

## **FACTSHEET 29**

### **How to Become a Registered Childminder**

#### **What is Childminding?**

Registered Childminders look after children in the Childminder's own home to provide care for other people's children in a family setting. They have to be inspected and registered by The Care Inspectorate.

Childminders are self employed professional child-carers and take care of their own tax and national insurance contributions. They are not employed by parents but negotiate a contract for their service for which they charge a fee.

It is a viable career option if you are considering entering the childcare field, or transferring skills already gained within another type of childcare provision.

#### **Why should I consider becoming a Childminder?**

Registered Childminding provides you with the opportunity to:

- contribute to children's development and learning
- keep children safe and secure
- run your own business
- work from home
- provide a valuable service for the local community
- develop new skills and qualifications

#### **Who Uses Childminders and Why?**

Parents and carers choose childminders because it offers them the flexibility of service that might be difficult to find in other childcare provision.

#### **How do I become a registered Childminder?**

By law, anyone offering a childcare service in their own home for more than 2 hours a day for children aged under 16 must be registered with The Care Inspectorate.

The registration process involves references, training, a health check and a police check on the Childminder and all other adults over 16 within the

[www.dundee.gov.uk/childcare/childcareinfo](http://www.dundee.gov.uk/childcare/childcareinfo)

[www.families.scot](http://www.families.scot)

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household. The prospective Childminder's home is also inspected to ensure it is a safe and suitable environment for children. View "Registering and Running a Childminding Service: what you need to know" on the Care Inspectorate website: <http://hub.careinspectorate.com/improvement/spotlight-on-improvement-for-children-and-young-people/spotlight-on-childminding/your-childminding-journey/childminding-library/>

Following registration, The Care Inspectorate carries out inspections to monitor standards and premises. Registered Childminders must show how they meet the criteria stated in the National Care Standards for Early Education and Childcare up to the age of 16. You can view these standards online at <http://www.gov.scot/Topics/Health/Support-Social-Care/Regulate/Standards>

### **How long does the registration process take?**

The amount of time it takes to register a Childminder can vary but should not normally take longer than 3 months from the date of receipt of the accurately completed application form. The Care Inspectorate should be able to advise you further on this.

### **What Qualifications do I need?**

At the moment it is not necessary for Childminders to have qualifications. There are advantages to obtaining qualifications, particularly if a long-term career working with children is planned.

### **How many children can I care for as a Registered Childminder?**

Normally, Childminders can care for up to 6 children under the age of twelve at any one time, of whom no more than three are yet to attend primary school and no more than one is aged under 1. This includes the Childminder's own children and will be subject to personal circumstances. The maximum number of children you will be allowed to look after will be stated on your registration certificate.

### **How much will I earn as a Registered Childminder?**

As Childminders are self-employed it is up to you to negotiate your own rates of pay and working conditions. The Scottish Childminding Association (SCMA) produces a guide to pay and conditions for registered childminders that would give an idea of fees being charged by working childminders in each Local Authority area. The guide is provided free to members of the SCMA on an annual basis and is available to non members for a minimum fee.

[www.dundee.gov.uk/childcare/childcareinfo](http://www.dundee.gov.uk/childcare/childcareinfo)

[www.families.scot](http://www.families.scot)

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## **How much will it cost to set up a Childminding business?**

There are many things to pay for in setting up your childminding business. Some of these can include:

- A registration fee
- Cost of start up equipment such as toys, fireguards etc
- Public Liability Insurance
- Business tools, e.g. cashbook and contracts
- First Aid training
- possible alterations to property such as additional fencing and gates

Start up costs will vary depending on your circumstances and could range from between £60 and £200.

## **Are there grants available to help me set up my business?**

Enterprise E-Zone is a business start-up advice and support organisation set up to promote self-employment in Dundee. For more information go to [www.dundee.gov.uk/ezone](http://www.dundee.gov.uk/ezone).

You may also want to contact Business Gateway who can provide you with information about available grants, and information and advice in all aspects of running a business. For more details about services provided by Business Gateway go to:

[www.bgateway.com](http://www.bgateway.com) or email [info@bgateway.com](mailto:info@bgateway.com) or phone 0845 609 6611

## **Who do I talk to about becoming a Registered Childminder?**

The first point of contact in becoming a Registered Childminder is The Care Inspectorate. For details contact: The Care Inspectorate, Compass House, 11 Riverside Drive, Dundee DD1 4NY.

Tel: 01382 207200 or (enquiries) 0345 600 9527, email [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com) or website: [www.careinspectorate.com](http://www.careinspectorate.com)

Once you have registered, you should contact your local Childcare or Family Information Service for an application to add your details to their lists and to have your information displayed on the local area of [www.families.scot](http://www.families.scot).

In Dundee, regular Childminder Vacancy Lists are maintained. This information is accessed by parents and carers looking for childcare and can assist you in

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filling your vacant places. Contact the Children and Families Information Service on 01382 433900 or email [cis@dundeecity.gov.uk](mailto:cis@dundeecity.gov.uk) for an application form to add your details to the Information Service.

You can also contact Wendy Knight, Early Years Development Officer for further assistance regarding free pre-registration training that is on offer prior to registering, and advice once registered - email [wendy.knight@dundeecity.gov.uk](mailto:wendy.knight@dundeecity.gov.uk)

**Guidance for Childminders providing a food service to those in their care**  
For guidance as to whether you will be required to register as a food business operator as a childminder operating from a domestic premises you can find information on this at <https://www.dundeecity.gov.uk/service-area/neighbourhood-services/environment/guidance-for-childminders>

**For further information and advice about becoming a Childminder and membership benefits contact:**

Scottish Childminding Association  
Head Office  
Suite 3, 7 Melville Terrace  
Stirling  
FK8 2ND

Tel: 01786 445377

Email: [information@childminding.org](mailto:information@childminding.org)  
[www.childminding.org](http://www.childminding.org)

A helpline number is also available Monday to Friday 10am to 4pm 01786 449063

**Further Information and Good Practice:**

**Childminding Library:** Whether you are considering childminding as a career or you are an established childminder with years of experience, this is a link to resources that are essential reading as part of your learning and development <http://hub.careinspectorate.com/improvement/spotlight-on-improvement-for-children-and-young-people/spotlight-on-childminding/your-childminding-journey/childminding-library/>

**Your Childminding Journey:** This online resource to support development and learning is designed to help both prospective and practicing childminders identify the knowledge, skills and understanding needed to provide the best outcomes for children. <http://www.childmindingjourney.scot/>

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**My Childminding Experience:** 'My Childminding Experience' showcases good practice in childminding and shows how local authorities and childminders are working together innovatively to support children, including those whose development needs might be better supported within the homely environment a childminder brings: <http://hub.careinspectorate.com/improvement/spotlight-on-improvement-for-children-and-young-people/spotlight-on-childminding/my-childminding-experience/>

For further information/lists about childcare services available in Dundee please go to [www.families.scot](http://www.families.scot) or contact Dundee Children and Families Information Service on [cis@dundeecity.gov.uk](mailto:cis@dundeecity.gov.uk) or telephone 01382 433900.

Information is available on our Dundee pages of the national website where alongside details about childcare services you can also access our Online Directory for further advice, groups, activities and other services available locally and nationally

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