



NICMA – the Childminding Association

CHILDMINDING REGISTRATION GUIDANCE

- To operate a Childminding service in your own home, you **must**, by law, be registered with the Health & Social Care Trust. As a first step contact your local Early Years Team for an enquiry form which you **must** complete and return.
- Please note that relatives wishing to care for their related children are not required to register.
- Prior to applying for registration carry out some local research to see if there is a demand for new childminding places in your area. Useful sources of information include websites such as NICMA - the Childminding Association, www.nicma.org, or the government website www.familysupportni.gov.uk. The Early Years Teams maintain a list of all Registered Childminders and may be able to provide some information regarding supply and demand.
- We recommend that you **DO NOT** give up a current job until you are sure that childminding is a viable option for you and your family.
- You will be required to attend a two hour pre-registration briefing session where the registration and inspection process will be explained and you will have the opportunity to ask questions about every aspect of working as a Registered Childminder. The aim of the briefing session is to help you make a fully informed choice as to whether or not Registered Childminding is right for you.
- After this session, if you wish to proceed, you must complete an application pack. Make sure that you complete all the forms correctly and that all documents requested are provided as soon as possible. Any delays on your part will delay the registration process.
- Access NI applications must be made online. Go to www.nidirect.gov.uk/accessni Queries should be addressed to the Early Years Team.
- When you have completed the application pack, contact your Early Years Team and arrange an appointment for you and any relevant family members to have your ID(s) verified in person. Give the Early Years Team your 10 digit Access NI reference number.
- Once you have done this the Minimum Standards for Childminding and Day Care require you to attend relevant training to provide you with knowledge and information about Health & Safety, Safeguarding Children and an Introduction to Paediatric First Aid. This training is **compulsory** for anyone wishing to register as a childminder.
- You may find it helpful to download a copy of the Minimum Standards which is available on the NICMA website, www.nicma.org, or by using the link to the DHSSPSNI website , www.dhsspsni.gov.uk/early_years_standards_-_july_2012.pdf
- Your local Early Years Team is your first point of contact for any query concerning your registration. However NICMA also have a team of Childminding Development Officers in every Trust area who will be glad to provide support and advice regarding the benefits of NICMA membership – contracts, setting up and promoting your business, insurance etc. Contact details are available on the NICMA website.

CHILDMINDING REGISTRATION CHECKLIST

Use the table below to record your progress

Steps to Registration	Date completed
1. Contact local Trust Early Years Team/submit enquiry form	
2. Attend Pre-Registration Briefing Session	
3. Application, ID checks and online Access NI completed	
4. Training <ul style="list-style-type: none">• Health & Safety• Safeguarding• Paediatric First Aid	
5. Social Worker Assessment of Person and Premises	
6. Certificate of Registration issued	
7. NICMA Membership/Insurance	
8. Register with HMRC/Environmental Health	
9. Paediatric First Aid – full 12 hours to be completed within first year of registration	

Do remember: It is your responsibility to ensure that your registration is proceeding

Contact your Early Years Team for advice if you are unsure of how to progress

USEFUL CONTACTS

NICMA – the Childminding Association: Tel: 028 9181 1015 Website: www.nicma.org	HMRC (Newly Self-Employed Helpline) Tel: 0300 200 3504 Website: www.gov.uk/business-tax/self-employed
ACCESS NI Website: www.nidirect.gov.uk/accessni	Invest NI Go for It Programme Tel: 0800 027 0639 Website: www.goforitni.com
Princes Trust Tel: 02890 745454 Website: www.princes-trust.org.uk	Food Standards Agency Website: www.food.gov.uk (Click on link – “contact your local authority” for a list of local Environmental Health offices)

Please add any contact details relevant to your own registration:

NICMA Childminding Development Officer

Early Years Team

Local Council (To register with Environmental Health)