

Annual childminding audit

June 2009

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Service:	Children's Service
Division:	Organisational Development
Date:	June 2009
Intended Target Group:	Childminders and childcare providers on domestic property
Review Date:	April 2009

Why complete this audit form?

1. Family and Young People Information Service (FYi) is the main point of contact for
 - all childcare enquiries from providers and parents/carers
 - administering the nursery education fund
 - anyone looking for information on a childcare career or job

While Ofsted provides us with your registration information, we are aware that changes can occur regularly so keeping your information on the FYi database up to date is vital.

2. Your information will enable you to receive appropriate and accurate information from the local authority, for example, learning networks, workforce developments, new guidance, training or funding relating to your service.
3. Did you know that in 2008 FYi received an average of 12 calls a week specifically looking for information on Barnet childminders. This figure excludes calls for all other types of childcare e.g. daycare and after school clubs. This equates to free marketing and advertising for your service.
4. We also assess the supply and demand of childcare in the borough to enable us to support providers and parents and carers more effectively.
5. This is an opportunity to let us know what you think and how we can support you. All comments are welcome on anything concerning your childcare business.

Ways to complete the form

1. Complete this paper copy and return using enclosed freepost envelope.
2. Request a personalised electronic copy from FYi
3. Download a printable or emailable form from www.barnet.gov.uk/childcare-audit and return appropriately

For assistance and queries, please contact FYI on 0800 389 8312 or Akos Adu on 020 8359 7283 or email fyi@barnet.gov.uk or akos.adu@barnet.gov.uk

How will the information be used?

1. All information provided will be used to map the general supply of childcare in Barnet - analysing types of places, cost, locations, ages catered for and much more to help us understand childcare sufficiency and the needs of providers.
2. Your comments will be used in reviewing the service we provide to you, for example, training, learning networks.
3. To update the FYi childcare database.
4. By completing the audit and clearly indicate consent on how we use your data, you can control how we use your information.

Please complete as much as possible and return using the freepost envelope provided by 22 June 2009.

Main details

Please complete all sections

If your name and address differ from how you have been addressed in this correspondence please amend in the space provided.

Childminder	
Address	

Please provide the following contact details

Email	
Telephone no	
Mobile	
Fax	
Website	

Registration Details	
Maximum no of children registered for	
Registered as (for example, childminder, childcare on domestic property)	
Registered for overnight care	
Registration status If you taking a break or have resigned from childminding, please let us know by changing your Active status.	

Publicity Consent

Consent on the use of your information (Yes or No)	
Barnet Council may provide information about my service to callers over the phone	
Barnet Council may include my service on the list of childcare providers sent to enquirers	
Barnet Council may upload your service loaded to relevant websites e.g. www.childcarelink.gov.uk	
Signature	

If returning by email please put your initials and date.

From September 2009 the Childcarelink web pages will cease to exist and parents will be redirected to www.direct.gov.uk to search for childcare online. What does this mean for childcare providers? Not a great deal at the moment although we are still waiting to find out what information will be fed to the Directgov website, so its important that you ensure the FYi have your correct information by keeping us updated of changes as they happen, for example, contact details, and by returning your audit forms so we can provide additional

information such as opening hours or transport links. Without this, the upload may be done directly from information you provided to Ofsted when you registered.

My Service

Opening times

	Opening time	Closing time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Opening period (for example all year, term time or holidays only)		

Age Ranges

	Under 1	1 – 2 years	3 – 5 years	5 - 8 years
Age range registered for				
Number of children currently on register				
Number of children attending full time i.e. over 20 hrs a week				
Number of children attending part time i.e. less than 20 hrs a week				
Number of vacancies				
Number of children on waiting list				

Waiting List refers to the number of children waiting to hear if a place is available for the next term/intake.

