

Childcare Register requirements: childminders and home childcarers

A childcare factsheet

This guidance describes the requirements set out in regulations for both parts of the Childcare Register (compulsory and voluntary).

Age group: Birth–17

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Introduction

This factsheet describes the requirements set out in regulations for both parts of the Childcare Register (compulsory and voluntary). If you choose to be included on either part of the register you must meet these requirements at all times when providing childcare.

The law allows us to carry out inspections to check that providers comply with these requirements.

You will notice we have numbered the requirements. The requirements are not numbered in the regulations document but we have found the numbering a useful reference tool. The documents the inspector will use at your visit will have the same reference numbers.

Welfare of the children being cared for

Req. ref.	Requirement	On which part of the Childcare Register
CR1.1	Childminders and home childcarers must ensure that children receiving childcare are kept safe from harm	Both parts
CR1.2	Every person caring for children is alert to any indications that a child may be suffering from harm.	Compulsory part of the Childcare Register only
CR1.3	Childminders and home childcarers must ensure that they have an appropriate first aid qualification.	Both parts
CR1.5	Childminders and home childcarers must ensure that they do not use corporal punishment.	Both parts
CR1.6	Childminders must ensure that no person caring for children, or living or working on the premises where the childcare is provided, uses corporal punishment.	Both parts
CR1.7	Childminders and home childcarers must ensure that they are present on the premises at all times when childcare is being provided unless for a maximum of two hours per day a childminding assistant is present and the parents of the child have given their consent for the child to be left with the childminding assistant.	Both parts
CR1.10	Childminders must ensure that no person smokes, or consumes or is under the influence of drugs (including medication that may have an adverse effect on the individual's ability to provide childcare) or alcohol: <ul style="list-style-type: none"> ■ on the premises at any time while childcare is provided, or 	Both parts

	<ul style="list-style-type: none"> in the presence of a child receiving childcare. 	
CR1.11	Home childcarers must not smoke, or consume or be under the influence of drugs (including medication that may have an adverse effect on their ability to provide childcare) or alcohol while providing childcare.	Voluntary part of the Childcare Register only
CR1.12	Childminders and home childcarers must be aged 18 or over and childminders must ensure that any person aged under 17 caring for children is supervised at all times by a person who has attained the age of 18.	Both parts
CR1.13	For every six children for whom the childminding is provided, at least one person providing care must have attained the age of 18.	Compulsory part of the Childcare Register only

Arrangements for safeguarding children

CR2.1	Childminders must keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect.	Both parts
CR2.2	Home childcarers must ensure they are familiar with issues of child protection and procedures to safeguard children from abuse or neglect.	Voluntary part of the Childcare Register only
CR2.3	Childminders must ensure that any person having unsupervised contact with children is suitable to be in regular contact with children and an enhanced Disclosure and Barring Service check has been obtained through Ofsted in respect of that person.	Both parts
CR2.4	Childminders must train all staff on the written statement of procedures to be followed to safeguard children from abuse or neglect.	Compulsory part of the Childcare Register only
CR2.5	Childminders must have particular responsibility for ensuring the welfare and safety of the children	Compulsory part of the Childcare Register only
CR2.6	Childminders must attend child protection training to enable them to identify and act on any indications that a child may be suffering from harm.	Compulsory part of the Childcare Register only
CR2.7	Childminders must provide support and guidance in relation to child protection matters to any person who cares for children.	Compulsory part of the Childcare Register only
CR2.8	Childminders must liaise with any local Safeguarding Children Board and Director of Children's Services as appropriate.	Compulsory part of the Childcare Register only

Suitability of persons to care for, or be in regular contact with, children

CR3.1	Childminders must have effective systems to ensure that any person caring for children is suitable to work with children, which must include obtaining an enhanced Disclosure and Barring Service check through Ofsted	Both parts
CR3.2	Childminders must have effective systems to ensure that any person caring for children has sufficient command of the English language to ensure the welfare and safety of the children being cared for.	Compulsory part of the Childcare Register only

Qualifications and training

CR4.1	Childminders must provide, or secure the provision of, any training which is necessary to ensure that all staff have suitable skills and experience to care for children.	Compulsory part of the Childcare Register only
CR4.2	Childminders and home childcarers must have successfully completed a qualification at a minimum of level 2 in an area of work relevant to childcare. Or training in the common core skills as set out in the document 'common core of skills and knowledge for the children's workforce'.	Voluntary part of the Childcare Register only

Suitability and safety of premises and equipment

CR5.1	Childminders must ensure the premises and equipment used for the purposes of the childcare are safe and suitable for that childcare.	Both parts
CR5.2	Childminders must ensure that a child is unable to leave the premises unsupervised.	Compulsory part of the Childcare Register only
CR5.3	Childminders must ensure that a child is unable to leave the premises unsupervised except where the child is aged eight or over and the parent of the child has agreed that they may leave the provision unaccompanied.	Voluntary part of the Childcare Register only
CR5.4	Childminders must ensure that no one can enter the premises without the knowledge of a person who is caring for children on the premises.	Both parts
CR5.5	Childminders must take all necessary measures to minimise any risks to the health or safety of the children	Both parts

	and staff in their care	
CR5.6	Home childcarers must advise parents/guardians/carers of any health and safety risks.	Voluntary part of the Childcare Register only
CR5.7	Childminders must ensure there are suitable facilities for the preparation of food where food is provided.	Compulsory part of the Childcare Register only
CR5.8	Childminders must ensure that any food and drink provided is properly prepared, wholesome and nutritious.	Compulsory part of the Childcare Register only
CR5.9	Childminders must ensure children have access to drinking water.	Compulsory part of the Childcare Register only
CR5.10	Childminders must have a sufficient number of toilet and hand washing facilities suitable for the use of children.	Compulsory part of the Childcare Register only
CR5.11	Childminders must provide access to a secure outdoor space, or where this is not practicable, reasonable arrangements must be made for activities to take place outdoors.	Compulsory part of the Childcare Register only

