

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 consent form | | | | |
| Medical Reference | | | | |
| References: <small>(including previous / current employer – check application)</small> | | | | |
| 1. | | | | |
| 2. | | | | |
| Additional References: <small>(If applicable)</small> | | | | |
| 1. | | | | |
| 2. | | | | |

| Household Member Full Name: | | | | |
|--|---|--------------------------|--|--|
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| OFFICE USE ONLY | | | | |
| Action | Yes | No | | |
| Social Services Consent form | | | | |

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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. | | |
| Landlord Consent (if in rented accommodation) | | |
| 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 | | |