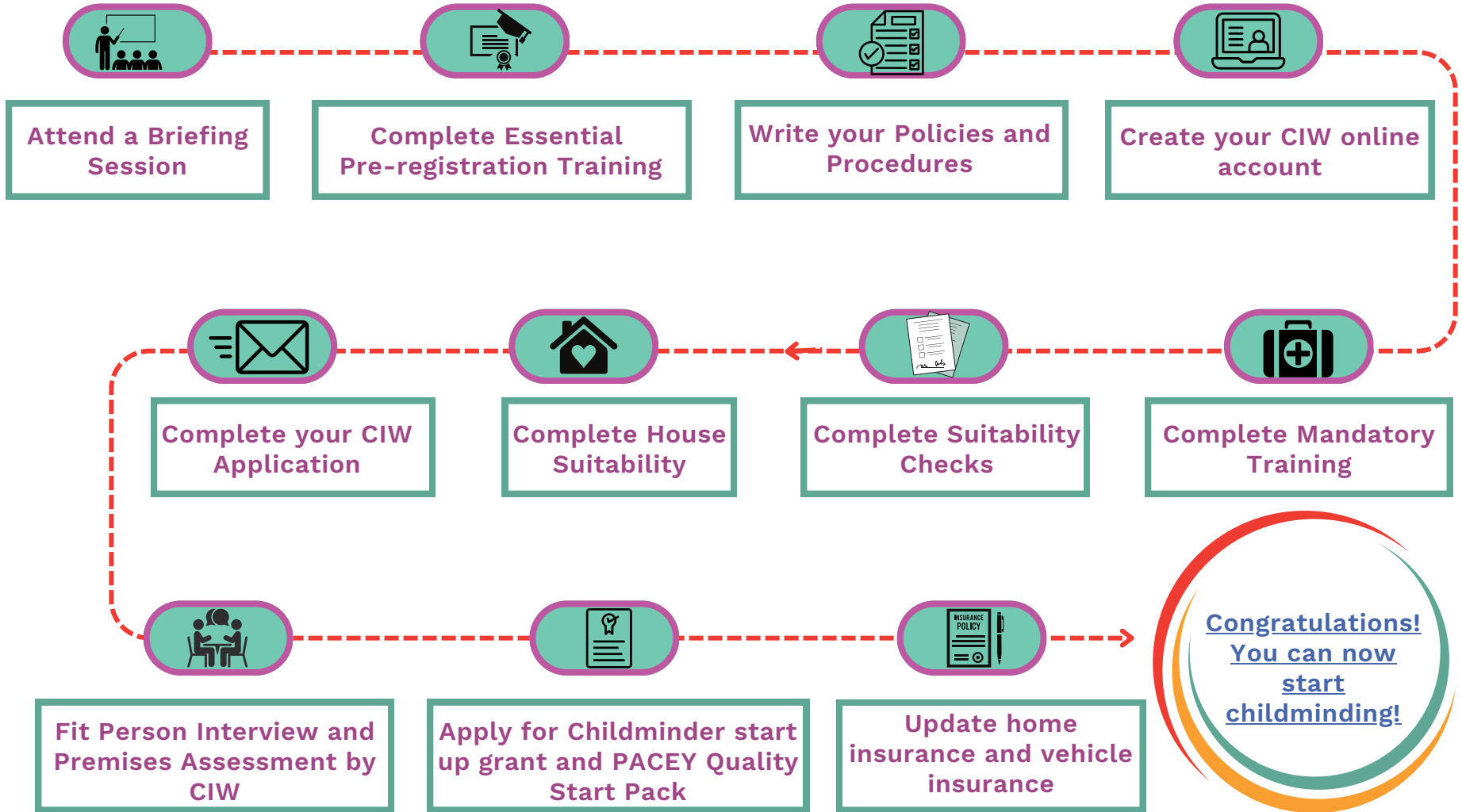


Registration Process

*Click on the icons for further information on each section

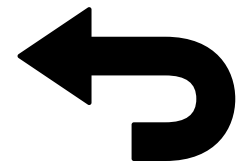


Essential Pre-registration Training

Before applying to become registered you will need to undertake the recommended childminder [pre-registration training](#) for home-based childcare in Wales.

- Check with PACEY Cymru and your local authority whether funding for training is available.
- Refer to the [Social Care Wales qualification framework](#) if you already hold an accepted qualification.
- Contact PACEY Cymru to enrol on the [home-based childcare training in Wales](#).

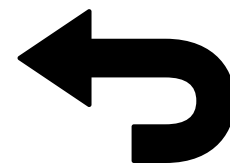
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Policies and Procedures

You will now need to write the required policies and procedures and your statement of purpose.

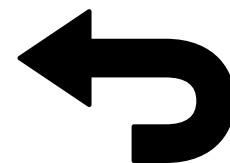
- Some local authorities provide pre-registration support, or you could book on to a [pre-registration webinar](#) provided by PACEY Cymru.
- Further [Policy Guidance](#) available for PACEY Members.
- Have a look at PACEY Cymru's [Tips for writing and reviewing your policies and procedures](#).
- CIW also offer [guidance for compiling your Statement of Purpose](#).



Creating your CIW Online Account

Your next step is to start creating your CIW Online Account. Begin by taking a look at the [CIW registration guidance and information for applicants](#).

