

**CARE STANDARDS ACT 2000**

**Voluntary/Childcare Approval Scheme Application**

[**Mae'r fflurflen hwn hefyd ar gael yn Gymraeg**](https://arolygiaethgofal.cymru/darparu-gwasanaeth-gofal/cynllun-cymeradwyo-gwirfoddol)**/This document is also available in Welsh**

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| --- | --- | --- |
| **Approval no** |  | (For official use only) |
| **Current approval number (if renewal)** |  |

**WE’RE HERE TO HELP!**

We hope that this form is easy to complete. If you need any help or support, please do not hesitate to call our helpline on 0300 790 0126 or go to our website: [www.careinspectorate.wales](http://www.careinspectorate.wales) The application form is in sections and you will need to complete all the sections.

If you are using the electronic version please save to your computer and type in the relevant information. Then print out the form, sign where indicated and send to the address at either Llandudno Junction or Carmarthen. Please do not email the application form to CIW. For the time being we can only receive applications in hard copy.

Please take your time to complete this form in handwriting that can reasonably be read by another person. Thank you for your time.

## Section A – Your personal details:

|  |  |  |  |
| --- | --- | --- | --- |
| **National Insurance no:** |  | **Date of birth:**  **(Must be 18 years or over)** | (dd/mm/bbbb) |

|  |  |  |  |
| --- | --- | --- | --- |
| **First names:** |  | **Title:** |  |

|  |  |
| --- | --- |
| **Surname:** |  |

|  |  |
| --- | --- |
| **Birth name:** |  |

|  |  |
| --- | --- |
| **Present address and post code:** |  |

|  |  |
| --- | --- |
| **Home telephone no: (with code)** |  |

|  |  |
| --- | --- |
| **Mobile no:** |  |

|  |  |
| --- | --- |
| **Daytime telephone no: (with code)** |  |

|  |  |
| --- | --- |
| **Email address:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Preferred language of communication**  **for telephone calls:**  (please tick one box only) | |  |  | | --- | --- | | Welsh | English | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Preferred language of written communication:**  (including emails and letters)  (please tick one box only) | |  |  |  | | --- | --- | --- | | Welsh | English | Both | |

## 

## Section B – Childcare and First Aid training

**The criteria require that the applicant:**

1. has obtained one of the qualifications specified in the Social Care Wales List of [Required Qualifications](https://socialcare.wales/learning-and-development/early-years-and-childcare-qualifications) to work within the Early Years and Childcare Sector in Wales as a [nanny](https://socialcare.wales/qualification-framework/job-roles/home-based-childcare/nanny)
2. has obtained a paediatric first aid certificate within the 3 years prior to the application for approval independent of the criteria mentioned above. It must contain as a minimum the following areas: dealing with emergencies, resuscitation, choking, shock and anaphylactic shock in babies and children.

### Details of training and qualifications

Details of first aid training and childcare qualifications received.

**Please note**: It is essential the date column is completed.

|  |  |  |  |
| --- | --- | --- | --- |
| Training Establishment | Course/Qualification and level | Date  (dd/mm/yyyy) | For Official Use Only |
|  |  |  |  |
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In order for us to proceed with the application, all elements of the above criteria must be met. If it is obvious that the criteria have not been met, the application form will be returned to you with an explanation. However, if you require a formal decision on your application please return the documents to us.

## Section C – Disclosure and Barring Service

Have you ever been convicted of a criminal offence

or cautioned or have any hearings pending? Yes  No

If ‘Yes’ please give further information:

|  |
| --- |
|  |

As you will be working with children you should complete an enhanced Disclosure and Barring Service (DBS) check which will be sent to you. For more information you can go to their website: [disclosure-and-barring-service](https://www.gov.uk/disclosure-barring-service-check/overview)

If you already have an enhanced DBS certificate and are registered to the [DBS Update Service](https://www.gov.uk/dbs-update-service) in relation to this certificate, we will accept your DBS providing:

* Your certificate relates to the correct [workforce](https://www.gov.uk/government/publications/dbs-workforce-guidance) area;
* You meet the [eligibility](https://www.gov.uk/government/collections/dbs-eligibility-guidance) criteria for the level of check;
* You provide CIW with consent to carry out a status check on your DBS through the Update Service; and
* You present your original DBS certificate to CIW.

### Rehabilitation of Offenders Act 1974

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) says that, for most purposes, and after a fixed time, people no longer have to declare their convictions

You should note however, that this application does not include a requirement to disclose offences. Disclosure and Barring Service checks will ensure that all relevant offences are included in the certificate issued by DBS. Further information on the filtering out of old and minor offences is available from the Disclosure and Barring Service

## Section D – Data Protection

**Important:**

We process any personal and/or sensitive information we hold about you fairly and lawfully, and we only ask for such information where it is necessary for us to carry out our role. For more information about how we process your personal data, and your rights in relation to this, please see our Privacy Notice at <https://careinspectorate.wales/how-we-use-your-information>, or contact us for a paper copy.

Please sign this declaration to indicate your consent to the processing by CIW of the data supplied by you on this form.

## Applicant agreement (D)

The Welsh Government has authorised us to share information with local Family Information Services (FIS) to allow parents to find out about Approved Home Childcarers available in their area. Please sign below if you agree to the Childcare at Home Approval Scheme releasing your information to your local FIS.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

(NB: No personal information will be shared with any other organisation other than for the purpose explained above.)

## Section E – Validation of information

When you have completed your application and it has been checked to confirm that all the required criteria are met we will take payment. Following payment you will be sent an enhanced DBS disclosure form; you will be required to have your identity documents for the DBS check to be verified in any post office. Please send copies of your childcare and first aid training certificates to us along with the disclosure form.

If you are registered with the DBS Update service you will need to show us your original enhanced DBS certificate and provide us with your consent carry out a status check on your certificate through the Update Service.

### Other relevant information not contained elsewhere:

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## Applicant Declaration

I declare that all the information given is true and I understand that any false or misleading information may result in my application for approval being rejected.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

|  |  |
| --- | --- |
| **Please print your name in capitals:** |  |

**Please return to either:**

Care Inspectorate Wales Care Inspectorate Wales

Government Buildings Government Buildings

Sarn Mynach Picton Terrace

Llandudno Junction Carmarthen

LL31 9RZ SA31 3BT

# Payment details

Once you have submitted your application **you** **will need to contact CIW on 0300 790 0126 to make payment over the phone**. Please allow 5 working days before attempting to make payment for us to process your application.