

Guide to becoming an Ofsted Registered Nanny

Parents who are looking to redeem their childcare vouchers against the cost of a nanny, will have to employ a nanny who is already registered on the Ofsted Childcare Register (OCR) or a nanny who is willing to register.

Who applies for registration?

Only nannies may apply, parents can not apply on the nannies behalf and the registration process can take up to 12 weeks to be approved, so we advise parents that once an offer of employment has been accepted by the nanny, they should apply straight away to avoid long periods where vouchers can't be used. It is possible to claim backdated vouchers during the period of registration; however the parents would need to contact the Tax Credit office or the voucher scheme company to discuss this as it is not always possible.

It is a condition of registration that the nanny must retain their certificate and present it to parents upon request. If the certificate gets damaged or lost a replacement must be applied for at a £5 fee.

Are there fees involved to apply?

All applications require a non-refundable application fee of £103 and this includes the cost of the CRB disclosure (Criminal Records Bureau check). There is an annual fee of £114 to remain on the register, set by Government. These fees are subject to change and we recommend that you visit the Ofsted website www.ofsted.gov.uk for up to date information regarding the costs of registering with the OCR.

Who should pay for the registration and associated fees?

The nanny is responsible as the applicant in the first instance to pay for the following:

- Application fee - £114 (this includes CRB check). A nanny who holds a CRB dated within the last three years which was completed by Ofsted will not require an additional one.

- Paediatric First Aid course (12 hours) – approx £100 (Unless the nanny holds a valid certificate). Certificates are valid for 3 years.
- Public Liability Insurance – Prices range from £70-£90 approx.

If the nanny requires childcare training, this should be verified with Ofsted, an ICP course can cost approx £220 depending on area.

It's the responsibility of the nanny to discuss with parents the costs involved in becoming registered and to negotiate with parents to contribute part of the costs incurred where parents wish to claim employer supported vouchers or working tax credits.

How to apply

There are 3 ways in which a nanny can apply:

- 1) Online at www.ofsted.gov.uk
- 2) Telephone 08456 404045
- 3) Request a form in writing

Ofsted will then write to the nanny informing them that their application has been received and will also include details on what to do next:

- Obtain an enhanced CRB disclosure through Ofsted (unless the nanny holds a disclosure that was carried out by Ofsted dated within the last 3 years)
- Have your first aid certificate, insurance documentation, identity and any other information Ofsted require checked at your local post office (the post office operate a verification service for documentation)
- Provide any other information Ofsted request to assist your application.
- Pay the non-refundable fee

How does Ofsted decide the suitability of the nanny?

The nannies suitability will be assessed by Ofsted based on the information they are provided on the application form and the CRB disclosure. In some circumstances Ofsted may be required to interview the nanny or complete further checks. If a nanny has lived outside the UK in the past 3 years they must tell Ofsted of the countries they have lived in on the application form. The CRB has reciprocal

arrangements with some countries to allow them to check criminal history. Where this is not possible Ofsted will normally require the nanny to provide additional evidence of suitability, such as:

- A certificate of good conduct from the embassy of the country, in which the nanny lived, accompanied where necessary by a certified translation into English
- A reference from someone of standing in the country, in which the nanny lived, such as a doctor or lawyer
- References from previous employers
- Evidence to support any work permit

Ofsted will contact the nanny if they require any further evidence. If the nanny is unable to supply sufficient suitable evidence, Ofsted may refuse the nannies registration.

What qualifications does the nanny require?

This is a rather grey area based on the information provided by Ofsted. It's therefore best for the nanny to contact Ofsted and discuss the suitability of their experience or qualifications being enough for registration. If not, the nanny will need to complete a training course.

Can registration be refused?

Yes, the nanny can be refused if they have already been disqualified, are unsuitable, fail to pay the fee or do not agree to the requirements of the register or lives with someone who is disqualified. That is why it is essential that the nanny completes the form carefully and accurately so that a decision can be made on the information given and subsequent checks that are carried out.

What happens if the nanny is refused registration?

If Ofsted refuse a nannies application they will do this in writing to the nanny informing them of their intention. The nanny does have the right to appeal the decision and details of how to do this are documented in the letter.

If the nanny is refused registration the parents will be unable to redeem part of the nannies salary against any working tax credits or employer-assisted voucher scheme.

Can the nanny withdraw their application during the registration process?

Yes a nanny can withdraw their application at any point during the registration up to the granting or refusal of registration although the application fee is not refundable. If a nanny wishes to stop the registration they must do so in writing to Ofsted. If the nanny does not tell Ofsted that they want to withdraw their application then Ofsted will continue the process and may have to refuse the nanny's application for registration. Refusal of registration is a serious step which disqualifies the nanny from providing childcare in the future.

What happens after registration?

Once registration has been granted a certificate is issued. This is proof that the nanny is registered on the voluntary part of the Childcare Register. They must show their certificate to parents on request. As previously mentioned if the nanny loses their certificate they must apply for a replacement at a £5 fee.

There can be occasions where Ofsted will place restrictions on the registration, for example if parts of the home are not suitable for looking after children. The restrictions are termed as "conditions of registration" and are shown on your certificate. At any time during a nannies registration Ofsted can add new conditions, change existing ones or remove conditions. The nanny has the right to object and appeal if they don't agree with any of the conditions.

Once a nanny is registered they must continue to uphold the requirements relating to people, premises and provision. A list of these requirements will be sent by Ofsted along with the registration certificate.

Will the nanny get inspected?

Once the nanny is registered, Ofsted may inspect the nanny at any time and will always inspect if a complaint is received about the childcare provision that relates to the requirements of registration or any conditions that may have been imposed on the registration. Ofsted will always seek permission from parents to enter the premises.

Following any inspection the nanny will either receive a letter confirming that they are meeting the requirements for registration or a letter detailing what must be done in order to remain registered.

What should a nanny do if they no longer wish to be included on the register?

If the nanny no longer wishes to be a registered provider, they need to resign their registration. The nanny must put their resignation in writing and Ofsted will confirm receipt of the resignation letter. Resigning registration does not affect any future application to provide childcare. Please note there is no refund payable.

The nanny may not resign if they have been served with a 'notice of decision' to cancel their resignation.

Where can a nanny enrol on a first aid course and gain a qualification?

Contact National Nannies who can arrange to enrol you on a Paediatric First Aid qualification (valid for 3 years) in your area and discuss suitable training options.

Where can the nanny obtain insurance?

Nannies can choose between two policies:

- £3,000,000 limit of indemnity for an annual fee of £70
- £5,000,000 limit of indemnity for an annual fee of £90

Both policies offer the same great benefits and ensure that both the nanny and children are protected. Please contact Nannyinsure on 0845 226 7329 or visit www.nannyinsure.co.uk



NATIONAL NANNIES
SUPPLYING THE BEST CHILDCARE PROFESSIONALS IN THE U.K.