

AT HOME CHILDCARE SERVICE Information Pack, May 2019

The At Home Childcare Service is a scheme created by the Family Information Service, bringing together qualified, Ofsted registered childcarers and people who are looking for flexible care for their children in their own homes, ie;

- Parents working shifts or unsociable hours
- Occasional or emergency childcare needs
- Parents studying or training in the evenings or at weekends
- Children of different ages who all need looking after at home
- Children with a disability or medical needs requiring homecare

To become an At Home Childcarer

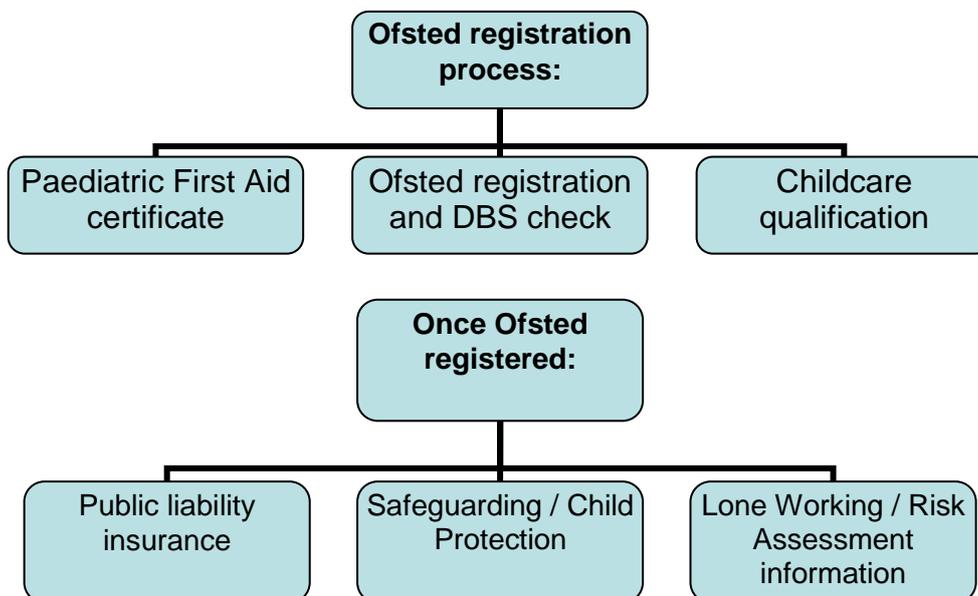
- You must have a childcare qualification at Level 2 or equivalent (Applicants without a suitable qualification must demonstrate, at interview, that they have extensive experience in childcare.)
- You must be a Brighton & Hove resident
- You must have at least one weekday a week, available for work

Benefits of becoming an At Home Childcarer

You can make a real difference to the lives of parents and children by using your skills and experience to offer a professional home childcare service. Benefits for you include:

- Working hours to suit your lifestyle
- Access to job opportunities, directly with families and through the council
- Competitive and flexible rates of pay - the amount you earn is negotiable between you and each family you work with, or at a published council scale
- Training (as required: free, subsidised and requiring payment) and ongoing support

Step by step guide to becoming an At Home Childcarer



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Is At Home Childcare for me?

At Home Childcare is a very specific type of childcare and does not suit everyone. It is similar in some ways to being a Childminder or a Nanny, but only similar; it is not the same. It is very different to working in a Nursery or other group setting!

At Home Childcarer role description

- To provide home based childcare for parents/carers in employment, education or training
- To provide respite and support care to families where their child has a disability or additional needs
- To be responsible for those in their care and manage children's behaviour in a manner suitable to their age and development
- To be mindful of the family home as their workplace
- To undertake tasks agreed with the parent/carers, in relation to the care of the child/ren

Additionally, home childcarers should:

- Be self-motivated and reliable in their approach to home childcaring
- Be available for work on a flexible basis to meet the varying needs of the families
- Be able to establish rapport and build good relationships with families
- Have good communication skills, including literacy and the ability to carry out basic administration.
- Have basic cooking skills
- Be willing to undertake additional training, if and when required
- Be willing to take part in the evaluation of the service by FIS, as required

The requirements you need to follow when you register with Ofsted to look after children, can be found here;

<https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-requirements#nannies>

All registered childcare providers must follow any relevant legislation, including laws about health and safety, disability discrimination, food hygiene, fire and planning requirements.

