



## Voluntary Notification By a Person Providing A Home Based Childminding Service



TO: Leitrim County Childcare Committee Ltd

I, \_\_\_\_\_, hereby give notice that *I am providing/it is my intention to provide* a home-based Childminding service that is exempt from the requirement to notify the Health Service Executive (HSE) under the Child Care Act 1991.

- I have read the “National Guidelines for Childminders”. I agree to comply with all aspects of the Guidelines.
- I agree to work with the Childminder Advisory Worker to access various supports, information, training, funding etc.
- I agree to a home visit and have completed the attached Self Evaluation Form in conjunction with the Childminding Advisory Worker.
- I agree that the HSE may be informed of my completed voluntary notification.
- I agree for my name to be given out to parents.

This notice is given today, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Childminder’s Details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

My Childminding Service operates from  
\_\_\_\_\_ am to \_\_\_\_\_ pm, \_\_\_\_\_ days per week.

## VOLUNTARY NOTIFICATION - SELF EVALUATION

<b>SUITABILITY OF THE PERSON</b>		Signature of Childminder
1.	<p>I am an adult who is genuinely interested in caring for children, has the ability to communicate with children, is of good character and is in good health. <i>(I am over 18yrs. Letter from my G.P. to say I am fit to mind children. Copy seen by CMAW).</i></p>	
2.	<p>I attest that I am free from any criminal conviction or pending investigation that would deem me unsuitable to have unsupervised care of children. I am willing to undergo a Garda Vetting procedure in the future if necessary. <i>(Copy of letter written to the vetting office seen by CMAW).</i></p>	
3.	<p>I have provided at least two written references that attest to my good character and to my suitability to provide single-handed childcare for a group of pre-school children. <i>(Copies of letters from past employer/parent/G.P seen by CMAW)</i></p>	
4.	<p>I have trained in First Aid for Children and have up-to-date First Aid Certification dated: _____ <i>(Copy of Certificate seen by CMAW)</i></p> <p><b>Or</b> I am willing to undertake First Aid Training for Children.</p>	
5.	<p>I have the following experience working with Children:</p>	

6.	I have completed the following relevant training:	
7.	I plan to undertake the following relevant training:	

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<b>WELL BEING OF THE CHILD</b>		Signature of Childminder
1.	I am committed to providing quality childcare which ensures that the well being and development of the child is paramount <i>(Standard 1, Standard 2. Siolta).</i>	
2.	I have written policies and procedures for my Childminding service and I will ensure that parents are aware of these. These are available from the Leitrim County Childcare Committee and cover the following topics:  <ul style="list-style-type: none"> <li>- Confidentiality</li> <li>- Health and safety policies including a safety statement</li> <li>- Child Protection</li> <li>- Fire Safety Policy</li> <li>- Positive Discipline Policy</li> <li>- Partnership with Parents</li> <li>- Equal Opportunities</li> </ul>	

3.	<p>I have put in place a procedure for recording relevant information in relation to the child and ensure that parents are aware of this procedure:</p> <ul style="list-style-type: none"> <li>- Daily attendance</li> <li>- Child's Information Record</li> <li>- Daily Routine</li> <li>- Menu Plans (ensuring healthy, balanced nutritional diet; food stored correctly)</li> <li>- Accident/Incident Form</li> <li>- Medicine Administration Form</li> </ul>	
4.	I have/plan to avail of Children First: Child Protection Training	

<b>PHYSICAL ENVIRONMENT</b>		Signature of Childminder
1.	<p>My home provides a secure and happy environment in which the health, safety and welfare of the child are assured, and in which the developmental needs of the child are met. <i>(Standard 9 Siolta).</i></p>	
2.	<p>The areas of my home, indoors and out of doors, are in a proper state of repair and are fit for the purposes of Childminding. All are free of avoidable hazards.</p>	
3.	<p>My home is clean, hygienic and safe: has stair gates, locks on cupboards, presses, doors as needed; and hazardous materials suitably stored.</p>	

4.	There is a telephone on the premises. <i>Home No:</i> <i>Mobile No:</i>	
5.	Emergency contacts are posted in an easily accessible location and an emergency back-up person is available to me who can respond promptly. <i>Name/s of persons available</i> _____ _____  <i>Length of time it takes to get to your house ( 5 mins )</i>	
6.	The exit doors, gates and perimeter of the home are secure.	
7.	There is adequate work and play space for all children and adults in the service. <i>What rooms in your home are available to the children.</i>	

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<b>HEALTH AND SAFETY</b>		Signature of Childminder
1.	I have health and safety procedures in place in my Childminding Service and can provide evidence of this.	
2.	I ensure the safety of the children in my care at all times by example	

3.	<p>I ensure good hygienic practices are followed at all times.  <i>Cleaning schedule/storage</i></p>	
4.	<p>I have appropriate insurance cover for my Childminding service.  <i>Copy seen by CMAW</i></p>	
5.	<p>I have a properly equipped first aid kit, fire fighting blanket/equipment and smoke alarms in place.  List attached  Date checked on fire extinguisher _____  Smoke Alarms</p>	
6.	<p>Fire safety procedures are in place, including an evacuation plan. (<i>Copy seen by CMAW</i>)  Date of last fire drill _____</p>	
7.	<p>I have ensured that animals/pets on the premises do not put the health, safety or welfare of the children at risk.</p>	

For support and assistance in completing this  
Voluntary Notification Form and Self-Evaluation Form  
Contact:

Leitrim County Childcare Committee  
Childminding Advisory Worker

Leitrim County Childcare Committee  
Laird House  
Church St  
Drumshanbo  
Co. Leitrim

Tel: 071 9640870

E-mail: [leitrimcountychildcare@eircom.net](mailto:leitrimcountychildcare@eircom.net)

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