled?

Yes  No

If you have answered **Yes** to the above question, please supply below the dates,  
circumstances, outcomes, the name of the local authority area in which you were  
living and, if applicable, any social services departments from other local  
authorities who were involved (Please use an additional sheet of paper if  
necessary)

Are you disqualified from registration as listed in the Regulation of Care Act 2013  
Sections 43, 44, 45 and 46?

Yes  No

If you have answered **Yes** please provide details:

Are you applying for an exemption from disqualification?  
Please see the Regulation of Care Act 2013 Section 47

Yes  No

If you have answered **Yes** please provide details:







# Childminder Starter Pack

**Childminders Induction Talks**

**Personal Record of Attendance**

Name: \_\_\_\_\_

Date of application: \_\_\_\_\_

	<b>Date attended:</b>	<b>Signed:</b>
<b>Play &amp; Learning</b>		
<b>Positive Interactions &amp; Behaviour</b>		
<b>Food Safety Awareness</b>		
<b>Safety in the Workplace</b>		

This is your personal record of the Childminders Induction that you have attended. Please bring the page with you when you attend the talks and inspector / trainer will sign it.

When you have attended all three sessions please forward to the Registration and Inspection Team and you will be awarded a Certificate of Attendance.

**Please note that the Induction is mandatory and must be completed prior to registration (or at the Registration and Inspection Team’s discretion).**

## **Outdoor play and gardening with children**

Always ensure children wear hats and sun cream in sunny weather to avoid sunstroke and burning. Make sure they drink regularly if outside for a long time, to avoid dehydration.

Never let young children out of your sight if there is water around, whether it is a pond, lake or even a shallow paddling pool. Teach children to keep away from water features and wherever possible fence off the area or cover water with a steel mesh. For more information on child-proofing your garden, go to the **Royal Prevention of Accidents (RoSPA)** website.

Teach children regularly to wash their hands correctly and thoroughly - this skill is quickly forgotten, and soil can be dangerous stuff. Soil can carry tetanus, for example, as well as other microbes. Don't let children eat it, wash fresh cuts well with cold running water, cover cuts with sticking plasters before gardening, check tetanus vaccinations are up to date, and try to stop children sucking thumbs or fingers, and biting nails while in the garden.

Collect up cat or dog mess before children use outside play areas. Soil can become contaminated with a disease called toxoplasmosis, which is passed on through animal faeces.

Most children enjoy getting messy, so provide appropriate clothing and footwear for them. Don't let them become cold outside, especially when using water.

Always keep garden sheds locked; they may contain a range of unpleasant and dangerous chemicals and hazardous garden equipment.

### **Other dangers to watch out for:**

- Poisonous plants, especially berries
- plants which can sting or burn the skin, like stinging nettles
- plants with thorns or hooks, such as roses
- leaves which can cut, for example, pampas grass

Remember gardening is fun but it is important to remain vigilant at all times - we all know how inquisitive children can be! Don't be put off by the list of garden dangers, they're not there to scare you but are simply points to be aware of.

## Poisonous garden plants

The following lists are of plants which are known to be poisonous or irritant or otherwise harmful: This list is not exhaustive or complete and it is your responsibility to be aware of what is growing in your garden

