Welcome booklet

Information for newly registered childminders
Introduction to childminding in Barnet

Congratulations on becoming a registered childminder, we hope that you have a long and satisfying career ahead of you. In Barnet we value our childminders and our aim is to have a childminding workforce offering the very best in quality care to children and their families.

Barnet’s Childminding Team

Barnet’s Childminding Team offers support to help you to be the best childminder that you can be.

This welcome booklet is designed to give you all the information that you need from the start of your new career.

The first thing that you need to know is our dedicated childminders web page: www.barnet.gov.uk/wwcib/services-for-childminders

This will have up-to-date information for you and is the best way to keep informed on news, training courses and much more!

Childminding Development Officers (CDO’s)

Hopefully you have already met and been working with your CDO before you became registered. If not you can still receive support and advice from your CDO. The CDO will have a chat with you about your childminding service and make sure that you receive any advice or support that you need, both now and in the future.

In Barnet we want all our childminders to be offering a high quality of service and your CDO can help you to achieve that. This may be through support or advice, by suggesting training courses or signposting you to other sources of help. You can contact your CDO at anytime that you need help or advice.

We can then help you to prepare for your first graded Ofsted Inspection which you will usually have when you have been working for about seven months. Your CDO will help you check that everything is in place and working well before Ofsted arrive!

When you have been working for about four months, make sure that you contact your CDO.

General enquiries
Julie Paice
tel: 020 8359 7611
e-mail: julie.paice@barnet.gov.uk

North and East Locality
Sharon Hill
mob: 07906 042 175
e-mail: sharon.hill@barnet.gov.uk

South and West Locality
Susie Love
mob: 07963 464 512
e-mail: susie.love@barnet.gov.uk

1 Underhill, High Barnet, Oakleigh, Totteridge, East Barnet, West Finchley, East Finchley, Woodhouse, Coppetts, Brunswick Park.
2 Childs Hill, Golders Green, Hampstead Garden Suburb, West Hendon, Hendon, Finchley (Church End), Colindale, Edgware, Hale, Mill Hill, Burnt Oak
Working with children with Special Educational Needs (SEN) or a disability

During your career as a childminder in Barnet you may well work with a child who has:
• a special need
• a disability
• a health condition
• other additional needs.

When you start work with this child and their family it is important that you let your CDO know about this, so that we can make sure that both you, the child and the family, are getting all the help and support needed.

Likewise, if you start working with a child and develop concerns that they may have one of the above, we can support and guide you through this. We can offer expert help and advice to support the child and their family get them other services that they may need or be entitled to.

Please contact your CDO or if you are unsure who your CDO is, then contact Julie Paice to get more information and help.
Children’s Centres

You may already be aware of your local Children’s Centre and the various services that they offer.

Most of the Children’s Centres have a weekly drop-in group especially for childminders – why not make the most of these great resources and go along?

Children’s Centres provide an opportunity for you to offer the children messy activities that may be difficult to do at home, as well as a chance to meet other childminders and Children’s Centre staff.

If you want to meet up with your childminding development officer (CDO) you can give them a call and find out when they will be at your local Children’s Centre and arrange to meet them there. This offers you a way for you to meet your CDO and have a chat about any questions or concerns you may have, while your children enjoy the centres play facilities. You do not have to be a regular at the centre to come and you don’t need to book – just turn up.

If you want to know when your CDO will next be at your local Children’s Centre, please contact them directly, their phone numbers are listed on page 2.

