

Transitioning from childminding to nursery/day care

*Are you thinking of expanding your business from childminding to nursery?
There are some things you might want to consider before or during the process.*

Sufficiency

It is a good idea to find out what other providers there are in the area that you are thinking of expanding in to. Is there a need for additional childcare in the area?

Find out where you can advertise locally to promote your business. This will help you begin to build up a waiting list of families who will potentially need childcare. It will also guide you towards the number of staff you may need to initially employ.

Day care Registration

To register as childcare on non-domestic premises, you must apply to register online at <https://online.ofsted.gov.uk/onlineofsted/default.aspx>

- You will need to sign up to the government gateway account to communicate securely with Ofsted. Here you will find application forms and guidance notes. All applicants connected with the application must complete a DBS check online. If you would like to join the update service, you must do so within 30 days from the date the DBS number was issued.
- For more detailed information on registering as childcare on non-domestic premises, please refer to the Early Years and Childcare Registration Handbook. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/650103/EY_and_childcare_reg_handbook.pdf. Here you will find more detailed information about what you need to do, and what Ofsted expect from you as a provider. Annex C of this document provides a chart which details the requirements which must be met at all times by those registering to providing childcare.
- Planning permission to operate your business from the premises you have identified will need to be sought from your local district council planning department.
- Ofsted aim to register applicants for childcare provision within 25 weeks.
- Once you have completed your registration form with Ofsted, they will begin to complete the checks on individuals within the organisation and will contact you to arrange a visit to the premises.

Staffing

You will need to consider the following when appointing staff

- As a day care or pre-school setting, you must appoint a manager who is level 3 qualified with at least 2 years' experience of working in an early years setting. There must be a named deputy who is capable and qualified to take charge in the manager's absence.
- The member of staff who will be in charge of the baby room must have suitable experience of working with children under two.
- To check staff qualifications and if they are relevant in an early years setting, go to www.gov.uk/guidance/early-years-qualifications-finder. You will find a full list of early years qualifications accepted in an early years setting.

- When employing staff you will need to follow the Safer Recruitment Guidance. More information can be found at www.nottinghamshire.gov.uk/nscb - guidance for safe recruitment. An application form should be completed by all candidates and short listed against the job description. References should be gained prior to interview for all shortlisted candidates, where possible. Interviews should be conducted in the same manner for all candidates, and the same scoring system used for everyone. An offer of employment can be placed once suitability checks such as DBS, right to work in the UK, and qualifications are checked for the suitability for working in an early years settings.

Early Years statutory guidance

- When reading through the statutory guidance, you will find some differences in requirements for childminders as opposed to group provision such as day care or pre-school. It is advisable to read through these and start to think about how you will implement these changes in your new premises.
- There must be access to an outdoor play area every day, if this is not possible, outdoor activities should be planned and taken on a daily basis. When looking at new premises, you should consider how you will ensure all children will access the outdoors.
- All staff involved in preparing and handling food must have a food hygiene certificate. This might be something you check for during recruitment, or plan into staffs inductions.
- All staff must receive induction training which should include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues.
- Ensure you are aware of all the “musts” that need to be put in place in the setting to ensure you are meeting the safeguarding and welfare requirements.
- To support you with the writing of your policies, you may want to join an organisation such as NDNA, childcare.co.uk, Pre-school Learning Alliance etc. You will find they provide many resources that will support you in meeting the requirements in the guidance.
- Ratios are different to those you will have been working to as a childminder. Make sure you are clear of the differences in ratios in a group setting and the qualification requirements.

Training

You should consider setting yourself a budget for staff training. The amount of money you allocate to this will depend on how many staff you have, the compulsory training they all need, and how much you can afford to set aside for their further personal development.

You can check on www.nottinghamshire.gov.uk and search childcare training to see what is available each term. You can also request in house training or bespoke training to meet the specific needs of your setting and staff.

HMRC

- Check the HMRC website for the up to date living wage rate. You will find information on how much you should pay staff, depending on their age. There is also information about statutory sick pay and statutory maternity pay, which you will need to consider once you become an employer.
- Check how to set up a workplace pension. There is a tool to support employers through this process. For more information go to www.workplacepensions.gov.uk

- Visit the childcare choices website for information about the different types of funding and tax free childcare for parents. This will help you to understand all the different options available to parents, and enable you to provide them with the correct information. Signpost parents to this website to access their codes for 30 hrs funding.

Networks

There are networks available for you to access through Nottinghamshire County Council. You will be able to network with other managers and SENCOs, and talk to them about running an early years provision. A provider briefing is also held once a term. This will give you up to date information about both local and national topics.