### The following are considered to be the most dangerous:

**Aconitum** - Monkshood

**Arum** - Cuckoo pint

**Colchicum** - The autumn crocus - Can be fatal if eaten

**Convallaria** - Lily of the Valley

**Cytisus** - the Broom - All parts can be fatal if eaten.

**Daphne** – Shrub grown for its beautifully scented flowers-Can be Fatal

**Delphinium** - All parts Highly toxic - can be fatal if eaten

**Digitalis** - Foxgloves are everywhere

**Gloriosa superba** - The beautiful Gloriosa Lily

**Laburnum** - Beautiful golden rain flowers; can be Fatal if eaten

**Lantana** - Now very popular in the summer border or planted tub

**Nerium** - A beautiful conservatory plant

**Phytolacca** - The poke weed

**Ricinus communis** - Castor Oil Plant. Not to be confused with Fatsia

**Taxus** - A hedge favourite

**Veratrum** - The false Hellebore

### Some of those listed below are poisonous and some are skin allergens:

Aesculus - Horse Chestnut	Lobelia - the perennial types
Alstroemeria - The Peruvian Lily	Lupinus - Lupins
Aquilegia - Garden Columbine - Ladies Bonnet	Narcissus - Daffodils etc
Caltha - The Marsh Marigold	Nerium - The Oleander
Chrysanthemum - known as Dendranthem	Phytolacca - The Poke Weed or Poke Root
Comfrey – Toxic	Polygonatum - Solomon's Seal
Cup. Leylandii	Primula obconica - a treacherous house plant
Datura - Angels Tears	Rhamnus - The Sea Buckthorn Rheum - Looks like Rhubarb
Dicentra spectabilis - Bleeding Heart	Ruta graveolens - sold as a herb - even now without warning!
Dictamnus alba	Scilla - beautiful bulbous plant with blue flowers
Euonymus	Solanum tuberosum - The POTATO green parts.
Euphorbia - the Spurge	Symphytum - Comfrey has many toxic properties - A herb indeed!
Fremontodendron - Californian Poppy	Thuja occidentalis - Often sold as a hedging conifer
Gaultheria - Popular ground cover plant	Tulip - The tulip bulbs can be severe skin allergen
Hedera helix - common ivy, or variegated form	
Helleborus - The Christmas or Lenten Rose	
Hyacinthus - Potted or garden	
Hypericum	
Ipomoea - The Morning Glory (Seeds)	
Iris	
Juniperus sabina - Low growing Juniper	
Kalmia - Calico Bush	
Ligustrum - Privet hedges etc	

## Poisonous house plants

Houseplants can be very beneficial in our lives. They purify and renew our stale indoor air by filtering out toxins, pollutants and the carbon dioxide we exhale replacing them with life sustaining oxygen! However, many of our most popular houseplants come from tropical climates where the highest percentages of poisonous plants reside. It is your responsibility to ensure any house plants you may have are not poisonous to the children. It is advisable to ensure houseplants are placed out of the reach of children

**Aloe Vera, burn plant** - *Aloe barbadensis*

Its latex juices can cause irritating of the large intestine if ingested. Contact dermatitis can occur.

**Amaryllis** - *Amaryllis*

The principal irritant is present in the bulb, if eaten causes diarrhoea, nausea and vomiting.

**Flamingo Lily** - *Anthurium andraeanum*

All parts of this plant are poisonous.

**Chrysanthemums, Mums** - *Chrysanthemum indicum*

The leaves and stalks will cause contact dermatitis after exposure to this plant.

**Kaffir Lily** - *Clivia miniata*

The roots on this plant are toxic, causing diarrhea paralysis and vomiting.

**Croton** - *Codiaeum variegatum*

The bark, roots and latex are poisonous if chewed.

**Cyclamen** - *Cyclamen persicum*

The bulb and tuberous rhizomes are poisonous.

**Angel's Trumpet** - *Datura innoxia*

All parts of this plant are poisonous, causing poisoning and death.

**Dumb Cane** - *Dieffenbachia* sp

All parts of this plant are poisonous.

**Crown-of-Thorns** - *Euphorbia milii*

This plant contains caustic and irritant chemicals in the latex.

**English Ivy** - *Hedera helix*

Leaves on this plant are poisonous, causing convulsion, vomiting and coma.

**Hydrangea** - *Hydrangea macrophylla*

Leaves and buds, poisoning from eating the buds, symptoms include vomiting, laboured breathing, lethargy and coma.

**Devil's Backbone** - *Kalanchoe daigremontiana*

Leaves and stems are poisonous; the young plantlets which grow along the leaf edges are easily dislodged to become the new plants and can be found around the base of the adult plant, children and pets have easy access to these plantlets.

**Ceriman Swiss-Cheese Plant** - *Monstera deliciosa*

Leaves are poisonous if chewed.