To find out more about Children’s Centres in Barnet visit www.barnet.gov.uk/childrens-centres
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<td><strong>Barnfield Children’s Centre,</strong></td>
<td><strong>Thursdays</strong></td>
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<td>Silkstream Road, Edgware HA8 ODA</td>
<td>9.30am – 11.30am</td>
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<tr>
<td><strong>Bell Lane Children’s Centre</strong></td>
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<tr>
<td>Bell Lane Hendon NW4 2AS</td>
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<td><strong>Childs Hill Children’s Centre</strong></td>
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<td>Dersingham Road, (entrance in Greenfield Gardens)</td>
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<td><strong>Coppetts Wood Children’s Centre</strong></td>
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<tr>
<td>Coppetts Wood Primary School, Coppetts Road</td>
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<tr>
<td>Friern Barnet N10 1JS</td>
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<tr>
<td><strong>Canada Villa</strong></td>
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<td>Pursley Road Mill Hill NW7 2BU</td>
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<td><strong>Fairway Children’s Centre</strong></td>
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<tr>
<td>The Fairway, Mill Hill NW7 3HS</td>
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<td><strong>Hampden Way Children’s Centre</strong></td>
<td>held at <strong>Sweets Way Community Centre</strong></td>
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<td>Hampden Way, Southgate N14 5DJ</td>
<td>Sweets Way, Whetstone N20 0NX</td>
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<td></td>
<td>Thursdays 9am – 12noon</td>
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<td><strong>The Hyde Children’s Centre</strong></td>
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<tr>
<td>Hyde Crescent, London NW9 7EY</td>
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<td><strong>Newstead Children’s Centre</strong></td>
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<tr>
<td>1 Fallows Close (off Tarling Road), Finchley N2 8LG</td>
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<tr>
<td><strong>Parkfield Children’s Centre</strong></td>
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<tr>
<td>44 Park Road, Hendon NW4 3PS</td>
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<tr>
<td><strong>St Margaret’s Children’s Centre</strong></td>
<td>held at <strong>Sweets Way Community Centre</strong></td>
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<tr>
<td>Margaret Road, New Barnet EN4 9NT</td>
<td>Sweets Way, Whetstone N20 0NX</td>
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<td></td>
<td>Thursdays 9am – 12noon</td>
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<tr>
<td><strong>Underhill Children’s Centre</strong></td>
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<tr>
<td>Mays Lane, Barnet EN5 2LZ</td>
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<tr>
<td><strong>Stonegrove Children’s Centre</strong></td>
<td>Drop in under review – contact centre for details</td>
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<tr>
<td>St Peter’s Community Hall, Stonegrove, Edgware HA8 8AB</td>
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<tr>
<td><strong>Wingfield Children’s Centre</strong></td>
<td><strong>Mondays</strong></td>
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<tr>
<td>Mercury Block, The Concourse, Grahame Park NW9 5XN</td>
<td>9.30am – 11.30am</td>
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Barnet Quality Assurance Scheme (BQAS)

While they work with you, your CDO will help you to review and develop all aspects of your childminding practice and service.

Quality Assurance award
As you progress you will work towards the full Quality Assurance (QA) award. A Quality Assurance award is like a ‘kite mark’ for parents. It tells parents that you have demonstrated very high standards of care, have thought carefully about the service you offer, and that you have a commitment to continued training and development.

When you are feeling confident about your service, your CDO can carry out a full assessment on you, which will reflect on your areas of good practice and help you to focus on areas for development. Once you have passed the assessment you will then have the full QA award.

Becoming ‘accredited’
You may then want to further your career even further by becoming ‘accredited’ to deliver the free entitlement to early education for three and four year olds. Only childminders who have both the full QA and have been accredited can do this. Accreditation involves a further assessment of your work with children aged three and four years and how you support their learning.

If you would like to find out more about BQAS, contact your CDO.

Childminding Forums

Now that you are a registered childminder you are part of a large structure providing childcare to families across the borough.

The Childminding Team is responsible for planning and providing training and development opportunities for childminders as well as the long term view of childcare in Barnet.

To enable childminders to have their say, we have set up a Childminder Forum, which all childminders registered in Barnet are invited to attend.

The forum meets once a term (three times a year), and they are designed to offer childminders the chance to:

• keep informed and up to date of developments in childcare, both locally and nationally
• meet up with other childminders in your area
• have your say about what is going on
• share ideas.

Dates of forums will be published on www.barnet.gov.uk/wwcib/services-for-childminders
Training for Barnet Childminders

Your job as a childminder is a complex and demanding one.

