

STEPS TO REGISTRATION CHECKLIST	SUPPORTING INFORMATION	COMPLETE
Contact your local Family Information Service (FIS) and ask about registering as a childminder.	<a href="#">Register as a childminder in Wales</a>	
Book on to the next Childminder Briefing Session held by your local Family Information Service. PACEY Cymru also deliver briefing sessions via interactive webinar.	<a href="#">PACEY Cymru briefing sessions</a>	
Attend the Childminding Briefing Session.		
Check with your local authority whether funding for training is available.		
Contact PACEY Cymru to enrol on the home-based childcare training in Wales	<a href="#">Home-based childcare training in Wales</a>	
Write the required policies and procedures and your statement of purpose. Some local authorities provide pre-registration support, or you could book on to a pre-registration webinar provided by PACEY Cymru.	<a href="#">Policy Guidance Wales</a> <a href="#">Webinars for Wales</a>	
Take a look at the CIW registration guidance and information for applicants. Create an account using CIW online	<a href="#">CIW register a childcare and play service</a> <a href="#">CIW online</a>	
Download copies of: The National Minimum Standards for Regulated Childcare for Children up to the age of 12 years, The Child Minding and Day Care Regulations (Wales) 2010 (updated 2016) and The Inspection framework and Inspection guide (Annex A) for childcare	<a href="#">Regulations and National Minimum Standards: Child minders</a> <a href="#">Inspection framework and Inspection guide (Annex A) for childcare</a>	
Complete Paediatric First Aid Training and Level 2 Food Safety Training. These courses are often provided by your local FIS team. Training is also available through PACEY Cymru.	<a href="#">Paediatric first aid training</a> <a href="#">Food safety and hygiene for early years settings</a>	
You, and anyone over the age of 16 who lives at the domestic property will need to complete an enhanced Disclosure and	<a href="#">DBS checks in Wales</a>	

<p>Barring Service (DBS). Please contact CIW to arrange this. Once the DBS is complete, we recommend you register with the DBS Update Service within 30 days.</p>	<p><a href="#">CIW Disclosure and Barring Service (DBS) checks</a></p>	
<p>Arrange with your GP for them to fill in your medical reference form. This form needs to be completed near to submission date to ensure it is not out of date.</p>	<p><a href="#">Medical reference childcare and play services</a></p>	
<p>A full service and certificate for your boiler/heating appliances needs to be arranged and will need to be available at the premises assessment.</p>		
<p>Complete your CIW Childminder registration online application.</p>		
<p>Once your application form has been submitted, CIW will request all references. Please inform your referees that they will be contacted, and ask them to confirm to you when they have responded.</p>		
<p>CIW will contact you to arrange for an inspector to visit your home in order to complete a 'premises assessment'. You will have a 'Fit Person Interview' to ensure you are suitable to care for children and that your home is safe and child friendly.</p>	<p><a href="#">CIW guidance for applicants</a></p>	
<p>Apply for the childminder start up grant and PACEY Quality Start Pack (including Business Public Liability Insurance) Contact your Family Information Services for more information.</p>		
<p>Advise your home insurer that you are running a childminding business from home and contact your vehicle insurance to include business use.</p>		
<p>When the inspector is happy that everything is complete and you have confirmed that you have public liability insurance in place, your application will be processed and you will receive your registration certificate from CIW.</p>		
<p>Congratulations on your registration!</p> <p>Contact your Family Information Service to inform them you are ready to start childminding.</p>	<p><a href="#">Newly Registered Childminder Factsheet</a></p>	