**Heart leaf philodendron, Philodendron** - *Philodendron* Lace Tree *Philodendron*

Leaves and juices caused poisoning in humans and pets, symptoms inflammation of the skin and itchiness.

**Azalea** - *Rhododendron* sp

All parts are known to be poisonous, common name for the dwarf rhododendron, low toxicity plant but best kept away from children and pets.

**Jerusalem Cherry** - *Solanum pseudocapsicum*

Poisonous fruit and leaves. Children that ingest leaf or berries will experience abdominal pains, gastro-enteritis and vomiting

## **Guidance Administration of medication to a minded child**

The safe administration of medicine to a minded child is ensured through **GOOD PRACTICE**.

If possible the parent should administer any medicines.

The medicine must be in the container in which it has been dispensed.

The medicine must not be decanted into any other container.

The medicines container must carry the pharmacist's original label.

All medicines must be stored correctly following the instructions on the medicine container.

All medicines must be stored out of the reach of children.

Written permission **MUST** be obtained from the parent prior to any medication being given. There must be clear instructions about the following:

- The name of the medicine as shown on the pharmacist's label
- The dosage to be given to the child
- The time the dosage is to be given
- Any other instructions; e.g. storage instructions
- Signed permission naming the childminder as the person authorised by the parent to administer the medication following the written instruction
- The parents have administered the initial dose of any medicines. The setting must not administer the initial dose.

**Blanket permission by the parent for the giving of medicine to their child is not acceptable. A fresh permission should be received for each specific course of medication.**

If a request is made for the administration of medication which is ongoing (e.g. asthma inhaler) then the agreement forms must be updated at regular intervals. This would usually be to coincide with the child's General Practitioner's review of the medication.

The following must be recorded each time medicine is administered to a child:

- Name of the child
- Name of the medicine
- The dosage administered
- The date and time the medicine **IS** given
- Signature of the person administering the medication
- Signature of parent acknowledgement that informed medicine given

## Authorisation to Administer Medicine to a Minded Child

Name of child: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Name of medicine as on pharmacy label: \_\_\_\_\_

Reason for over-counter medicine being administered: \_\_\_\_\_

The dosage/s: \_\_\_\_\_

Time/s dosage to be given:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

This medicine should be stored at room temperature **YES / NO**

This medicine should be stored in the fridge **YES / NO**

Any other instructions; eg by mouth, using inhaler, after or with food

\_\_\_\_\_  
\_\_\_\_\_

Is the medication subject to review **YES / NO**

Review date \_\_\_\_\_

Name of childminder authorised to administer the prescribed medicine to my child following the above instructions.

\_\_\_\_\_

I agree that this request sets out the directions for the administration of medicine to my child. The medication has been prescribed for my child after consultation with a general practitioner or pharmacist.

My instructions and authorisation are given for this specific course of medication only.

I confirm that I/we have administered the initial dose of this medicine to my child and there were no negative reactions

Signed \_\_\_\_\_ Parent/ Guardian Date \_\_\_\_\_



**Record of administration of medication to be completed by a childminder**

<b>Date</b>	<b>Time</b>	<b>Dosage</b>	<b>Childminder's signature</b>	<b>Parent /carer to sign</b>

Notes:

## Recommended contents for a first aid box

The following is a guide given by the Health & Safety Executive (UK) and used as a base for good practice by the Health & Safety at Work Inspectorate (IoM).

The contents of a first aid box should be based on an assessment of first-aid needs appropriate to childminding.

The suggested basic items are listed in the Childminding Minimum Standards.

- A leaflet/booklet giving general guidance on first aid
- Hypo-allergenic plasters or micropore tape with melolin
- Sterile eye pad with attachment
- Disposable gloves (consider 'latex free' if appropriate)
- Safety pins
- Individually wrapped alcohol free wipes
- Individually wrapped sterile triangular bandage
- Individually wrapped sterile wound dressing
- Blue plasters (adult)
- Saline solution
- Thermometer

You **must not** keep tablets, medicines or creams/lotions in the first aid kit.