It requires you to meet the care and education needs of a variety of children, while organising a safe place for them to flourish and learn.

In Barnet we like to encourage childminders to continue their professional development and knowledge. We provide regular training opportunities, to help you to maintain high standards in your service. Barnet Children’s Service organise free training conferences through the year for childminders.

Your CDO will be able to help you decide which the best courses are for you.

Details of these courses are in the Training and Development Guide. The guide can be accessed via our website at www.barnet.gov.uk/wwcib/childminder-training

If you have any queries regarding the training and development guide please contact:
Trish Thorpe, Workforce Development Officer
tel: 020 8359 7602
e-mail: trish.thorpe@barnet.gov.uk

Qualification training

We encourage all Barnet childminders to seriously consider gaining a Level 3 childcare qualification. We would suggest you think about this once you have been working for six months to one year to enable you to have experience to reflect on. If you already have a full Level 3 qualification, there is no need to update it.

Please note: from September 2010 all previous childcare qualifications were replaced with the Level 3 Diploma for the Children and Young People’s Workforce.
Free childcare for parents

**Free Entitlement to Early Education (FEEE)**

Every eligible three and four-year-old is entitled to 15 hours of free early years provision each week up to 38 weeks per year. This is paid for by the Government. This can be accessed in a nursery, playgroup, a nursery class attached to a school or an accredited childminder.

Please note: only childminders who have the full Quality Assurance (QA) award and who go on to become ‘accredited’ can provide this provision.

Contact your local CDO for further support and information.

**Free childcare for two year olds**

Barnet Council currently runs a project called the Two Year Old Scheme which offers eligible parents who have two year old children to access free childcare for up to 10 hours per week over 38 weeks (term time only). The scheme is targeted and therefore places are limited.

The places are only made available to families that are Barnet residents, who are in receipt of selected benefits and meets a range of family and/or child characteristics. More details on how parents qualify can be found at [www.barnet.gov.uk/free-childcare](http://www.barnet.gov.uk/free-childcare)

Children that qualify can access a place the term after their second birthday in participating childcare providers.

The offer is open to any childcare provider, including childminders that has received a rating of ‘good’ or ‘outstanding’ on their first inspection.

For further details on how to join the scheme please contact:
Johanna Goslin, Project Co-ordinator
tel: 020 8359 7520
date: johanna.goslin@barnet.gov.uk

**Free advertising of childcare places**

As you may be aware, FYi (Barnet’s families and young people’s information service) is the first point of contact for many people looking for childcare, and the service that FYi offers to promote your service is FREE.

You can tell FYi about any childcare vacancies you have and they will advertise them for you on the childcare directory. You can access the directory from: [www.barnet.gov.uk/childcare-providers](http://www.barnet.gov.uk/childcare-providers)

Please inform FYi of any changes to your opening times, cost, email addresses or contact details as and when they change.

If you have any queries, or would like further information please call FYi on their freephone number 0800 389 8312 or email fyi@barnet.gov.uk
Other useful contacts

NCMA – National Childminding Association

Most childminders are members. They provide ‘tools of the trade’ such as public liability insurance, registers, contracts, accidents books etc as well as a member’s advice line.

For further information call 0845 880 0044 or email: info@ncma.org.uk or visit www.ncma.org.uk for the membership office.

Morton Michel

They can provide public liability insurance as well as a ‘tool of the trade’ kit containing all the documentation you will need.

For further information call 0845 880 0044 or email enquiries@mortonmichel.com or visit www.mortonmichel.com/ChildMinder

Ofsted

You must contact Ofsted if there are any changes to your home including, changes in your circumstances, people living there or any major incident affecting the children’s welfare in your childminding service. In addition, if you have change your telephone number, email address or website.

For further information contact the Ofsted main office on 0300 123 1231 or email: enquiries@ofsted.gov.uk or visit www.ofsted.gov.uk
For more information:
tel: 020 8359 7611 or email: julie.paice@barnet.gov.uk