PLEASE TAKE SOME TIME TO THINK ABOUT WHETHER THIS ROLE IS RIGHT FOR YOU.

Some of the questions you should ask yourself when thinking about At Home Childcare are:

- Do I enjoy looking after children? Would I enjoy planning activities for them?
- Would I enjoy doing this on my own?
- Would I enjoy working with parents to ensure I deliver a good service?
- Would I be able to talk to parents about problems or concerns about their children?
- Would I feel comfortable working in someone else's home?
- Do I feel capable of respecting the individual needs of children who have different families, ethnic and cultural backgrounds to my own?
- Am I interested in caring for children with additional needs, such as children with a disability or behaviour difficulty?
- Would I like to work directly with parents? Would I be happy to complete all the paperwork involved?
- What hours am I prepared to work? Am I willing to offer flexible working hours?
- What effect will it have on my family or other commitments such as work or study?

Before I start - Is it expensive to get started?

- **Childcare course** £30 fee, if required (council subsidy via FIS)
- **Paediatric First Aid** £70-£100 fee, if required (depending on provider)
- **Ofsted** £103 annually (free for the first year via FIS)
- **DBS** £52 (free via FIS) and £13 annual update service
- **Insurance** £70 approx annual fee (free for the first year via FIS)
- **Safeguarding training** Free course via FIS, provided by the council
- **Lone Working & Risk Assessment information** – Free from FIS

What support does FIS offer?

Contact the Family Information Service - the Childcare Brokerage Officer, the manager and the team - if you have any queries. In addition, we offer;

- An online profile at www.familyinfobrighton.org.uk We promote your vacancies and will pass your details to families looking for childcare.
- Networking Sessions are held 3 times a year, for all home childcarers to attend to network, share and support each other.
- Newsletters are emailed 3 times a year, to update and advise home childcarers on upcoming information such as training dates, legislative changes and so on.

Once I am registered

How many children can I look after?

You will not be registered for a set number of children, however you should always consider what is an appropriate limit to you providing a safe and professional childcare service.

You are limited to looking after children from no more than 2 families at any one time. (To look after children from 3 or more families, you must register as a Childminder.)

Is there financial support?

Once registered some council-run training courses may be subsidised or even free. Other childcare related training may be funded on a discretionary basis relating to the needs of a specific childcare role you wish to undertake.

Can I offer Government funded places for 3 and 4 year olds?

No. This is a childcare role as opposed to a nursery education role.

Can I take childcare vouchers from the parents employer?

Yes, as a registered home childcarer, you can take these. You need to liaise directly with parents and the company involved.

These vouchers are being phased out and replaced by Tax Free Childcare, which you can also accept. Information can be found here;

<https://www.childcarechoices.gov.uk/providers/>

Market Research and Business Planning Top Tips

A useful 'task' even before starting any At Home Childcare work is to consider the following questions. Many of your answers will form the basis of your written profile, promoting yourself to parents.

Thinking about what childcare services are already on offer in your area and what parent's childcare requirements are, will help you decide what kind of service you will provide and if there are any gaps in the market.

About you

- How confident are you about setting up and running your own business and dealing with parents, professionals, HMRC, etc
- What are your strengths and weaknesses?
- How will this new work affect your current working / life pattern and your family?
- What earnings expectations do you have?

About your location

- How far will you travel, within Brighton & Hove, as an At Home Childcarer?
- Who is your competition?
- How many childminders and other childcare providers operate in your area? (ie. nurseries, schools, playgroups, out of school clubs, nannies - FIS can help with this.)
- What services are childminders and day care providers offering in your area? What can you offer that's different and better?
- What range of childcare services do parents in your area need? (Baby care, toddler care, out of school hours, overnight, full days / half days, children with additional needs, early / late opening hours, weekends ?)