Your assessment of your first-aid needs for caring for children might identify a need for additional materials and equipment.

First aid items should be kept in a container, identified by a white cross on a green background, which is stored out of the reach of children. You should check the contents regularly to ensure items are in date.

## Child Record of Information

To be completed by the Parent/Guardian(s) and handed to the childminder before the start of the childminding agreement.

Child's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Contact Telephone numbers: Home \_\_\_\_\_ Mobile \_\_\_\_\_

Mother/Guardian(s) name: \_\_\_\_\_

Mother/Guardian(s) place of work: \_\_\_\_\_

\_\_\_\_\_ Tel No: \_\_\_\_\_

Father/Guardian(s) name: \_\_\_\_\_

Father/Guardian(s) place of work: \_\_\_\_\_

\_\_\_\_\_ Tel no: \_\_\_\_\_

Who to contact in an emergency: Password \_\_\_\_\_

1. \_\_\_\_\_ Tel No: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

2. \_\_\_\_\_ Tel No: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Is there any person your child may not have contact with? \_\_\_\_\_

Name of person/s to collect child: \_\_\_\_\_

Child's doctor: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address: \_\_\_\_\_

Immunisations/Vaccinations: \_\_\_\_\_

Infectious illnesses: \_\_\_\_\_

Health clinic: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_ Name of Health Visitor: \_\_\_\_\_

Does your child have and known dietary requirements – allergies or preferences health problems etc.:

---

---

Does your child have any known medical conditions?

---

---

Does your child have any social/emotional/behaviour needs?

---

---

Does your child have any cultural needs?

---

---

Your child's first language is \_\_\_\_\_

Any additional languages spoken by your child \_\_\_\_\_

Please state the method of control you would like used when taking your child for a walk e.g wrist strap, reins, hand holding etc

---

Any further information that you would like me to be aware

---

---

I/we give permission for the following in relation to our child:

Be taken on supervised outings	Yes / No
To be transported in a vehicle	Yes / No
To be taken on public transport	Yes / No
To be taken to social groups	Yes / No
To have their photograph taken	Yes / No
To have their image appear on social media	Yes / No

**\*\*This list should be tailored to suit your own service**

I/We have been informed and agree to the settings policies, procedures and Statement of Purpose.

I/We have been informed about the arrangements in regards to the pets kept at the setting.

I/We give permission for emergency medical treatment or advice to be sought

Signed: \_\_\_\_\_  
Parent \_\_\_\_\_

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

**For childminder to complete**

Agreement start date: \_\_\_\_\_

Agreement End Date: \_\_\_\_\_

Agreement Review date: \_\_\_\_\_

**You can use this sample form or devise your own. If you devise your own, please ensure all the above information has been included.**

## Guidance Recording for Accident/Incidents

- All incidents no matter how slight **must** be recorded
- **This includes all incidents even if there is no visible mark/bruise as a result of the incident**
- This also includes any incidents when one child has been the subject of an attack by another child, for example, pushing, hitting or biting
- Particulars must be recorded as soon as the incident has been dealt with
- **Parents must be informed of any incident involving their child**

### DETAILS TO BE RECORDED ARE:

- Full name of casualty
- Date and time of accident
- Where the accident happened; e.g. indoor, outdoor
- The nature and extent of the injuries
- The treatment given by the childminder dealing with the incident
- Any medical aid that was sought; e.g. local GP, casualty removed to hospital
- Was the incident reported to the Health and Safety inspectorate?
- The signature of the person who dealt with the incident
- The signature of any person who witnessed the incident
- The signature of the parent of the child involved in the incident

Any **serious** injuries MUST be reported in the correct manner to the Health and Safety Inspectorate (RIDDOR)

The Registration and Inspection Team must be notified of all **serious** injuries within 24 hours of them occurring. There is a prescribed form you may use and this will be sent to you once you are registered.

