

Annex C: Registration requirements for the Childcare Register

The table below describes the requirements for childcare as set out in regulations for both parts of the Childcare Register (compulsory and voluntary). Where requirements are common across all types of providers, these are recorded across the table and where a requirement does not apply this is indicated by N/A. Applicants wishing to be included on either part of the register must meet these requirements at all times when providing childcare.

Childminders and home childcarers			Childcare providers on non-domestic or domestic premises	
Ofsted ref	Requirement	Which part of the Register	Requirement	Which part of the Register
CR1.1	Childminders/home childcarers/the registered person must ensure that children receiving childcare are kept safe from harm.			Both parts
CR1.2	Every person caring for children is alert to any indications that a child may be suffering from harm.	Compulsory	The registered person must ensure that every person caring for children is alert to any indications that a child may be suffering from harm.	Both parts
CR1.3	Childminders and home childcarers must ensure that they have an appropriate first aid qualification.	Both parts	The registered person must ensure that at least one person caring for children has an appropriate first aid qualification.	Both parts
CR1.4	Childminders/home childcarers/the registered person must ensure that they do not use corporal punishment.			Both parts
CR1.5	The registered person must ensure that no person caring for children, or living or working on the relevant premises where childcare is provided, uses corporal punishment.	Both parts	The registered person must ensure that no person caring for, or in regular contact with, children, or living or working on the relevant premises where childcare is provided, uses corporal punishment.	Both parts
CR1.6	Childminders and home childcarers must ensure that they are present on the premises at all times when	Both parts	N/A	

	childcare is being provided, unless for a maximum of two hours per day a childminding assistant is present and the parents or carers of the child have given their consent for the child to be left with the assistant.			
CR1.7	N/A		The registered person must ensure that a sufficient number of persons is present at all times on the relevant premises to ensure the safety and welfare of the children for whom the childcare is provided. At least one person must be the provider, manager, or a person who works for the provider caring for the children.	Both parts
CR1.8	N/A		The registered person must ensure that there is no fewer than one person caring for every 30 children.	Compulsory
CR1.9	Childminders/the registered person must ensure that neither they or any other person smokes, or consumes or is under the influence of drugs (including medication that may have an adverse effect on the individual's ability to provide childcare) or alcohol in or on the relevant premises at all times while childcare is provided, when children are or about to be present, or in the presence of a child receiving childcare.			Both parts
CR1.10	Home childcarers must not smoke, or consume or be under the influence of drugs (including medication that may have an adverse effect on their ability to provide childcare) or alcohol while providing childcare.	Voluntary	N/A	
CR1.11	The registered person must be aged 18 or over and ensure that any person aged under 17 caring for children is supervised at all times by a person aged 18 or over.	Both parts	The registered person must ensure that any person aged under 17 caring for children is supervised at all times by a person aged 18 or over.	Both parts

CR1.12	For every six children for whom the childminding is provided, at least one person providing care must be aged 18 or over.	Compulsory	N/A	
Arrangements for safeguarding children				
CR2.1	Childminders must keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect.	Both parts	The registered person must keep and implement a written record of policies and procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect.	
CR2.2	Home childcarers must ensure that they are familiar with issues of child protection and procedures to safeguard children from abuse or neglect.	Voluntary	N/A	
CR2.3	Childminders must ensure that any person having unsupervised contact with children is suitable to be in regular contact with children and an enhanced Disclosure and Barring Service check has been obtained through Ofsted in respect of that person.	Both parts	The registered person must ensure that no individual who is unsuitable to work with children has unsupervised access to a child receiving childcare.	Both parts
CR2.4	Childminders/the registered person must train all staff on the written statement of procedures to be followed to safeguard children from abuse or neglect			Compulsory
CR2.5	Childminders must have particular responsibility for ensuring the welfare	Compulsory	The registered person must designate a lead practitioner to have particular responsibility for ensuring the welfare and safety of the children.	Compulsory

