

Requirements for the Childcare Register: childcare providers on non-domestic or domestic premises

A childcare factsheet

This guidance describes the requirements set out in regulations for both parts of the Childcare Register (compulsory and voluntary). If providers choose to be included on either part of the register they must meet these requirements at all times when providing childcare.

Age group: Birth–17

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Introduction

This factsheet describes the requirements set out in regulations for both parts of the Childcare Register (compulsory and voluntary). If providers choose to be included on either part of the register they must meet these requirements at all times when providing childcare.

The law allows Ofsted to carry out inspections to check that providers comply with these requirements.

You will notice we have numbered the requirements. The requirements are not numbered in the regulations document but we have found the numbering a useful reference tool. The documents the inspector will use at your visit will have the same reference numbers.

Welfare of the children being cared for

Req. ref.	Requirement	On which part of the Childcare Register
CR1.1	The registered person must ensure that children receiving childcare are kept safe from harm.	Both parts
CR1.3	The registered person must ensure that at least one person who is caring for children has an appropriate first aid qualification.	Both parts
CR1.4	The registered person must ensure that they do not use corporal punishment.	Both parts
CR1.5	The registered person must ensure that no person caring for children, or living or working on the premises where the childcare is provided, uses corporal punishment.	Both parts
CR1.7	The registered person must ensure that at least two suitable persons who have attained the age of 18 are present on the premises at all times.	Both parts
CR1.8	The registered person must ensure that no person smokes, or consumes or is under the influence of drugs (including medication that may have an adverse effect on the individual's ability to provide childcare) or alcohol: on the premises at any time while childcare is provided, or in the presence of a child receiving childcare.	Both parts
CR1.10	The registered person must ensure that any person aged under 18 caring for children is supervised at all times by a person who has attained the age of 18.	Both parts
CR1.12	For every eight children for whom the childcare is being provided, at least one person who has attained the age of 18 cares for such children.	Compulsory part of the Childcare Register only

Arrangements for safeguarding children

CR2.1	The registered person must keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect.	Both parts
CR2.3	The registered person must ensure that no individual who is unsuitable to work with children has unsupervised access to a child receiving childcare.	Both parts

Suitability of persons to care for, or be in regular contact with, children

CR3	<p>The registered person must have effective systems to ensure that the registered person, the manager of the later years provision and any person caring for, or in regular contact with, children:</p> <ul style="list-style-type: none"> ■ is suitable to work with children which must include obtaining an enhanced Criminal Records Bureau check ■ is of integrity and good character ■ has skills and experience suitable for the work ■ is physically and mentally fit for the work. 	Both parts
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Qualifications and training

CR4.3	<p>The registered person will ensure that:</p> <ul style="list-style-type: none"> ■ at least half of all persons caring for children have successfully completed a qualification at a minimum of level 2 in a relevant area of work,* and ■ the manager has a qualification at a minimum of level 3 in a relevant area of work. 	Compulsory part of the Childcare Register only
CR4.4	<p>The registered person must ensure that at least one person has successfully completed a:</p> <ul style="list-style-type: none"> ■ qualification at a minimum of level 2 in an area of work relevant to the childcare, or ■ training in the core skills as set out in the document 'common core of skills and knowledge for the children's workforce'. 	Voluntary part of the Childcare Register only

Suitability and safety of premises and equipment

CR5.1	The registered person must ensure that the premises and equipment used for the purposes of the childcare are safe and suitable for that childcare.	Both parts
CR5.2	The registered person must ensure that a child is unable to leave the premises without a person who is caring for children on those premises becoming aware of the child leaving.	Compulsory part of the Childcare Register only

CR5.3	The registered person must ensure that a child is unable to leave the premises unsupervised except where the childcare is open access childcare, or where the child is aged eight or over and the parent of the child has agreed that they may leave the provision unaccompanied.	Voluntary part of the Childcare Register only
CR5.4	The registered person must ensure that no one can enter the premises without the knowledge of a person who is caring for children on the premises.	Both parts
CR5.5	The registered person must undertake a risk assessment of the premises and equipment: <ul style="list-style-type: none"> ■ at least once in each calendar year, and ■ immediately, where the need for an assessment arises. The registered person must ensure that all necessary measures are taken to minimise any identified risks.	Both parts

How the childcare provision is organised

CR6.1	The registered person must make arrangements with other childcare providers or with parents for occasions on which the registered person is not able to provide childcare.	Both parts
CR6.2	The registered person must ensure that children's behaviour is managed in a suitable manner.	Both parts
CR6.3	The registered person must ensure that where older and younger children are together, the behaviour of children over the age of eight years does not have a negative effect on the younger children.	Both parts
CR6.4	The registered person must ensure that the childcare is accessible and inclusive by taking all reasonable steps to ensure that the needs of each child, relating to their childcare, are met.	Both parts
CR6.5	The registered person must ensure that the childcare is accessible and inclusive by not refusing to provide childcare or treat any child less favourably than another child by reason of the child's: <ul style="list-style-type: none"> ■ race ■ religion ■ home language ■ family background ■ gender, or ■ disability and/or learning difficulty taking all reasonable steps to ensure children with disabilities have access to the premises.	Both parts