Business Planning

- What services will I offer?
- What fees will I charge? What guidance/help is available?
- How many children do I want to look after? What ages?
- What days / times do I want to run my service?
- Do I want to work with other people? Could I meet up with other childcarers?
- What equipment will I need? What financial assistance is available?
- What location am I going to target? How will this fit in with my current lifestyle?
- What legislations and regulations will I have to meet?
- What training will I need to do - initially and ongoing? What costs are involved?
- What contingency plans are in place if I have to stop home childcaring for any length of time?

The importance of setting up a working relationship with parents, using a written agreement – things to consider and include:

- Settling-in charges, ongoing fees, method of payment, extra charges
- Deposits, notice, review of working arrangement.
- Leave arrangements – holidays, paid/unpaid leave. (Also consider unusual/ emergency/ compassionate leave circumstances such as bereavement, family accident/illness.)
- Care of unwell children and/or with ongoing additional needs, possibly requiring medicines, special diets, procedures and involvement with other professionals
- Signed parental permissions
- Agreed duties and responsibilities

IMPORTANT: Families will be influenced by the 'whole package' so be clear on what you are offering before you start thinking of advertising and producing promotional materials.

How to promote yourself

- Family Information Service – our work with parents and professionals such as Health Visitors and Social Workers can be a main source of job opportunities.
- Websites – there are several parent, childcare and job related sites you can advertise on.
- School premises – speak to local schools to see if they can inform parents of your service.
- Word of mouth – with parents and at other childcare providers.
- Badges/uniform – we do not require you to identify yourself as an At Home Childcarer but some childcarers prefer to create their own identity through business cards, name badge or printed clothing.

Useful information in creating and maintaining your childcare business

The city council website has information on where you can find help, advice and interactive tools on running a childcare business. Go to <https://www.brighton-hove.gov.uk/content/children-and-education/early-education-and-childcare-professionals/setting-a-new-childcare>

The HMRC website has information on being a sole trader - <https://www.gov.uk/set-up-sole-trader> - as well as where to get help and support <https://www.gov.uk/business-support-helpline>



Part 2 - Process

Paediatric First Aid certificate

If you do not currently have a Paediatric First Aid certificate, then you must complete the course before you can apply for Ofsted registration.

The city council website has details of the required training standards and provides a suitable 2 day course, which you can apply for using the link provided at;
<https://www.brighton-hove.gov.uk/content/children-and-education/early-education-and-childcare-professionals/early-years-and-childcare>

This course costs £120 and the certificate is valid for 3 years.

The course meets the requirements of the Early Years Foundation Stage and is suitable for those working with children from birth to 12 years old.

You do not have to attend this course and can choose any approved training organisation, as long as their course meets the above standards.

Contact the Childcare Brokerage Officer at FIS for more information.

Childcare qualification / course

For those applicants that do not have a childcare qualification and are accepted on the basis of extensive experience, you need to complete this online course.

For those applicants that have a childcare qualification and need to check it's suitability for Ofsted registration, go to; <https://www.gov.uk/guidance/early-years-qualifications-finder>
If your course is not listed, then you will also need to complete this online course.

E-learning course – Childminder Introductory Training

<https://www.brighton-hove.gov.uk/content/children-and-education/early-education-and-childcare-professionals/pre-registration-training>

This online introductory training course comprises 5 modules.

It covers all the requirements of the Early Years Foundation Stage (EYFS) necessary for registration plus extra information that will help you build a high quality and sustainable childminding business.

Each module has a multiple-choice knowledge test at the end which you need to pass in order to print off your certificate for that module.

Once you have completed all 5 modules, you will be able to print off your Childminder Introductory Training Certificate too, which you will need to show to Ofsted or your childminder agency.

There are no assignments or requirements for written tests to pass this course.

Each module is likely to take between 2 and 3 hours to complete.

Cost and application

This e-learning course is available at a subsidised rate of £30, which is paid to Brighton & Hove City Council with a credit or debit card, using the online application form and secure payment system.

Learners must have received an invitation to join the At Home Childcare Service before they apply for this elearning.



Ofsted – Voluntary Childcare Register (VCR)

It is a requirement that you are registered with Ofsted ;

- This acts as an assurance to parents about the quality and professionalism of you as a childcarer and of our service
- and
- It enables working parents to access Working Tax Credit which can be vital for the affordability of their childcare.