	and safety of the children.		The lead practitioner must be the provider, the manager or any person who cares for children.	
CR2.6	Childminders must attend child protection training to enable them to identify and act on any indications that a child may be suffering from harm.	Compulsory	The lead practitioner must be responsible for ensuring the safety and welfare of children. They must attend child protection training to enable them to identify and act on any indications that a child may be suffering from harm.	Compulsory
CR2.7	Childminders must provide support and guidance in relation to child protection matters to any person who cares for children.	Compulsory	The lead practitioner must be responsible for ensuring the safety and welfare of children. They must provide support and guidance in relation to child protection matters to any person who cares for children.	Compulsory
CR2.8	Childminders must liaise with any local Safeguarding Children Board and Director of Children's Services as appropriate.	Compulsory	The lead practitioner must liaise with any local Safeguarding Children Board and Director of Children's Services as appropriate.	Compulsory
Suitability of persons to care for, or be in regular contact with children				
CR3.1	Childminders must have effective systems to ensure that any person caring for children is suitable to work with children. This must include obtaining an enhanced Disclosure and Barring Service check through Ofsted.	Both parts	The registered person must have effective systems to ensure that they, the manager and any person caring for, or in regular contact with, children and any person who lives or works on the premises where childcare is provided (including on a voluntary basis) is suitable to work with children. This must include obtaining an enhanced Disclosure and Barring Service check through Ofsted.	Both parts
CR3.2	Childminders must have effective systems to ensure that any person caring for children has sufficient	Compulsory	The registered person must have effective systems to ensure that the registered person, the manager and any person caring for, or in regular	Compulsory

	command of the English language to ensure the welfare and safety of the children being cared for.		contact with, children has a sufficient command of the English language to ensure the welfare and safety of the children being cared for.	
Qualifications and training				
CR4.1	Childminders/the registered person must provide or secure the provision of any training that is necessary to ensure that all staff have suitable skills and experience to care for children.			Compulsory
CR4.2	Childminders and home childcarers must have successfully completed a qualification at a minimum of level 2 in an area of work relevant to childcare, or training in the common core skills.	Voluntary	The registered person must ensure that at least one person has successfully completed a qualification at a minimum of level 2 in an area of work relevant to the childcare, or training in the common core skills.	Voluntary
Suitability and safety of premises and equipment				
CR5.1	Childminders must ensure the relevant premises and equipment used for the purposes of the childcare are safe and suitable for that childcare.	Both parts	The registered person must ensure that the relevant premises, including overall floor space, outdoor spaces and equipment used for the purposes of the childcare are safe and suitable for that childcare.	Both parts
CR5.2	Childminders must ensure that a child is unable to leave the relevant premises unsupervised.	Compulsory	The registered person must ensure that a child is unable to leave the relevant premises without a person who is caring for children on those premises becoming aware of the child leaving.	Compulsory
CR5.3	Childminders must ensure that a child is unable to leave the relevant premises unsupervised except where the child is aged eight or over and the	Voluntary	The registered person must ensure that a child is unable to leave the relevant premises unsupervised except where the childcare is open-access childcare, or where the child is aged eight	Voluntary

	parent of the child has agreed that they may leave the provision unaccompanied.		or over and the parent of the child has agreed that they may leave the provision unaccompanied.	
CR5.4	Childminders/the registered person must ensure that no one can enter the relevant premises without the knowledge of a person who is caring for children on the relevant premises.			Both parts
CR5.5	Childminders/the registered person must take all necessary measures to minimise any risks to the health or safety of the children and staff in their care.			Both parts
CR5.6	Home childcarers must advise parents/guardians/carers of any health and safety risks.	Voluntary	N/A	
CR5.7	Childminders/the registered person must ensure that there are suitable facilities for the preparation of food where food is provided.			Compulsory
CR5.8	Childminders/the registered person must ensure that any food and drink provided is properly prepared, wholesome and nutritious.			Compulsory
CR5.9	Childminders/the registered person must ensure that children have access to drinking water.			Compulsory
CR5.10	Childminders/the registered person must have a sufficient number of toilet and hand-washing facilities suitable for the use of children.			Compulsory
CR5.11	Childminders/the registered person must provide access to a secure outdoor space, or where this is not practicable, reasonable arrangements must be made for activities to take place outdoors.			Compulsory
How the childcare provision is organised				
CR6.1	Childminders/the registered person must make arrangements with other childcare providers or with parents for occasions on which the childminders/registered person is not able to provide childcare.			Both parts
CR6.2	Childminders/the registered person must ensure that children's behaviour is managed in a suitable manner.			Both parts
CR6.3	Childminders/the registered person must ensure that the childcare is accessible and inclusive by not refusing to provide childcare or treat any child less favourably than another child by reason of the child's:			Both parts

