

## Initial Application – Children’s Day Care

<b>Name of Service:</b>	
-------------------------	--

Tel No.	
Service Address:	
Language of service: <small>(English, Welsh, Both)</small>	
Service Sub-type:	

Organisation Name:	
Organisation Type:	
Organisation Tel No:	
Company Address:	

<b>Registered Person or Responsible Individual (Org only)</b>
---

<b>Disclosure and Barring Service Check</b>
<b>Must be an enhanced certificate and checked against the children’s barred list</b>

<b>One of the following must apply please tick</b>	DBS is less than 3 months old	<input type="checkbox"/>
	Signed up to update service <small>(you must have sight of the DBS to complete the update check)</small>	<input type="checkbox"/>
	Vibrant Nation <small>(Identification Verification Check)</small>	<input type="checkbox"/>

<b>Office Use Only</b>
------------------------

Action	Yes	No				
Medical Reference						
Social Services Reference <small>(only for RP)</small>						
References: <small>(including previous / current employer – check application)</small>						
1.						
2.						

## Initial Application – Children’s Day Care

Person in Charge			
<b>Disclosure and Barring Service Check</b>			
<b>Must be an enhanced certificate and checked against the children’s barred list</b>			
<b>One of the following must apply please tick</b>	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"/>	
For Office use only			
Action	Yes	No	
Medical Reference submitted	<input type="checkbox"/>	<input type="checkbox"/>	
References: (including previous / current employer – check application)	<input type="checkbox"/>	<input type="checkbox"/>	
1.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	

## Initial Application – Children’s Day Care

Received with application	Yes	No
Application Part 1		
Application Part 2		
CORE DOCUMENTATION	Yes	No
Statement of Purpose		
Special Needs Policy		
Confidentiality Policy		
Behaviour Management Policy		
Medication Policy		
Lost/Missing/Not Collected Procedure		
First Aid Certificates (Paediatric)		
Staff Disciplinary Procedure		
Equal Opportunities Policy		
Operational Plan		
Complaints Procedure		
Child Protection Policy		
Fire and Accident Procedure		
PREMISES	Yes	No
Plan of Premises		
Letter from Landlord confirming consent to use		
Copy of Building Control approval (new build only)		
Insurance Certificates (public and building) – you don’t need this at submission but must be provided prior to determination of your application.		
Risk Assessment of the Premises		
Certificate of Liability Insurance		
For an Organisation	Yes	No
Copies of last two annual reports. (If any)		

## Initial Application – Children’s Day Care

The last annual accounts (if any)		
<b>Unincorporated Body (Committee)</b>	<b>Yes</b>	<b>No</b>
List of committee members		
<b>Responsible Individual / Registered Person /</b>	<b>Yes</b>	<b>No</b>
Recent photograph		
Suitability Questionnaire		
Evidence of Qualification		
Birth Certificate		
Proof of ID		