



## **Ascension Island Government**

### **Policy for Registration of Childminders.**

#### **1. Introduction.**

The Ascension Island Government, with the support of the Island Council and the Ascension Island Safeguarding Children Board (AISCB) is committed to protecting and safeguarding all children on Ascension. We want to see a focused and effective safeguarding system, where harm or risk of harm is identified and ultimately prevented.

It is recognised the integral benefit that Childminders play to the community on Ascension Island.

Guidance has been drawn from the UK body Ofsted's paper: 'Childcare Register requirements: childminders and home child carers' [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/379145/Childcare\\_20Register\\_20requirements\\_20-20cm\\_20and\\_20hc\\_20from\\_20September\\_202014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/379145/Childcare_20Register_20requirements_20-20cm_20and_20hc_20from_20September_202014.pdf). However, this policy has been adapted to the particular needs of Ascension Island.

Clear, well managed arrangements for safeguarding children are essential whether in the school, hospital or smaller organisations i.e. voluntary organisations and childminders. This policy is intended to ensure that everyone who is caring for children are properly vetted, trained and aims to ensure that childminders are checked and trained to a standard to enable them to continue in this role. It aims to protect not only the children in the Childminders care, but also the Childminder themselves and gives them access to training as necessary.

#### **2. Definition of a childminder**

As a registered childminder you will typically look after one or more children under the age of 16 for payment.

### **3. Numbers of children**

Childminders should not look after more than six children in total (including the childminder's own children).

Not more than three children should be under five years of age.

Of those three, no more than one child should be under one year of age per childminder.

If a Child Minder wishes to mind more than six children, there must be another adult of 18 years plus in the home at the same time.

### **4. Requirement for Criminal Record Checks (DBS)**

All childminders must have a current criminal record check and have been registered with the Criminal Records Check Office as suitable to work unsupervised with children aged 0-16 years of age.

All people over the age of 16, who live in the same home as a childminder, must also complete a Criminal Record Check.

Ascension Island Government has an office to manage this process; the Criminal Records Check Office (CRCO). This office will, at this time provide these checks free of charge. It will access criminal record information held by the police on Ascension, St Helena, the UK and other declared Jurisdictions.

The CRCO will keep a vetting and barring register of everyone currently working or volunteering with children. The vetting and barring register will record the names of everyone who has had a criminal records check and whether or not they are unsuitable to work or volunteer with children.

### **5. Childminder Registration List.**

The Social Worker will keep a register of all people who are registered to work as a Childminder.

This list will be published to aid members of the public in sourcing a childminder and ensure transparency of procedures.

### **6. Who can register**

To apply you must:

- hold a permit to reside on Ascension Island
- be aged 18 or over
- have completed and received a satisfactory Criminal Record Check.
- have completed satisfactory Criminal Record Checks on other adults living in the home.
- Hold a current Business Permit

- be physically and medically capable of caring for children – a 'Fit to Care' check is to be completed by Ascension Island Hospital.
- have a satisfactory Health and Safety check completed.
- agree to attend training as recommended (three times per year) including First Aid training
- agree to the Social Worker conducting home checks, both on registration and during the year as seen necessary.

### **7. Who can't register**

You cannot register if:

- you are barred from working with children
- you live in the same place as someone else who is disqualified or barred from working with children.
- you are not able to apply for, or have been refused a Business Permit

### **8. How to apply to be a childminder**

- Complete the form 'Application to become a Childminder' which is available on the Safeguarding pages on the AIG website or from the social worker
- Apply for a Criminal Record Check for yourself and anyone else living in your house through the Criminal Record Check Office
- Successfully obtain a business permit through Ascension Island Government
- Pay the annual £50 business permit fee
- Apply to the hospital for a 'Fit to be a Childminder' certificate.

### **8. After application**

When you submit your application, the Social Worker will:

- check your references
- review any checks with the Senior Medical Officer and the Criminal Record Check Officer
- check on anyone else who will be living or working at the premises where the child will be cared for
- meet with you at the premises and complete a Health and Safety Check.

### **9. Having a registration and inspection visit**

You will receive a registration visit from the social worker when you have applied to register as a childminder.

The social worker will check that your home is a safe place to care for children and offer any advice on changes required.

## **10. Training requirements**

To continue to be registered as a childminder you must attend a minimum of 3 training sessions a year. The social worker will co-ordinate the training sessions. These will cover a variety of subjects which will help you when caring for children including First Aid.

## **11. After registration**

- You must continue to meet the registration standards for the time you are working as a childminder.
- You will receive an annual inspection visit.
- You must continue to hold a valid Business Permit.

## **12. Changes in personal circumstances**

You must tell the social worker as soon as practically possible about any changes that will affect your childcare.

This could include, but is not limited to changes to:

- the premises that affect the care of the children
- the provider or their contact details
- the staff or adults living on the childminding premises
- the hours that childcare is provided
- anything that might affect the suitability of anyone on the premises to look after children

## **13. Income Tax**

To support the Childminders in registration, the Ascension Island Government has waived the need for childminders to pay income tax on their earnings from childminding for an initial period of 3 years until 31<sup>st</sup> March 2018 but they must still pay the annual Business Permit fee of £50.

## **14. Further development**

The AISCB recognises the need to develop additional procedures as necessary.

The AISCB will refer to, adapting as appropriate, procedures from St Helena or UK.

## **15 Review**

These procedures will be reviewed every 2 years or when there has been significant change in Ascension, St Helena and UK legislation.