	<ul style="list-style-type: none"> ■ race ■ religion ■ home language ■ family background ■ gender ■ disability and/or special educational needs. <p>Childminders/the registered person must take all reasonable steps to ensure that disabled children have access to the relevant premises.</p>	
Procedures for dealing with complaints		
CR7.1	Childminders/the registered person must have a written statement of procedures to be followed in relation to complaints which relate to the requirements of the Childcare Register and which a parent makes in writing or by email.	Both parts
CR7.2	Childminders/the registered person must ensure that each complaint is fully investigated.	Both parts
CR7.3	Childminders/the registered person must keep a written record, for a period of three years, of these complaints including the outcome of the investigation and the action the provider took in response.	Both parts
CR7.4	Childminders/the registered person must inform the parent who made the complaint (in writing or by email if the parent requests this) of the outcome of the complaint, within 28 days of the date of the complaint was made.	Both parts
CR7.5	Childminders/the registered person must make available to Ofsted, on request, a summary of complaints made in relation to the requirements during the past 12 months and the action that was taken as a consequence.	Both parts
CR7.6	Childminders/the registered person must produce for Ofsted, on request, a list of complaints made during the previous three years.	Both parts

Records to be kept			
CR8	Childminders/the registered person must keep records of the following and retain them for a period of two years: <ul style="list-style-type: none"> ■ the name, home address and date of birth of each child who is looked after on the relevant premises ■ the name, home address and telephone number of a parent/guardian/carer of each child who is looked after on the relevant premises ■ a daily record of the names of the children looked after on the relevant premises and their hours of attendance ■ accidents which occur on the relevant premises where childcare is provided ■ any medicine administered to any child who is cared for on the relevant premises, including the date and circumstances and who administered it, including medicine which the child is permitted to self-administer, together with a record of a parent/guardian/carer's consent ■ the name, home address and telephone number of every person living or working on the relevant premises on which and when childcare is provided (or part of the premises where the childcare is held, in the case of premises such as community/leisure centres, where only parts of the premises are used for childcare). 		Both parts
Providing information to parents			
CR9.1	Childminders/the registered person must make the following information available to parents: <ul style="list-style-type: none"> ■ information about the activities the children will undertake ■ copies of the written statements of safeguarding procedures and complaints procedures. 		Both parts
CR9.2	N/A	The registered person must make the following information available to parents:	Voluntary

		<ul style="list-style-type: none"> ■ a statement to tell parents that the childcare is open access. 	
CR9.3	<p>Childminders, home childcarers and the registered person must make the following information available to parents:</p> <ul style="list-style-type: none"> ■ information about the registration system for the Childcare Register ■ Ofsted's address. 		Both parts
Providing information to Ofsted			
CR10	<p>Childminders/the registered person must inform Ofsted of changes to circumstance as soon as possible and no later than 14 days after the change occurs.</p>		Both parts
Changes to premises and provision			
CR11	<p>Childminders/the registered person must inform Ofsted of any change:</p> <ul style="list-style-type: none"> ■ to the registered address where Ofsted sends all legal documents ■ to the address of any premises where they are providing childcare ■ in the type of childcare they provide. For childminders for example, if someone is registered as a childminder and starts to care for a child or children in the home of the child, thereby becoming a home childcarer. For non-domestic/domestic providers, a change to the days and hours that children are cared for. 		Both parts
Changes to people			
CR12.1	<p>Childminders/the registered person must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ any change to their name, address or telephone number 		Both parts