## Incident Report Form

Name of child: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Time of incident: \_\_\_\_\_

Room/area incident took place:  
e.g. Playroom, bathroom, garden \_\_\_\_\_

Any equipment involved:  
Eg climbing frame, chair, push chair \_\_\_\_\_

What happened? \_\_\_\_\_

\_\_\_\_\_

Name of witness if applicable: \_\_\_\_\_

Injury sustained: \_\_\_\_\_

\_\_\_\_\_

Treatment given: \_\_\_\_\_

\_\_\_\_\_

Any further action taken:  
Eg treatment/doctor/hospital: \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

Was the injury/incident reported to Health and Safety at Work Inspectorate under RIDDOR?

**YES/ NO**

Childminder's signature: \_\_\_\_\_

Parent's/guardian's signature: \_\_\_\_\_

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

## **Reporting Of Infectious Diseases**

The childminder must inform the Registration and Inspection Team within 24 hours of an infectious disease occurring. Public Health must also be notified.

**If a child has a notifiable infectious disease or contagious illness you should not care for them because of the risk of infecting the other children, you and your family.**

The Public Health Department will be able to provide you with an up to date list of the notifiable diseases (642639)

Some contagious illnesses do not have a recommended exclusion period so you need to ensure your Exclusion policy clearly states that you reserve the right to use your discretion to exclude a child with a contagious illness.



**General Information regarding Food Poisoning**

Any one exhibiting gastro intestinal symptoms e.g. diarrhoea and or vomiting must be considered to be infectious. Two or more persons exhibiting the above gastro intestinal symptoms must be reported immediately to the Director of Public Health, the Environmental Health Office and the Registration and Inspection Team.

In most cases once the patient has been symptom free for at least 48 hours, he/she may return to normal activity following their General Practitioner's advice. In certain case of food poisoning they may be required to provide three negative faecal specimens before returning to normal activities.

**You must keep a written record of all exclusions.**



## **Data Processing guidance**

### **Are you processing personal data?**

GDPR stands for General Data Protection Regulation. This is an EU law.

The GDPR sets out the rights of the individual and establishes the obligations of those processing and those responsible for controlling and holding data.

The Data Protection Act 2018 replaces the Data Protection Act 2002.

The GDPR has been implemented in the Isle of Man using an Order made under the Data Protection Act 2018 which enables the Isle of Man to bring in EU laws relating to data protection.

GDPR introduces higher standards for consent, meaning that where you process data based upon consent, it must be specific, informed and explicit consent for the processing of that data for a specific purpose. It requires a positive and affirmative action, and must be capable of being demonstrated

GDPR introduces enhanced rights for individuals that organisations will need to observe, including the right to access data, the right to object to or restrict processing, the right to be forgotten, and similar rights for rectification and erasure of data, data portability and safeguards in relation to automated decision making

You will need to make sure that you have robust procedures in place so that you can comply with the rights of individuals. These include providing a response to access to personal data within one month of the request - at no charge.

GDPR has an accountability principle which means that organisations must show how they comply and why, with documentation and records.

Please note you may be required to register with the Isle of Man Information Commissioner depending on how you process data, and there is a registration fee for this.

<https://www.inforights.im/organisations/data-protection-law-2018/registration/need-to-register/>

Further information about compliance with the Data Protection Act 2018 and GDPR can be obtained from:

Information Commissioner

First Floor

Prospect House

Prospect Hill

Douglas

Telephone: 01624 693260

E-mail address: [ask@inforights.im](mailto:ask@inforights.im)

### **Staff employment**

If you employ an assistant it is your responsibility to carry out all the required pre-employment checks stated in the Childminding Minimum Standards prior to them commencing their employment with you.

**\*\* Failure to do this will result in Enforcement action being taken.**

If the person you wish to have working for you is related to you, you must contact the Registration and Inspection Team as they will carry out the required checks for you.

You must be able to evidence that all pre-employment checks have been completed and a sample checklist has been included in this pack in order to assist you with this.

