

Guidelines for choosing a Childminder in

The Royal Borough of
Kingston upon Thames



Compiled by
The
**Families
Information**
service

For further information telephone
020 8547 5004
(hold for Family Information Services option)
or visit www.kingston.gov.uk

Kingston
Children & Young People's Trust
Making a Difference Together



The Families Information Service is now located at:-

**Room 16
Guildhall 1
High Street
Kingston
KT1 1EU**

However if you would like to pop in and see us please ring and make an appointment first.

You may have received your list in a small booklet style. We are using this format to reduce paper and postage costs. If you have any comments or would like to receive a version with larger print please contact us.

A SureStart Children's Centre

Children's Centres in Kingston

Childrens Centres are for parents and carers with children under five years old. They offer a wide range of services including ante-natal care, stay and play sessions, health services and family support services. You will always be made welcome at a Childrens Centre so please visit to find out what Childrens Centres can offer you.

Childrens Centre	Address	Postcode	Telephone Number
Chessington CC	Castle Hill Primary Buckland Road Chessington	KT9 1JE	020 8408 8927
West Chessington CC	Lovlace Primary School Mansfield Road Chessington	KT9 2RN	020 8391 2145
Kingston Hill CC	Alexandra Infants Alexandra Road Kingston	KT2 6SE	020 8549 5142 (School)
Kingston Town CC	King Athelstan Primary School Villiers Road Kingston	KT1 3AR	020 8481 0640
North Kingston CC	Latchmere Primary School Latchmere Road Kingston	KT2 5TT	020 8547 0187
New Malden CC	Burlington Infant and Nursery Burlington Road New Malden	KT3 5PF	020 8336 1561
Old Malden CC	Malden Manor Primary and Nursery Sheephouse Way New Malden	KT3 5NB	020 8241 0837
Norbiton CC	Kings Oak Primary Dickerage Lane New Malden	KT3 3RZ	020 8949 6065
Tolworth CC	Tolworth Infant School Douglas Road Surbiton	KT6 7SA	020 8399 4231 (School)
Surbiton CC	Alpha Road Surbiton	KT5 8RS	020 8547 6242
Surbiton Town CC	YMCA Surbiton Victoria Road Surbiton	KT6 4NG	020 8547 6242

You may have received your list of childminder vacancies in a small booklet style. We are using this format to reduce paper and postage costs. If you have any comments or would like to receive a version with larger print please contact us.

Important information

Registered childminder vacancy lists contain personal details that come within the guidelines of the Data Protection Act. Please respect the privacy of registered childminders and their minded children by storing the information securely and disposing of it after use either by shredding or placing it with security waste.

Guide to Ofsted inspection grades

Childminders are inspected at least once every three years, and are given one of four grades: outstanding, good, satisfactory or inadequate. The inspector arranges a visit, usually with a minimum of notice, where they will look at the premises and the way the childminder cares for children. Inspectors think about what the provision is like for the child, asking 'What is it like for a child here?' To answer this important question, they judge how well childminders meet a series of outcomes for children that are set out in law. These are how childminders:

- help children to be healthy
- protect them from harm or neglect and help them stay safe
- help them enjoy what they do and achieve well
- help them make a positive contribution to the childminder's provision and the wider community.

They also judge how well childminders organise their childcare to help promote children's well-being, taking account of whether they meet the Welfare Requirements, and whether they use the best practice guidance.

Inspection of childminders has been carried out on this basis since April 2005. If a childminder has been inspected since that time, their overall Ofsted inspection outcome will be shown on the attached list. We have not included inspection outcomes for childminders whose last inspection was prior to April 2005 because the inspection criteria used would be different. Where an inspection was carried out before April 2005 the

grading box will say “not available”. Also inspection outcomes will not be available for a childminder who has only received an inspection on registration. Ofsted will inspect these childminders again once they start caring for children so that a judgment can be made when the childminder is actively minding. Where this is the case the grading box will say “Registration Inspection”. All childminders should have copies of their latest inspection report available to view on request. The FIS may also have copies of reports available for reading. Registered childminder inspection reports can also be downloaded from the Ofsted website but do not identify individual childminders by name. FIS can, with permission from the registered childminder, identify registered childminders from reports on the website. We advise that you take the overall inspection grade as a guide and read the complete inspection report when making a decision about choosing a childminder.

Some childminders work with other childminders or employ assistants to work for them. This might be in the same property but could be in additional or separate properties. If you are considering placing your child in the care of a childminder who works in this way we advise that you find out exactly where your child will be located and the name of the individual childminder who will be caring for them on a daily basis. You should satisfy yourself about the suitability of this person and registration restrictions in the same way that you would if you were employing a childminder on a one to one basis. Each registered childminder will have been inspected individually and have their own inspection report and grading. Childminding assistants are not registered in their own right. The childminder who has employed them will have assessed whether they are suitable to work with children. Assistants should not be left in sole charge of children unless this has been discussed and agreed with the parents and the assistant holds a paediatric first aid certificate and public liability insurance.

Further information on registration and inspection of childcare is available from Ofsted;

- Help line 0300 123 1231
- Website www.OFSTED.gov.uk

How can I find out about complaints made about childminders?