Procedures for dealing with complaints

CR7.1	The registered person must have a written statement of procedures to be followed in relation to complaints which relate to the requirements of the Childcare Register and which a parent makes in writing or by email.	Both parts
CR7.2	The registered person must ensure that each complaint is fully investigated.	Both parts
CR7.3	The registered person must keep a written record, for a period of three years, from the date of these complaints including the outcome of the investigation and the action the provider took in response.	Both parts
CR7.4	The registered person must inform the parent who made the complaint (in writing or by email if the parent requests this) of the outcome of the complaint, within 28 days of the date the complaint was made.	Both parts
CR7.5	The registered person must make available to Ofsted, on request, a summary of complaints made in relation to the requirements during the past 12 months and the action that was taken as a consequence.	Both parts
CR7.6	The registered person must produce for Ofsted, on request, a list of such complaints made during the previous three years.	Both parts

Records to be kept

CR8	<p>The registered person must keep records of the following and retain them for a period of two years:</p> <ul style="list-style-type: none"> ■ the name, home address and date of birth of each child who is looked after on the premises ■ the name, home address and telephone number of a parent/guardian/carer of each child who is looked after on the premises ■ a daily record of the names of the children looked after on the premises and their hours of attendance ■ accidents which occur on the premises where childcare is provided ■ any medicine administered to any child who is cared for on the premises, including the date and circumstances and who administered it, including medicine which the child is permitted to self-administer, together with a record of a parent/guardian/carer's consent ■ the name, home address and telephone number of every person living or working on the premises on which childcare is provided (or the part of the premises where the childcare is held, in the case of 	Both parts
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	premises such as community/leisure centres, where only parts of the premises are used for childcare).	
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Providing information to parents

CR9.1	<p>The registered person must make the following information available to parents:</p> <ul style="list-style-type: none"> ■ information about the activities the children will undertake ■ copies of the written statements of safeguarding procedures and complaints procedures. 	Both parts
CR9.2	<p>The registered person must make the following information available to parents:</p> <ul style="list-style-type: none"> ■ a statement to tell parents that the childcare is open access. 	Voluntary part of the Childcare Register only
CR9.3	<p>The registered person must make the following information available to parents:</p> <ul style="list-style-type: none"> ■ information about the registration system for the compulsory and/or voluntary parts of the Childcare Register ■ Ofsted's address. 	Both parts

Providing information to Ofsted

CR10	The registered person must inform Ofsted of changes of circumstance as soon as they can (no later than 14 days after the change occurs).	Both parts
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Changes to premises and provision

CR11	<p>The registered person must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ a change to the address of the premises where they are providing childcare ■ a change in the type of childcare they provide, for example a change to the days and hours that children are cared for. 	Both parts
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Changes to people

CR12.1	<p>The registered person must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ any change to their name, address or telephone number ■ any significant event which is likely to affect their suitability or any person caring for children on the premises, such as any offences or orders that may disqualify them ■ the name, date of birth, address and telephone number of any person aged 16 or over working or living on the premises where childcare on domestic premises takes place ■ the name, date of birth, address and telephone number of any person working with children where childcare on domestic premises takes place. 	Both parts
CR12.2	<p>The registered person must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ the appointment of a new manager of childcare on domestic or non-domestic premises ■ changes to the nominated person of a childcare provision. 	Both parts
CR12.3	<p>The registered person, where the main purpose is childcare, must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ the name, date of birth, address and telephone number of any partner, director, senior officer or other member of the governing body. 	Compulsory part of the Childcare Register only

Matters affecting the welfare of children

CR13	<p>The registered person must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ any incident of food poisoning affecting two or more children in the provider's care ■ any serious accident or injury to, or the death of, any child while receiving childcare ■ any serious accident or injury to, or the death of, any other person on the premises on which childcare is provided ■ any allegation of serious harm to, or abuse of, a child committed by any person looking after children on the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or by any person, where the allegation relates to harm or abuse occurring on those premises. 	Both parts
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Insurance

CR14.2	<p>The registered person must be covered by insurance in respect of liability which may be incurred for death, injury, public liability, damage or other loss.</p>	Both parts
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Certificate of registration

CR15.1	<p>The registered person must:</p> <ul style="list-style-type: none"> ■ display the certificate of registration on the premises on which childcare is provided ■ display any notice of suspension of registration. 	Both parts
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All childcare providers must also comply with other relevant legislation including that covering health and safety, disability discrimination, food hygiene, fire and planning requirements.