

The Approval of Home Childcare Providers (Wales) Scheme 2021

Frequently asked Questions for Nannies (home childcare providers)

If I care for a child or children in one of their homes do I have to be approved?

No, this is a voluntary scheme but it will enable you to demonstrate to your employer that you have met certain criteria and this will enable them to access UK Government financial support should they be eligible, which should make you more employable.

What is the criteria for the Approval of Home Childcare Providers (Wales) Scheme 2021?

The criteria for a home childcare provider (nanny) to be approved under this scheme is that the applicant must:

- Be over 18 years of age
- Have a qualification on the Social Care Wales List of [Required Qualifications](#) to work within the Early Years and Childcare Sector
- Hold a current paediatric first aid certificate
- Have public liability insurance
- Have a current enhanced DBS (Disclosure and Barring Service) check

Not be barred or be considered unsuitable to work with children. The required qualification can be found on the Social Care Wales website in the List of [Required Qualifications to work within early years and childcare in Wales](#)

Whilst not currently a requirement, it is recommended that nannies familiarise themselves with the All Wales Safeguarding Procedures, and be able, in particular, to identify signs of abuse and neglect in children and know how to report concerns to social services. You may find that this was covered as part of your qualification or if not you may speak to your local authority about attending one of their safeguarding courses or see what's available on the [Social Care Wales](#) website.

What if I don't have one of the qualifications listed above?

Further information about training opportunities, and any local funding support which may be available to undertake qualifications, can be accessed via these organisations:

- [Social Care Wales](#)
- [Local Authority Family Information Services](#)
- [PACEY Cymru](#)

Do I need to get public liability insurance if I am already approved and my renewal isn't due yet?

No, you will need to ensure that you have public liability insurance in place when you submit your application to renew.

If I am applying for the first time do I need to send my public liability insurance in as part of my application?

No, but we will need to see it before we can approve your application.

How much will it cost to become approved?

The approval cost for the Home Childcare Providers Scheme is £55. If applicants also need a DBS certificate, this can be requested via CIW's online provider Vibrant Nation at the cost for £54.40. Approval lasts for 12 months so you will need to reapply every year. A DBS enhanced certificate is valid for 3 years so the fee for re-application will be £55 each year for the second and third years. You should submit your re-application at least 42 days before your approval is due to end.

If you subscribe to the DBS update service the Home Childcare Providers Scheme application and renewal costs will remain at £55 as long as you are renewing your DBS with the update service annually.

What is a Disclosure and Barring Service (DBS) check?

As part of the approval process applicants are required to apply for an enhanced Disclosure and Barring Service check (DBS check). A DBS check is a document containing information held by the police and government departments and can be used by employers and voluntary organisations to make safer recruitment decisions. Disclosures are provided by the DBS, an executive agency of the Home Office. The DBS check is necessary for those regularly caring for, training, supervising or being in sole charge of children or vulnerable adults and contains details of all convictions on record including spent convictions, plus details of any cautions, reprimands or warnings. It also involves an extra level of checking with local police force records in addition to checks with the Police National Computer (PNC) and the government department lists of those who are legally barred from working with children.

What are the benefits of subscribing to the DBS Update Service?

For an annual subscription you can join the [DBS Update Service](#); this will allow you to keep your DBS Certificate up-to-date and take it with you from job to job provided it is within the same workforce area and where the same type and level of check is required (Standard or Enhanced).

What if I'm already registered with the DBS Update Service?

If you have an enhanced DBS certificate for the correct [workforce area](#) that you are applying for and you already subscribe to the Update Service, then the approval fee

for the first-year application will be £55 as you won't have to pay for the cost of a DBS check. You must show us your original DBS certificate and give us your consent to carry out an online '[status check](#)' to see if there are any changes on your certificate. Important: If you don't keep up your payments of the annual subscription fee to DBS Update Service, you'll need to apply for a new DBS check.

What if I have recently returned, or moved, to the UK?

The same approval criteria will apply in terms of qualifications, public liability insurance and DBS. The Approval body adheres to the UK Government's guidelines for undertaking DBS checks on individuals who are new to the UK or who have recently returned to the country.

How do I apply for approval with the Approval of Home Childcare Providers (Wales) Scheme 2021?

Complete an application form and send it to either:

Home Childcare Provider Approval
Scheme
Care Inspectorate Wales
Government Building
Picton Terrace
Carmarthen
SA31 3BT

Home Childcare Provider Approval
Scheme
Care Inspectorate Wales
Government Offices
Sarn Mynach
Llandudno Junction
LL31 9RZ

☎ 0300 790 0126

✉ CIWRegistration@gov.wales

The [Application form](#) can be accessed from our website. If you submit your application via email please ensure you attach scanned images of your qualifications, we will then contact you to take your payment over the phone and if you require an enhanced DBS check we can start the process with our online provider Vibrant Nation. If you submit your application by post please include your qualification certificates so we can assess your eligibility.

I am working as a childcare in England/Scotland, can I apply to be approved?

The Approval of Home Childcare Providers (Wales) Scheme 2021 only applies to Wales although if you live in England or Scotland and look after children in Wales you can apply to become an approved home childcare provider. [England](#) and Scotland have different arrangements for approving nannies.

What can someone do if they are refused approval?

The approved home childcare provider can follow the representations process and ask the Approval body to appoint a decision maker to review their application. Full details of the representations process are included in the [Approval Guidance](#).

What protection will there be for an approved home childcare provider working in the parent's home if that home is dangerous to either the children or the home childcare provider?

The identification of any risks will be a matter for the home childcare provider and parents. Approved home childcare providers should make themselves aware of the [All Wales Safeguarding Procedures](#) as they relate to children at risk, safeguarding principles and the duty to report a child at risk of abuse, neglect and/or harm.

What will the approval body do if notified of an approved home childcare provider having harmed a child?

Advise the caller to notify the appropriate Authority; take details of the approved home childcare provider and their address and pass on the information to the local Social Services. When informed that an appropriate authority is investigating the allegations, CIW may withdraw approval at any point during the investigation. Should the investigation clear them of wrong doing the home childcare provider can re-apply to become approved.

Will childcare provided by a carer approved by the Approval of Home Childcare Providers (Wales) Scheme 2021 be eligible for Childcare Offer funding?

No, a childcarer on the Approval of Home Childcare Providers (Wales) Scheme 2021 cannot provide [Childcare Offer for Wales funded places](#).

How long does the renewal process take?

We advise home childcare providers to reapply for approval at least 42 days in advance. For parents to retain continuous entitlement to UK Government financial support including Tax Free Childcare, tax credits, the childcare element of Universal Credit or employer voucher schemes, it is necessary for their nanny or carer to remain approved or registered. Those who follow this advice will be more likely to achieve a seamless renewal starting from the date their old approval expires. You will need to apply for approval each year and will need to provide evidence that your first aid training and public liability insurance are both up to date. However, if you have an enhanced DBS certificate for the correct [workforce area](#) and you already subscribe to the Update Service, then you will not need to also undertake a new DBS every 3 years.