If you are employing an assistant or require advice with regard to the writing of statements of employment please contact the Manx Industrial Relations Service on 672942

**This can be used to record staff employment checks and kept in their file.**

**Staff Name:**

<b>ID</b> Record document number	Birth Certificate	
	Marriage Certificate	
	Passport	
	Driving Licence	
	Proof of Residence/ eg Utility Bill	
<b>DBS</b>	Issue date	
	Date Received/seen	
	Outcome	
	Certificate number	
	Date to be reviewed (every 3 years)	
<b>On-line check (portability)</b>	Date of check Outcome	
<b>Health Declaration</b>  Keep on file	Date Sent	
	Date Received	
<b>References</b>  Keep on file	1. Date Sent	
	1. Date Received	
	2. Date Sent	
	2. Date Received	
<b>Social Services suitability check</b>	Date Sent      keep on file	Date Received
<b>Out of Area Checks</b> keep on file	Date Sent	Date Received
<b>Work Permit</b> keep on file	Date Received	
<b>Qualifications</b> keep copy on file		
<b>Contract of Employment</b> keep copy on file		

<b>Induction Programme</b> keep on file		
<b>First aid training</b>		
<b>Safeguarding training</b>		
<b>CV</b> keep on file		
<b>Start date</b>		

## Documentation

The following documentation must be in place, maintained and available for inspection.

- Accident form
- Babies bottle feeds
- Behaviour log
- Car insurance
- Child's registration form
- Complaints recording system
- Contracts
- Daily register of attendance for the children (and staff if you have an assistant)
- DEFA registration number
- Drivers licence
- Exclusion due to illness form
- Fire log book – to show record of practice drills and weekly alarm test
- Emergency escape plan
- Medication administration form
- Policies and procedures
- Public liability insurance (employer insurance if you have an assistant)
- Record of other persons living/working on the premises
- Risk assessments
- Safeguarding – system for recording concerns
- Statement of purpose

If employing an assistant

- Staff records
- Staff induction record
- Staff rotas/deployment of staff
- Whistle blowing policy

**You must also have a copy of and an awareness of the Childminding Minimum Standards as this document contains the minimum criteria you must implement whilst caring for children.**

## **Policies and Procedures**

When you are devising and writing your policies and procedures remember to keep them clear and concise; if you write too much people will not read them.

The policy is why you have the document; what your aim is and the procedure is what you follow to ensure the aim is met.

Do not give unnecessary information. For example, when devising a Safeguarding policy, many people include descriptions of all types of abuse. This is not needed as you are aware of the different forms of abuse. What you need to include is the procedure you will follow if you have a concern about the welfare of a child.

This enables the parents to be very clear about what you do and will assist you should the need arise.

You must ensure your policies are dated and reviewed regularly. This should be annually as well as when any changes occur. Make sure you record the date you carry out a review.

There are policies on-line that you can use but you must ensure they reflect what you intend to do, Isle of Man legislation and the correct regulatory body.



## Persons

The registered person must inform the Registration and Inspection Team of the following:

- Own children reaching the age of sixteen (16) years
- Any person(s) over the age of 16 years living at the childminding premises
- Any person employed (assistant) by the childminder
- Moving premises (prior to moving)

### Record of persons living at the premises

Name	DOB	Relationship to childminder

## The childminder service

### Working out a reasonable charge

As a self-employed person you are free to decide your own fees and working conditions.

Think about all of the expenses which arise from working as a childminder.

For example

#### Direct expenses:

- Food (*remember snacks and drinks through the day*)
- Play materials and equipment
- Books
- Safety equipment
- Professional memberships
- Insurance
- Transport (*eg, for trips, play groups, school, outings*)
- Courses
- Stationery and Administration (*remember phone calls and postage, paperwork, publications*)
- Toiletries (*extra loo rolls, tissues, wet wipes, items for the First Aid box*)
- Extras (*e.g. who pays for play group fees and outings*)

#### Cost of working in your own home:

- Heating
- Lighting
- Rent/mortgage
- Rates
- Wear and Tear
- Cleaning

As a self-employed person the amount charged is a fee and not a wage which means that you are responsible for paying your National Insurance contributions and Tax and for deducting your own expenses.