Special educational needs

Please state below how many children you have currently on roll with the following special needs?		
Disabled children		
Children with SEN statements		
Children with additional needs		
	Yes	No
Can you or any member of staff communicate in sign language?		
Do you have special diet experience?		
Do you have experience catering for children with special needs?		
If not, why i.e. training, venue not suitable		

WORKFORCE QUALIFICATION INFORMATION

Overview of staff/childminding assistants

Total number of staff working with children		
No of male staff		Number of female staff
Number of staff by age group		
Under 20		40 - 49
20 – 29		50 - 59
30 – 39		Over 60

Ethnicity breakdown of staff team *Please put the total number of staff you have by ethnicity*

Asian or Asian British	Black or Black British	Mixed	Other	White
Bangladesh <input style="width: 30px; height: 20px;" type="text"/>	African <input style="width: 30px; height: 20px;" type="text"/>	White and Asian <input style="width: 30px; height: 20px;" type="text"/>	Chinese <input style="width: 30px; height: 20px;" type="text"/>	British <input style="width: 30px; height: 20px;" type="text"/>
Indian <input style="width: 30px; height: 20px;" type="text"/>	Caribbean <input style="width: 30px; height: 20px;" type="text"/>	White and Black Caribbean <input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	Greek <input style="width: 30px; height: 20px;" type="text"/>
Pakistan <input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	White and Black African <input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	Greek Cypriot <input style="width: 30px; height: 20px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	Irish <input style="width: 30px; height: 20px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	Turkish <input style="width: 30px; height: 20px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	Turkish Cypriot <input style="width: 30px; height: 20px;" type="text"/>
Other <input style="width: 30px; height: 20px;" type="text"/>	Other <input style="width: 30px; height: 20px;" type="text"/>	Other <input style="width: 30px; height: 20px;" type="text"/>	Other <input style="width: 30px; height: 20px;" type="text"/>	Other <input style="width: 30px; height: 20px;" type="text"/>

If you selected any of the 'Other' categories, please tell us how you would further describe the ethnicities.

Staff name	Job title	Full title of qualification and awarding body <i>e.g. CACHE Certificate in Childcare and Education</i>	Qualification level	Date awarded	Length of employment	Weekly hours worked	First aid renewable date

Additional training required within my service (please list both professional qualifications and general continuous professional development courses)

Fees

Please complete all sections

Fees information is very important to help us understand the cost of childcare within the local authority. It will be used for research purposes in getting an average across the borough. Complete the rate appropriate to your service or attach a copy of your fee list.

Hourly rate		Weekly rate	
Daily rate		Monthly rate	
Termly rate		Any other arrangements	
Concessions			
Any other fee plan, please explain			

If you wish to share information with enquirers, please provide consent below.
If returning by email please put your initials and date.

Consent for fees to be provided to enquirer	Signature/Initial as appropriate
Barnet Council may give enquirers information about my fees	
Barnet Council should only used my fees information for research purposes	

Additional Information

Transport links	
Is car parking available?	
Do you have transportation for trips or have access to one?	
What other languages do you speak in the service?	
Local schools you pick up/drop off from.	
Do you have wheelchair access?	
Do you cater for special diets? Please state examples	
What religious provisions do you offer? Please state examples	

Do you offer any additional facilities for example, access to outdoor play area, play room	
Are you a member of any childcare organisations for example, NCMA	

Trends

We would like to know your views on the supply and demand of childcare in Barnet. Please answer the questions below to give us your professional opinion and provide examples where possible.

Have there been any changes in the demand from parents in the past year. Please tick and include your examples

	Yes	No	Comments
More irregular hours for example, for shift workers			
More ad hoc/one off requests			
Increase in demand			
Decrease in demand			
Any other comment			

Where do you see your service in the next three years?

	Tick or comment as appropriate	
No change		
Expanding your service <i>(please explain type of expansion e.g. age range, extra services)</i>		
What barriers do you anticipate/have met when planning expansion?		
Working in partnership with others e.g. children centres		

Why not join the childminder vacancy list for the month of July. Provide us with the number and type of vacancies and any additional information (selling points) below. To keep a presence on the list, you'll need to renew monthly by calling FYi (see your childminder calendar for