	<ul style="list-style-type: none"> ■ any significant event that is likely to affect their suitability or that of any person caring for children on the relevant premises, such as any offences or orders that may disqualify them ■ the name, date of birth, address and telephone number of any person aged 16 or over working or living on the premises where and when childcare is provided. This does not apply to the non-domestic premises under the 50% rule unless those persons are connected to the provision of childcare. 		
CR12.2	N/A	<p>The registered person must inform Ofsted of:</p> <ul style="list-style-type: none"> ■ the appointment of a new manager of childcare on domestic or non-domestic premises ■ changes to the nominated individual. 	Both parts
CR12.3	N/A	<p>Where the main purpose is childcare, the registered person must inform Ofsted of:</p> <ul style="list-style-type: none"> ■ the name, date of birth, address and telephone number of any partner, director, senior officer or other member of the governing body. 	Compulsory
Matters affecting the welfare of children			
CR13	<p>Childminders/the registered person must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ any incident of food poisoning affecting two or more children in the provider's care ■ any serious accident or injury to, or the death of, any child while receiving childcare ■ any serious accident or injury to, or the death of, any other person on the relevant premises on which childcare is provided ■ any allegation of serious harm to, or abuse of, a child committed by any person looking after 		Both parts

	<p>children on the relevant premises (whether that allegation relates to harm or abuse committed on the relevant premises or elsewhere), or by any person, where the allegation relates to harm or abuse occurring on those relevant premises.</p> <p>Note: Home childcarers are only required to report the above events to Ofsted if they occur while they are providing childcare.</p>			
Insurance				
CR14.1	Childminders and home childcarers must be covered by their own personal liability insurance, which may be incurred for death, injury, public liability, damage or other loss.	Both parts	The registered person must be covered by liability insurance, which may be incurred for death, injury, public liability, damage or other loss.	Both parts
Certificate of registration				
CR15.1	<p>Childminders/the registered person must:</p> <ul style="list-style-type: none"> ■ display the certificate of registration in the relevant premises on which childcare is provided ■ display any notice of suspension of registration. 			Both parts
CR15.2	<p>Home childcarers must:</p> <ul style="list-style-type: none"> ■ give a copy of the certificate of registration to a parent on request ■ show any notice of suspension to the parent of each child who is provided with childcare. 	Voluntary	N/A	

All registered childcare providers must also comply with other relevant legislation including that covering health and safety, disability discrimination, food hygiene, fire and planning requirements.

Annex D: Who Ofsted checks

Provision type	Persons checked
Childminder	Applicant (the registered person).
	Every person aged 16 and over living on the premises.
	Every person aged 16 and over working on the premises during any time that childcare is being provided including volunteers.
	If applying to operate under the 50% of the time rule on non-domestic premises, every person looking after children where the childminding is being provided.
Home child carers Voluntary Register only (such as nannies)	Applicant (the registered person).
Childcare on domestic premises	Applicant (the registered person).
	Every person aged 16 and over living on the premises.
	Every person aged 16 and over, including managers and volunteers, working on or due to work on the premises during any time that childcare is being provided.
	If applying to operate under the 50% of the time rule on non-domestic premises, every person looking after children where the childcare is being provided.
Childcare on non-domestic premises	Applicant (the registered person).
	Nominated individual. This is the person who is responsible for dealing with matters relating to the applicant's application for registration, the subsequent registration and oversees (either alone or jointly with others) the management of the early years provision.
	Where the applicant is a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, every person who is a partner, or a director, secretary and other officer(s) or member(s) of the governing body.
	Where the applicant is a partnership, body corporate or unincorporated association whose sole or main purpose is not childcare , the nominated individual.