If you ARE registered with Ofsted as a Childminder or you have VCR registration from other childcare work you have done, such as being a nanny, it will shorten your application process.

If you are NOT registered, it will take about 12 weeks to become registered.

How to apply

For information on the application process for the Childcare Register you should view the guide to registration, available online at:

<https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/nannies-registration>

Register online by creating an Ofsted Online/Government Gateway account and following the directions;

https://online.ofsted.gov.uk/onlineofsted/Ofsted_Online.ofml

If you need any advice or assistance, call the Ofsted helpline on 0300 123 1231.

PLEASE NOTE: Applications will be online only.
You can only request a paper application if you have an additional need or disability.

Cost and renewal

- An annual £103 fee is applicable for home childcarers.
- You will receive an invoice for payment once Ofsted receive your application form.
- Pass the invoice to the At Home co-ordinator and we will pay the registration fee on your behalf, for the first year of your registration.

Time

- A new application takes up to 12 weeks.
- If you are a Childminder, adding VCR registration would be treated as a variation request, which Ofsted will try to complete as soon as possible.

Multiple working addresses

- Ofsted state that the main contact address for home childcarers is their personal home address.
- The address of the family or families that they regularly work for are then given as workplace addresses.
- Home childcarers are required by Ofsted, to inform them if there is a change to the address at which they provide care.

Inspection

- Ofsted may select a home childcarer for inspection as part of the random sample (each year they inspect about 10% of provisions at random).
- They will inspect the home childcarer at the home they operate from if they receive consent from the home owner.
- If they cannot get consent or if there are currently no children being cared for, Ofsted will speak to the home childcarer outside the childcare setting.
- Moving from family to family will not necessarily mean that a home childcarer is never inspected, particularly if a complaint is made against them
- Home Childcarers are not required to implement the early learning curriculum for under 5's.

Number of families

- Home childcarers care for children from no more than two families at any one time.
- You must apply for registration as a Childminder if you want to provide care for children, from 3 or more families at any one time, in the child's own home.

Care of relatives

The Ofsted registration does not allow you to care for a child if you are the child's;

- Parent (incl. foster or step-parent), grandparent, aunt or uncle, brother or sister.
- This includes relation by full blood, half blood, marriage or civil partnership.



DBS check (Disclosure and Barring Service)

You are required to undergo a DBS check as part of your Ofsted application;
<https://www.gov.uk/guidance/criminal-record-checks-for-childminders-and-childcare-workers>

This will be paid for on your behalf by FIS however we also recommend that you subscribe to the Continuous Update Service for £13; contact DBS within 14 days of your certificate issue date to do so.

Insurance

Public Liability Insurance is an Ofsted requirement. It also gives you the peace of mind of knowing that you have protection, and, in addition, demonstrates to families that you take a professional approach to your work.

For the first year, it will not cost you anything. It will be paid for by the At Home Childcare Service. The cost of the policy itself will change slightly from insurer to insurer.

We suggest one of the following insurance providers:

Morton Michel Childcare Insurance
PACEY

<https://www.mortonmichel.com/>
<https://www.pacey.org.uk/>

What to look for in a policy

What are the main benefits / exclusions?

How many children are you covered for at any one time?

Can you choose to add any benefits to the standard policy?

What will it cost me after the first year? (The renewal cost of the policy will depend on which option you choose from the above suggestions or from your own research.)

What if I am already a Childminder?

If there needs to be a variation made to your current insurance policy to cover your At Home childcare, contact us. We will cover the additional costs.



Safeguarding training

As part of the application process, you must complete the free council Safeguarding Children course;

- What are the different types of child abuse?
- Identifying signs and symptoms
- What is your role in observing, monitoring and reporting any concerns?
- Who can support you if you have a Safeguarding concern about a child?

This course runs once a month during term time, from 10am – 4pm. You will be offered a choice of upcoming dates and booked onto the course by the Childcare Brokerage Officer.

Lone Working and Risk Assessment

You will be provided with an information pack, which will cover the following issues;

- What are the practical steps to take when working alone?
- How can the use of a written agreement with parents help you to stay safe?
- Defining appropriate and comfortable boundaries and behaviour – listening to your instincts.