Since September 2006, Ofsted have only published details of those complaints which have required Ofsted or the provider to take action in

order for the setting to meet the welfare requirements. They no longer include details of complaints where no such action is needed and the provider continues to meet the welfare requirements. All childminders are required to keep a complaints record. Parents can ask the childminders to see this record. Ofsted will consider any written or email request for information, including details of complaints. When writing to Ofsted, tell them as much as you can about the information you would like them to provide, as this will help them respond quickly to your request. The information should include name, address and Unique Reference Number (URN) of the childminder. The childminder will be able to give you this information.

Email requests to: enquiries@ofsted.gov.uk or write to Ofsted Piccadilly Gate, Store Street, Manchester, M1 2WD

On receiving your request, they will consider what information they can give you. In doing so, Ofsted will take account of legislation covering information sharing such as the Freedom of Information and Data Protection Acts.

KCMA

Contact Kingston Childminding Association (KCMA) for information on contracts, costs and membership.

- Tel 020 8546 6308
- E-Mail: Kingstoncma@tinyworld.co.uk
- Website: www.kingstonchildminding.org.uk

Contact KCMA parent advisers on 020 8395 9361 or 020 8942 4848. They may be able to recommend individual childminders that have vacancies to suite your requirements.

Guide to charges

Childminders are self-employed and set their own rates for childminding. In Kingston hourly rates for childminding vary between £4.50 - £8.00. This varies according to area. Contact childminders directly for details of individual charges.

Qualifications

As part of the registration process, childminders are required to complete Unit 1 of the Diploma in Homebased ChildCare (DHC) and a

12 hr first aid course which is especially for those caring for children. Once working, many childminders progress into completing a nationally recognised Level 3 qualification by completing further units of the Diploma in Home based Child Care or the NVQ level 3 in Children's Care, Learning and Development. Childminders who have been registered for a while may have slightly different qualifications such as ICP, DCP AND ECP - These refer to the Introduction, Developing and Extending childminding practice qualifications . Ask your childminder to tell you about the qualifications and experience they have.

Key to Abbreviations

- NVQ National Vocational Qualification.
- ICP Introduction to Childminding Practice
- DCP Developing Childminding Practice
- ECP Extending Childminding Practice
- NNEB National Nursery Examining Board.
- CACHE Council for Awards in Childcare and Education.
- DCE Diploma in Childcare and Education
- ADCE Advanced Diploma in Childcare and Education.
- SEN Special Educational Needs.
- KCMA Kingston Childminding Association.
- NCMA National Childminding Association.
- NCT National Childbirth Trust

The Families Information Service is unable to give individual recommendations. However if you are experiencing difficulty in finding a childminder suitable for your needs we may be able to provide further support to help you find the care you need. Telephone 020 8547 6582 if you require further advice.

	<u>Questions to Ask</u>	<u>What To Look For</u>
<p><u>Registered Childminders</u></p> <p><u>Age Range 0 to 8 years</u></p> <p><u>Allow 50 to 60 minutes per enquiry visit</u></p>	<p>What are your charges and do you use contract forms?</p> <p>Is there a retainer fee prior to my child starting?</p> <p>How flexible can you be about hours of work?</p> <p>What do you charge for holidays, illness, school holidays, bank holidays or more than one child?</p> <p>How many children do you care for (including your own and minded children)? What are their ages?</p> <p>Do you take children with special needs?</p> <p>How do I settle my child with you?</p> <p>Will the contract cover a settling in period?</p> <p>What is your normal routine and will it fit in with mine? How do your own chores and family fit in with childminding?</p> <p>What activities will you provide and what equipment do you have?</p> <p>Where would my child sleep?</p> <p>Do you provide meals?</p> <p>Do you smoke or have pets?</p> <p>Do you care for children if they are ill?</p> <p>What medication can you give? Ask to see current First Aid certificate.</p> <p>What do you expect me to provide for my child i.e. nappies, clothing, food etc?</p> <p>How do you discipline children? (childminders are not allowed to smack children)</p> <p>Can you cater for my child's dietary, medical or cultural needs?</p> <p>Would you take my child to playgroup (who pays) or school?</p> <p>Do you take children on outings i.e. swimming, parent and toddler groups or the childminder drop-ins? If they go by car, are the correct child restraints available?</p> <p>What arrangements would you make in the event of an emergency?</p> <p>Discuss diet, sweets, and television?</p>	<p>Ask to see the registration certificate and current inspection report and record of complaints.</p> <p>A certificate showing that the childminder had current Public Liability Insurance.</p> <p>Is there any evidence of the childminders commitment to take account of the children's different cultural background in terms of both positive attitudes expressed and available equipment?</p> <p>How welcoming is the childminder towards you and your child?</p> <p>How does the childminder interact with the other children in her/his care?</p> <p>Is the childminder interested in your child and how does she/he communicate with him/her?</p> <p>Are any other family members present – how involved with childminding are they?</p> <p>What equipment, toys and books are available for children?</p> <p>Are the house and garden safe?</p> <p>Can you communicate with the childminder?</p> <p>Has the childminder shown you round the rooms your child will be using?</p> <p>Ask to see any training certificates.</p> <p>Are they a member of Kingston Childminding Association?</p> <p>Ask to see references of former minded children.</p>

