

Initial Application – Child minder

Disclosure and Barring Service Check		
Must be an enhanced certificate and checked against the children’s barred list		
One of the following must apply please tick	DBS is less than 3 months old	<input type="checkbox"/>
	Signed up to update service (you must have sight of the DBS to complete the update check)	<input type="checkbox"/>
	Vibrant Nation (Identification Verification Check)	<input type="checkbox"/>

Office Use only				
Action	Yes	No		
Social Services Reference				
Medical Reference submitted				
References: <small>(including previous / current employer – check application)</small>				
1.				
2.				
Additional References: <small>(If applicable)</small>				
1.				
2.				

Household Member Full Name:				
Disclosure and Barring Service Check				
Must be an enhanced certificate and checked against the children’s barred list				
One of the following must apply please tick	DBS is less than 3 months old	<input type="checkbox"/>		
	Signed up to update service (you must have sight of the DBS to complete the update check)	<input type="checkbox"/>		
	Vibrant Nation (Identification Verification Check)	<input type="checkbox"/>		
OFFICE USE ONLY				
Action	Yes	No		
Social Services Reference				

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Received with application	Yes	No
Application Form		
Recent Photograph		
Birth Certificate		
Evidence of Qualifications		
First Aid Certificate		
Premises	Yes	No
Public Liability Insurance - you don't need this at submission but must be provided prior to determination of your application.		
Proof of Planning Consultation		
Landlord Consent		
Plan of Premises		
Core Documentation	Yes	No
Statement of purpose		
Child protection policy		
Behaviour management policy		
Staff disciplinary procedure, if applicable		
Statement of the procedure to be followed in the event of a fire and accident		
Procedure for dealing with a child who is lost/missing/not collected		
Complaints procedure		
Special needs policy		
Medication policy and procedure		
Equal opportunities policy		
Confidentiality policy		
Risk assessment for the premises		
Annual safety checks gas/electric/oil		