Fees also need to take into account that you are limited in the number of children you can care for and there will be times when you will not be able to charge eg, when you are ill or on holiday.

## **Childminding Contract**

You must have a written contract between yourself and the parents. The content of the contract must be discussed and agreed; with both parties holding a signed and dated copy. When a contract is ended, both parties must have a copy of written notification of the final date.

### **Why should you have a contract?**

A contract is to avoid any confusion between the childminder and parents about any issue surrounding the care of the child.

The use of a contract places the relationship between the childminder and the parents on a business footing and the negotiation of the contract gives the opportunity for both parties to discuss the care arrangements of the child in a formal framework.

Once the details have been agreed to and entered onto the contract, both parties must sign the agreement. When this is done it becomes a legally binding document on both sides.

### **What may be included in a contract?**

A separate contract should be drawn up for each child, even if they are from the same family. This is because each child is an individual, with individual needs dependent on their age and stage of development.

### **Public Liability Insurance**

- Childminders must possess Public Liability Insurance. The name of the insurer, the policy number and expiry date of the policy should be entered on the contract. (employer's liability insurance if you have an assistant).
- Do not obtain this until registration has been approved.

### **Commencement of the Contract**

- The date of commencement of the contract must be clearly shown.

### **Contracted Hours**

- For each contract you agree your working hours which may include evenings or weekends. For these you will need to agree an hourly rate.

### **Reviewing the contract:**

- Contracts must be reviewed regularly and all issues discussed and agreed. The review date must be clearly recorded
- Fees should not be increased whilst the contract is in force – wait for the review date.

### **Contract disputes:**

- It is always better to try to sort out any problems by talking it through with the parents and try to come to an amicable agreement.
- A contract is a legally binding document if it has been signed by all parties. If the agreement breaks down the contract will be invaluable if the matter is referred to arbitration.

**Guidance example form  
Childminding Agreement with Parents**

**Childminder**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Registration no: ROCA/P/ \_\_\_\_\_

Public Liability insurance: \_\_\_\_\_

Policy Number \_\_\_\_\_ Expiry date: \_\_\_\_\_

Vehicle insurance: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

---

**Child to be minded**

Name: \_\_\_\_\_ DoB: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Carer (s): \_\_\_\_\_

Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Arrangement for access (if applicable) \_\_\_\_\_

Person (s) to bring /collect child: \_\_\_\_\_

Person responsible for payment: \_\_\_\_\_

(if different from person completing this contract, a letter of agreement to pay must be signed and attached)

Specific needs/requirements (eg dietary, cultural, medical): \_\_\_\_\_

---

**Retainer/Settling In/Deposit**

Deposit paid **yes / no** Amount paid \_\_\_\_\_

Date arrangement to begin: \_\_\_\_\_

Settling in period from \_\_\_\_\_ to \_\_\_\_\_

Retainer fee paid (non-refundable) **yes / no** Amount paid: \_\_\_\_\_

For period from: \_\_\_\_\_ to \_\_\_\_\_

Commencement date of full agreement: \_\_\_\_\_

**Agreed Hours**

	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**Fees**

Hourly: \_\_\_\_\_ Weekly: \_\_\_\_\_ Monthly: \_\_\_\_\_

Overtime: \_\_\_\_\_ Weekends: \_\_\_\_\_ Public holidays: \_\_\_\_\_

Fees to include: \_\_\_\_\_  
(Eg meals)

**Charges for Absence**

Charge

Child/parent illness or occasional days off \_\_\_\_\_

Childminder illness or occasional days off \_\_\_\_\_

Childminder annual holiday \_\_\_\_\_ weeks \_\_\_\_\_

Parents annual holiday \_\_\_\_\_ weeks \_\_\_\_\_

**Arrangements for Payment**

Payments to be made: **in advance / in arrears** Payment day: \_\_\_\_\_

Payments to be made: **daily/weekly/monthly** First payment due: \_\_\_\_\_

Notice required for holidays (mutual) \_\_\_\_\_ weeks

Notice required ending contract (mutual) \_\_\_\_\_ weeks  
(or full fee in lieu of notice)