- What is a risk assessment?
- How and why does it apply to your role as an At Home Childcarer?
- How can you discuss issues with parents?
- Recording information, using our Risk Assessment template.

HM Revenue & Customs Information for At Home Childcarers

At Home Childcarers must take advice from HMRC on their employment and tax status. The details given here are for guidance only and are not a substitute for HMRC advice.

At Home Childcarers are not employed by the Family Information Service (Brighton & Hove City Council). They may be self-employed or be employed by the family, depending on individual circumstances.

Self-employment

If you are contracted by parents to provide services in their home as self-employed, you are responsible for your own Income Tax and National Insurance Contributions;

<https://www.gov.uk/working-for-yourself>

Employee of family

A family who are your employer need to follow the guidelines on pay, tax and NI contributions; <https://www.gov.uk/au-pairs-employment-law>

Payroll support and services can be provided to parents by companies such as Nannytax;

<https://www.nannytax.co.uk/> or Nannypaye; <https://nannypaye.co.uk/>

Fees and payment advice

The national minimum wage is £8.21 per hour for adults aged 25 or over, from 1st April 2019. (<https://www.gov.uk/national-minimum-wage-rates>)

Parents should not expect to pay below this amount and as you are an Ofsted registered, first-aid trained, qualified childcarer, your rates, potentially, will be significantly more.

Childminder rates in Brighton and Hove, would see parents paying an average of £5.43* per hour, per child.

(Keep in mind economies of scale at these settings; childminders would have 2 or more children at one time, making their hourly earnings £11.00 plus, per hour.)

The average cost of an At Home Childcarer in 2018, was £9.92* per hour.

(* <https://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/Childcare%20Sufficiency%20Assessment%202018..pdf>)

Frequently asked questions

Why not do this cash in hand?

This is a professional childcare role where parents may use your Ofsted reference number to claim their Childcare Element of Working Tax Credit or use other funding to help with the costs of their childcare.

Can anyone do this? How safe is it?

From a parent's point of view, finding a childcarer through this service gives added peace of mind because of the Ofsted registration and our additional training.

We make sure that childcarers are registered, qualified and supported to provide a reliable and professional service.

We will emphasise to parents the importance of communicating important information about their child's needs and so on.

If a parent has any doubts about a situation, they should contact us to get further advice. In addition, Ofsted will register and police check you.

Complaints about any unsatisfactory childcarers can be made and investigated, if necessary.

Who is to blame if something goes wrong?

This answer depends on the circumstances of the dispute.

Most issues are minor and can be rectified through clear communication. We are here to offer impartial support. Serious complaints about childcare, would go to Ofsted.

If the problem was related to an insurance claim – ie. if family possessions are damaged – you will have public liability insurance as a protection.

What sort of families will I work with?

Our service is open to any family in Brighton & Hove who require childcare in their home.

You are free to advise us of any times or areas of the city that you cannot work in. Your skills and qualifications may also make you a more suitable match for some families, over others.

With more complex childcare needs, while we cannot guarantee that we can provide childcare, we do our best to find the family a suitable childcarer.

You are always free to advise us if a childcare booking is, or has become, unsuitable for you. However, in line with good Equalities practice, you would be expected to consider any childcare booking that was offered to you.

I don't want to go into a strangers home.

This may not be the role for you and if so, we can suggest other forms of childcare work. We will support you in meeting new families and building good relationships with them, so they won't remain strangers for long.

Do I have to get work through you? What if my friend asks me to work for them?

You are free to accept any source of work.

Our service however, can provide you with work that you would not otherwise have access to and will support you in whatever way you need, ie. free training courses.

Also as mentioned above, we advise parents on what to look for in quality childcare.

What if I change my mind after the training?

The training we provide is free and there is no obligation on you following that training. Your childcare skills and abilities may be useful to you in the future in some other capacity, either in work or personally.

Written agreement

As an At Home Childcarer, it is up to you to set your own fee rates and then negotiate them with each family that you work with.

We will advise both childcarers and families on competitive rates, as a starting point for your discussions.

