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**The Approval of Home Childcare Providers (Wales) Scheme 2021**

**Application Form**

**(for initial approval and renewal of approval)**

[**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**

If you need any help or support completing this form, call us on 0300 790 0126, and ask for the home childcare provider approval team or go to our website to access the current [FAQs for nannies for home childcare providers](https://careinspectorate.wales/providing-a-care-service/voluntary-approval-scheme).

Please ensure you fully complete the form to avoid any delays.

You can email your completed application to [ciw@gov.wales](mailto:ciw@gov.wales)

## Section A – Your personal details:

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

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

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

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

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| --- | --- |
| **Current address:** |  |
| **Post code** |  |

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

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

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

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

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| **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 Qualifications and First Aid training

**The criteria set out in ‘The Approval of Home Childcare Providers (Wales) Scheme 2021’ legislation require that the applicant:**

* has a qualification on the Social Care Wales List of [Required Qualifications](https://socialcare.wales/qualification-framework)

to work as a Home Childcare Provider

* has a current paediatric first aid certificate which has been undertaken by the applicant not more than three years prior to the date when the application for approval is made. It must be suitable for the care of babies and children. It must contain, as a minimum the following areas: dealing with emergencies, resuscitation, choking, shock and anaphylactic shock in babies and children.

Whilst not currently a requirement, it is recognised as good practice and commended 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.

### Details of training and qualifications

**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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Please send copies of your childcare qualification and first aid training certificates to us.

## Section C – Disclosure and Barring Service

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| Have you ever been convicted of a criminal offence  or cautioned or have any hearings pending? | Yes | No |

If ‘Yes’ please give further information:

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As you will be working with children you should hold an enhanced Disclosure and Barring Service (DBS) check that has been checked against the children’s barred list.

If you already have an enhanced DBS certificate and it is registered with the [DBS Update Service](https://www.gov.uk/dbs-update-service), 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 present your original DBS certificate to CIW
* You provide CIW with consent to carry out a status check on your DBS through the Update Service

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| --- |
| **DBS Consent** |
| If you are already signed up to the DBS Update Service do you consent CIW to carry out a status check on your DBS **Yes**  **No** |

If you do not hold a current enhanced DBS certificate we will contact you to arrange setting up a DBS via CIW’s online provider Vibrant Nation, once we have checked your application form.

### 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.

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.

**It is a requirement of the Approval Scheme that nannies who are already approved must notify CIW of a criminal offence or caution in writing as soon as reasonably practicable. Failure to do this may result in withdrawal of approval.**

## 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](https://careinspectorate.wales/how-we-use-your-information), or contact us for a paper copy.

**Section E - Public Liability Insurance**

We will need to have sight of your public liability insurance certificate before your application can be approved.

You can either include a copy of it as part of this application or submit it to us prior to approval. CIW will contact you to let you know when you need to submit your insurance documents.

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 childcare providers available in their area. Please sign below if you agree to the Approval of Home Childcare Providers (Wales) Scheme 2021 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 F - Validation of information

When you have completed your application and it has been checked to confirm that all the required criteria are met, CIW will take payment.

**If you do not have a current enhanced DBS Certificate** we will contact you to arrange setting up an account via CIW’s online provider Vibrant Nation so that you can obtain an enhanced DBS certificate. As part of this process you will be required to have your identification documents verified via the post office.

**DBS Update Service** - If you are registered with this service you will need to show us your original enhanced DBS certificate and provide us with your consent [(as above)](#DBSCONSENT) to 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 either email the application form to** [**ciw@gov.wales**](mailto:ciw@gov.wales) **or return to:**

|  |  |
| --- | --- |
|  | Care Inspectorate Wales  Government Buildings  Rhydycar Business Park  Merthyr Tyffil  CF48 1UZ  0300 7900 126 |
|  | |

**If you choose to return your application via post we would recommend using recorded delivery.**

# Approval of Home Childcare Providers fee details

* The cost for the Approval of Home Childcare Providers (Wales) Scheme 2021 is £55 per annum.
* If you also need a DBS certificate, this can be requested via CIW’s online provider Vibrant Nation
* **Approval lasts for 12 months so you will need to reapply every year. You should make an application to renew an approval at least 42 days in advance of the expiry of the approval.**
* As a DBS check is valid for 3 years this will not need renewing each year, and so the fee for re-application is £55 for the second and third years.
* If you subscribe to the DBS update service, the Approval of Home Childcare Providers (Wales) Scheme 2021 applicationrenewal costs will remain at £55 as long as you are renewing your DBS with the update service annually.

Once you have submitted your application, a member of the registration team will contact you to take payment via Credit or Debit Card.

|  |  |
| --- | --- |
| **Checklist of documents to include with your application** | **Tick** |
| Copy of your **paediatric first aid certificate** |  |
| Copies of your **qualifications** |  |
| \***Public Liability Insurance Certificate** (this can be submitted later in the process)  \***Please note** you will not be approved until we have seen a copy of this document |  |