This agreement is subject to review every \_\_\_\_\_ months

---

**Agreements**

Permission for routine outings **Yes / No**

Permission to take child in vehicle **Yes / No**

Permission for application of sun cream **Yes / No**

**\*\*\*You should include any items that you need permission for or to ensure you have made parents aware of a certain subject, for example pets.**

Any other issues to be agreed by the childminder and the parents \_\_\_\_\_

---

---

---

---

I have read and agree to the above arrangements/contract

Childminder: \_\_\_\_\_

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

Parent/Guardian: \_\_\_\_\_

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

A copy of this agreement is to be held by both childminder and Parent

**Review date:** \_\_\_\_\_

## Statement of Purpose Guidance

**Under the Regulation of Care Act 2013 childminders are required to draw up a Statement of Purpose outlining the work they carry out. Below are the relevant sections of the Act in bold and suggestions that you could use to write your statement of purpose. The purpose of the statement is to show how you are going to provide the care, how you are going to safeguard the children in your care ways of dealing with day to day work.**

### **6.c The relevant qualifications and experience of the registered provider and any registered manager**

This would include your name and the number of your own children, the years of experience you have had as a childminder and any relevant qualifications you hold such as NNEB.

### **6.d The number , relevant qualifications and experience of the staff working at the care service**

This would only apply to you if you have an assistant childminder working with you.

### **6.e The age range of service recipients that the care services intends to meet**

This is stated on your certificate ie registered to provide care for ..... number of children age 0-8 years

### **6.i For residential care services, the numbers and sizes of the rooms in the home**

This is the number of rooms you use for example your lounge, conservatory, perhaps a playroom and there is no need to worry about size?

### **6.j For residential care services, the arrangements made for service recipients to engage in social activities, hobbies or interests**

This is all about socialising so here for example you could state that you go out on outings such as walks in the park, go to clubs such as 'Jumping Jacks' or mums and tots any community events etc.

### **6.k The arrangements made for consultation with service recipients and/or their representative about the quality of the care service**

Here you would state how you feed back on the daily activities of the child and you can state that you do this in written format or verbally. So for example: I have a handover verbally at the end of each session with mum/dad/relative/carer etc.

### **6.l The fire precautions and the associated emergency procedures at the care service**

Here you can state that you have smoke alarms fitted on each level of your premises and that you do weekly tests which you record on a fire alarm testing sheet. You could also have listed here that you have fire blankets, and a fire escape plan etc.

### **6.m The arrangements made for dealing with complaints about the service, including those made by staff members about quality of care and service recipient welfare issues**

Here you would state how you would handle a complaint and mention if you receive a complaint how you would keep a written record of it and what you would do if the parent wasn't satisfied with the outcome and how you would refer them to R and I

### **6.n The procedures for the protection and safeguarding of children and details of the arrangements for the storage and administration of medicines at the care service**

Here you should say that you have attended a course regarding child protection and that children will be supervised at all times. Your premises are secure and children are only handed over to authorised persons identified by the parent/carer. If you had any serious concerns about a child you would contact the Social Care Duty Team

### **6.o Details of the arrangements for the storage and administration of medicines at the care service**

Should your child require medication you will be required to complete a form giving permission for me to administer the medicine and again to acknowledge that medication has been given. You also need to state that medicine will be stored according to the instructions on the bottle etc and placed out of reach of children.

**6.p Details of the arrangements for meeting service recipients' health needs**

You also need to state that medicine will be stored according to the instructions on the bottle etc and placed out of reach of children. You also need to state if agreement has been reached that you will administer medication should this be required and further training may need to be undertaken for example how to give a diabetic needle – I would need this training prior to accepting your child. Should your child become ill with an infectious illness for example vomiting and diarrhoea you would explain the exclusion policy.

**Provided are examples and the list may not be exhausted. You may need to add to this in your own words to suit the service that you provide.**

Remember to the date the document and, as with your policies, carry out an annual review; or when a change occurs. Record all reviews