- These financial arrangements are made directly between you and the family.
- You will also need to agree the terms of payment and whether it is cash, cheque or bank transfer, before the childcare has taken place.
- Your expenses, such as travel or food, can be included or excluded in your fee charges.

We recommend that you put this in a written agreement with them.

If a family does not adhere to your written agreement, you are free to terminate your arrangement with them.

If you do this, please tell us; initially we may be able to help by talking to the family. However, we would also like to know if a family become persistent non-payers to protect the interests of others.

Things to consider when creating a written agreement with parents:

Your skills, experience and qualifications

Do you have specific experience or qualifications regarding special needs or medication delivery, teaching activities such as music or a language or other skills you can offer?

The details of the childcare session

Will you charge an hourly, sessional, daily, weekly or monthly rate?

Are you working weekends, early or late hours or overnight?

How many children are you caring for?

Do you charge a per child rate or a family rate/sibling discount?

Have you agreed certain paid activities with parents in advance?

Will you receive this money from them in advance?

Or are you and they happy to pay for ad-hoc expenses afterwards?

Remember to keep your receipts.

Expenses and costs

Will you charge for a cancelled session? How much notice do you need?

Will the reason for the cancellation affect this, eg. Illness ?

Will you include your costs if transporting children in your own vehicle?

How to become an At Home Childcarer

You'll need to complete an application form and return it to the Family Information Service.

Alternatively, please call the Childcare Brokerage Officer will answer any specific questions you may have.



Call us on 01273 293545



Email us at familyinfo@brighton-hove.gov.uk



Post to: Freepost FAMILY INFORMATION SERVICE



Visit www.familyinfobrighton.org.uk to search online

If you decide to go ahead, the brokerage officer and FIS manager will meet with you for an informal interview, at one of our regularly scheduled recruitment interview sessions, across Brighton & Hove.

Childcare Brokerage Officer – Sian Bruce
FIS Manager – Fiona Ricci
May 2019



AT HOME CHILDCARE SERVICE Childcare Provider Application Form

Please complete this application and return to the Childcare Brokerage Officer.

By post: FREEPOST, Family Information Service

By email: Scan (or attach photos of) this form and send to familyinfo@brighton-hove.gov.uk

By phone: For any enquiries, or to request a paper copy of this form, call 01273 293545

Thank you.

Personal Details (PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS)

Full name: _____

Address: _____

Postcode: _____

Telephone (home/work): _____

Mobile: _____

E-mail: _____

Qualifications

If you have a childcare qualification, please indicate:

If you do not hold a childcare qualification, but you hold any qualifications related to working with children? (ie. nursing, teaching, youth work), please indicate:

If you are currently working towards a qualification, please give details:

Do you hold a current Paediatric First Aid certificate

Y / N

Do you hold a current DBS/CRB certificate?

Y / N



Work History

Please outline here, any experience that you have of working with children, over the last 5 years, either in a paid or voluntary role:

Please mention employer name & address, your duties and dates of work:

Skills and Training

Evidence of self management skills/experience (ie. initiative, motivation, communication)

Availability: When would you be available to care for children in their homes?
(please consider your other working/domestic commitments)
APPLICANTS SHOULD IDEALLY BE AVAILABLE AT LEAST 1 FULL DAY, MON – FRI.

Days and times (please include weekends, evenings and overnight availability);

Location: Please indicate which areas of Brighton & Hove you would be prepared to travel to for work: Brighton only Hove only Anywhere in the city

Age groups: Please indicate the ages you are able to provide childcare for:
 Under 5's 5 – 11 years 11 years and over

Any other information or experience which you feel would support your application. You may attach a separate sheet, if required:

Signature: _____ Date: _____

Name (BLOCK CAPITALS PLEASE) _____

Please tell us where you heard about the At Home Childcare Service:



REFERENCES:

Please supply two references.

- At least ONE must be from a current or former employer
- The other could be a personal reference, however this should not be from a family member.
- *We will not contact your referees until you have attended an interview and given us permission.*

1. Name and address

Telephone contact _____

Email contact _____

Relationship to you _____

2. Name and address

Telephone contact _____

Email contact _____

Relationship to you _____