

Voluntary Ofsted Registration Guidance Notes

Do you receive **Childcare Vouchers** through your **Employer**? (e.g. Computershare, Surestart, BusyBees)

Are you eligible to claim the **Childcare element of tax credit**?

You may be able to receive some **financial relief** towards the cost of your childcare by employing a Nanny who is able to access the **Voluntary part of the Ofsted Childcare register** as a '**Home Childcarer**'. This is entirely voluntary for a Nanny but only parents who use a registered Nanny will be able to take advantage of any financial support.

Requirements the Nanny needs to have to become Ofsted Registered

- A minimum of a Level 2 childcare qualification, or the Common Core Skills of Knowledge
- A current **Early Years First Aid** certificate
- Will need to obtain **Nanny Insurance**
- Ofsted will acquire an updated **CRB check**

Cost of Ofsted Registration

There is a **non-refundable application fee**, which is **currently £103** (as at Nov 2010) and this currently includes the cost of the Criminal Records Bureau (CRB) disclosure. The registration lasts for **12 months**. After 12 months a renewal fee will be payable in order to remain on the register. The renewal process must be started before the end of the original registration period in order to ensure continuity.

As it is the family who are to gain financially from the use of the registration, it is usually **the family who pay the cost of the registration fee**. However this must be discussed and agreed between the family and the nanny. It is also recommended that a clause be included in the Nanny's employment contract as follows:

"This position has been offered on the condition that the Nanny will register onto the Voluntary Ofsted Register and a successful registration is obtained. Failure to achieve registration will result in the contract being terminated without notice. In addition if the Nanny leaves the employment of the Employer within 6 months of registration with Ofsted, then the Employer may recover any costs of the registration from the Nanny by deduction from the final salary."

Please note the **Registration process** can take **up to 12 weeks** to be completed.

Once the registration process has been completed, the nanny will be provided with a certificate which shows their **Ofsted Number**. The family will need the registration number when applying to use childcare vouchers or the childcare element of tax credit.

After registration, Ofsted may inspect the nanny at any time. This is likely to involve a visit to the Nannies place of work to ensure they are complying with all conditions of the registration. Ofsted will always carry out an inspection if a complaint is received about any childcare provision.

Ofsted Helpline Number 08456 404040