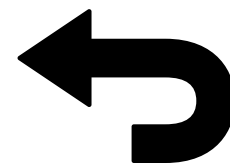
- Create an account using [CIW Online](#).
- Download copies of:
 - [National Minimum Standards for Regulated Childcare for children up to the age of 12 years](#).
 - [The Child Minding and Day Care Regulations \(Wales\) 2010 \(updated 2016\)](#).
 - [The Inspection framework and Inspection guide \(Annex A\) for childcare](#).



Mandatory Training

There is some mandatory training that you will be required to complete before you can become a childminder. These courses are often provided by your local Family Information Service (FIS) team. Level 2 Food Safety Training is also available through PACEY Cymru.

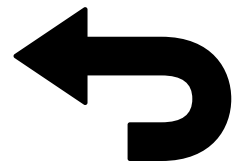
- You will need to complete [Paediatric first aid training](#). This will need to be kept up to date and renewed every 3 years.
- You will need to complete Safeguarding Training Group A, B and C. PACEY has more information about the [Safeguarding training requirements](#).
- Although it is not mandatory, it is encouraged to complete Level 2 Food Hygiene Training. PACEY do offer a [Food safety and hygiene for early years settings](#) course.



Suitability Checks

Before you submit your application to CIW you will need to undergo some suitability checks. This will include DBS checks, Medical References and a Social Services Declaration.

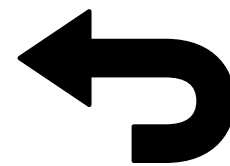
- You, and anyone over the age of 16 who lives at the domestic property will need to complete an enhanced Disclosure and Barring Service (DBS). Please contact CIW to arrange this. Once the DBS is complete, we recommend you register with the DBS Update Service within 30 days.
- Arrange with your GP for 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.
- You will also need to complete your Social Services Consent Form.
- You will need to supply the names and addresses of two individuals to be your references. They must be able to provide a reference as to your competence to care for children under 12 years of age. One must be your current or most recent employer. Your references cannot be related to you. You must now submit your references before you submit your application. You will not be able to submit your application until CIW has received both your references.



House Suitability

You will need to ensure your house is suitable for childminding.

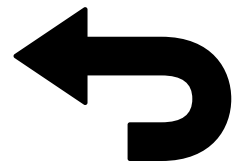
- You will be required to submit a [floor plan of your home](#) with measurements. CIW has guidance for completing this.
- You will be required to complete Risk Assessments on all areas of your property that you plan on using for childminding, both inside and outside. PACEY Cymru has support available for [Writing your Risk Assessments](#).
- You will also need to prepare a [Fire Risk Assessment](#) in line with the [Fire Safety Guidance for childminding](#).
- A full service and certificate for your boiler/heating appliances needs to be arranged.
- You will also require a Log burner check and Landlord Permission if applicable.



Completing your CIW Application

You will now need to complete your [online CIW Application](#).

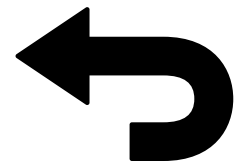
- PACEY Cymru provide [supporting webinars](#) to help you complete your CIW Application.
- CIW have [support and guidance](#) to help you complete your application.
- In addition, PACEY Cymru also have [guidance](#) to support you.



Fit Person Interview and Premises Assessment by CIW

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. CIW will contact you to arrange for an inspector to visit your home in order to complete a 'premises assessment'.

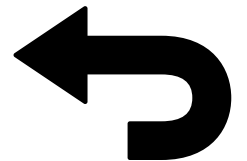
- Please also refer to the [CIW registration guidance and information for applicants](#) paying particular attention to Annex 5 of the Guide to Registration.
- It can be useful to read back through your suitability questions that you submitted with your application.



Childminder Start up Grant and PACEY Quality Start

After you have completed your Home Inspection, you will need to apply for the childminder start up grant and PACEY Quality Start Pack (including Business Public Liability Insurance).

- PACEY Cymru has different [Membership options](#) available.
- Contact your Family Information Services for details of any local funding and support.

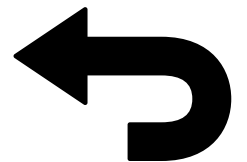


Update home insurance and vehicle insurance

Advise your home insurer that you are running a childminding business from home and contact your vehicle insurance to include business use. You will need to ensure you have arranged Public Liability Insurance. However, this is included in your PACEY Membership and Quality Start.

Congratulations on your registration!

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.



About PACEY

PACEY is the Professional Association for Childcare and Early Years. Formed in 1977, we are a charity dedicated to supporting everyone working in childcare and early years to provide high quality care and early learning for children and families.

We provide training, practical help and expert advice to practitioners working throughout England and Wales.

Our mission is to support everyone working in childcare and early years to provide high quality services, information and advice for children, their families and carers.

About PACEY Cymru

PACEY Cymru is an integral part of PACEY providing a dedicated service in Wales for our members, all other childminders and our partners, including local authorities, the Welsh Government and their statutory agencies. PACEY Cymru receives core funding from the Welsh Government to enable home-based childcare to contribute to the Welsh Government's strategy, plans and programmes. Many of the services provided by PACEY Cymru are therefore underpinned by Welsh Government funding.

PACEY Cymru has long recognised the importance of training and quality improvement in raising standards of childcare and education provided by early years and childcare professionals in Wales and offer a range of flexible products and services that are designed to meet local need.