How the childcare provision is organised

CR6.1	Childminders must make arrangements with other childcare providers or with parents for occasions on which the registered person is not able to provide childcare.	Both parts
CR6.2	Childminders and home childcarers must ensure that children's behaviour is managed in a suitable manner.	Both parts
CR6.4	<p>Childminders and home childcarers must ensure that the childcare is accessible and inclusive by not refusing to provide childcare or treat any child less favourably than another child by reason of the child's:</p> <ul style="list-style-type: none"> ■ race ■ religion ■ home language ■ family background ■ gender, or ■ disability and/or learning difficulty <p>taking all reasonable steps to ensure children with disabilities have access to the premises.</p>	Both parts

Procedures for dealing with complaints

CR7.1	Childminders must have a written statement of procedures to be followed in relation to complaints which relate to the requirements of the Childcare Register and which a parent makes in writing or by email.	Both parts
CR7.2	Childminders must ensure that each complaint is fully investigated.	Both parts
CR7.3	Childminders must keep a written record, for a period of three years, of these complaints including the outcome of the investigation and the action the provider took in response.	Both parts
CR7.4	Childminders must inform the parent who made the complaint (in writing or by email if the parent requests this) of the outcome of the complaint, within 28 days of the date the complaint was made.	Both parts
CR7.5	Childminders must make available to Ofsted, on request, a summary of complaints made in relation to the requirements during the past 12 months and the action that was taken as a consequence.	Both parts
CR7.6	Childminders must produce for Ofsted, on request, a list of such complaints made during the previous three years.	Both parts

Records to be kept

CR8	<p>Childminders must keep records of the following and retain them for a period of two years:</p> <ul style="list-style-type: none"> ■ the name, home address and date of birth of each child who is looked after on the premises ■ the name, home address and telephone number of a parent/guardian/carer of each child who is looked after on the premises ■ a daily record of the names of the children looked after on the premises and their hours of attendance ■ accidents which occur on the premises where childcare is provided ■ any medicine administered to any child who is cared for on the premises, including the date and circumstances and who administered it, including medicine which the child is permitted to self-administer, together with a record of a parent/guardian/carer's consent ■ the name, home address and telephone number of 	Both parts
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	every person living or working on the premises on which childcare is provided (or the part of the premises where the childcare is held, in the case of premises such as community/leisure centres, where only parts of the premises are used for childcare).	
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Providing information to parents

CR9.1	<p>Childminders must make the following information available to parents:</p> <ul style="list-style-type: none"> ■ information about the activities the children will undertake ■ copies of the written statements of safeguarding procedures and complaints procedures. 	Both parts
CR9.3	<p>Childminders and home childcarers must make the following information available to parents:</p> <ul style="list-style-type: none"> ■ information about the registration system for the Childcare Register ■ Ofsted's address. 	Both parts

Providing information to Ofsted

CR10	Childminders must inform Ofsted of changes of circumstance as soon as they can (no later than 14 days after the change occurs).	Both parts
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Changes to premises and provision

CR11	<p>Childminders must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ a change to the address of the premises where they are providing childcare ■ a change in the type of childcare they provide, for example if someone is registered as a childminder and starts to care for a child or children in the home of the child (this is called home childcare). 	Both parts
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Changes to people

CR12.1	<p>Childminders must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ any change to their name, address or telephone number ■ any significant event which is likely to affect their suitability or that of any person caring for children on the premises, such as any offences or orders that may disqualify them. 	Both parts
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CR12.2	<p>Childminders must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ the name, date of birth, address and telephone number of any person aged 16 or over working or living on the premises ■ the name date of birth, address and telephone number of any person working with children. 	Both parts
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Matters affecting the welfare of children

CR13	<p>Childminders must inform Ofsted of the following:*</p> <ul style="list-style-type: none"> ■ any incident of food poisoning affecting two or more children in the provider's care ■ any serious accident or injury to, or the death of any child, while receiving childcare ■ any serious accident or injury to, or the death of, any other person on the premises on which childcare is provided ■ any allegation of serious harm to, or abuse of, a child committed by any person looking after children on the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or by any person, where the allegation relates to harm or abuse occurring on those premises. <p>*Home childcarers are only required to report the above events to Ofsted, if they occur while they are providing childcare.</p>	Both parts
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Insurance

CR14.1	<p>Childminders and home childcarers must be covered by their own insurance in respect of liability which may be incurred for death, injury, public liability, damage or other loss.</p>	Both parts
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Certificate of registration

CR15.1	<p>Childminders must:</p> <ul style="list-style-type: none"> ■ display the certificate of registration in the premises on which childcare is provided ■ display any notice of suspension of registration. 	Both parts
CR15.2	<p>Home childcarers must:</p> <ul style="list-style-type: none"> ■ give a copy of the certificate of registration to a parent on request ■ show any notice of suspension to the parent of each child who is provided with childcare. 	Voluntary part of the Childcare Register only

All registered childminders and home childcare providers must also comply with other relevant legislation including that covering health and safety, disability discrimination, food hygiene, fire and planning requirements.

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