Childminders

Training and Development Guide
2027-2028

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Childminders Training and Development Guide 2027-2028

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Becoming a Childminder in Bolton: A Brief Overview

Childminding is a rewarding profession that plays a vital role in supporting children's learning, development and wellbeing. To help childminders provide high-quality childcare and meet their legal responsibilities, Bolton Council offers a training and development programme designed to support you from pre-registration through to ongoing professional development.

The role and responsibilities of childminders are set out in the:
- Early Years Foundation Stage (EYFS) Statutory Framework
- Childcare Act 2006
- Ofsted Registration Requirements
- Childcare Register Requirements (where applicable)

The training pathway has been developed to help you understand what you need to do before registration and throughout your childminding career. It includes guidance on registration requirements, safeguarding, health and safety, business responsibilities and professional development.

Some training courses are mandatory and required by legislation, the EYFS or registration requirements. Other courses are identified as essential Bolton requirements and support good practice, quality improvement and positive outcomes for children and families.

Training is organised by priority, showing what should be completed **before** registration, within 30 days, within 6 months, within 12 months of registration and ongoing refresher training requirements. Full details can be found in the **Priority Training Document**.

Training is delivered through a mixture of face-to-face, online and Microsoft Teams sessions. Some courses are provided free of charge, while others have an associated cost. Many online courses can be accessed through a ME Learning Digital Licence, which provides access to a range of childminder training related courses and a wide variety of other subjects.

Childminders are expected to maintain their knowledge and skills through ongoing professional development, keep mandatory training up to date and ensure registration requirements, including DBS arrangements, remain current.

This document provides an overview of the steps to becoming a childminder in Bolton, the training requirements associated with registration, and the ongoing learning and development opportunities available to support your practice.

For more information about training or purchasing a ME Learning licence, please contact Bolton's Learning and Development team via

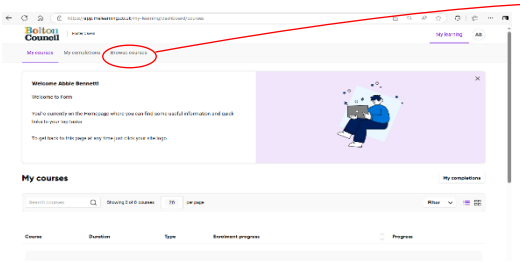
learninganddevelopment@bolton.gov.uk

Important booking information

How to Book on to Courses

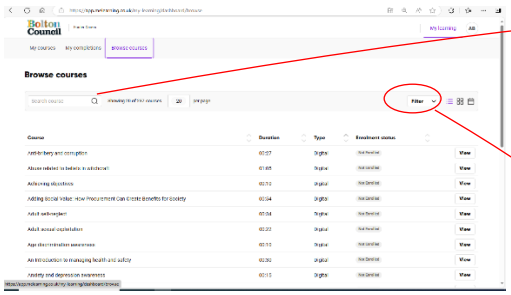
In order to access the training listed in this training programme, you will need to create a ME-learning account (there is no charge for this), accept your invite to the system and once logged in, you will be able to review and book onto your chosen courses. Please email learninganddevelopment@bolton.gov.uk and provide the following information:
Your full name:
Your email address:
Name of your company if you have chosen one:
Full Postal Address:
Postcode:
Telephone number:
State that you wish to be **registered on both** the EVENTS Platform and OPEN ACCESS Platform

Once you have created your account and logged on, you will be able to search for the courses listed within this brochure via the 'Browse Courses' section. Once you have found the course you have searched for click 'View' and then 'Enrol'. Alternatively, once you have selected Browse Courses, you can then click 'Filter' - 'Type' and select Event or Digital for the type of course you are looking for.



1. Select 'Browse Courses'

On this page you will see a list of ALL the courses available to you.



2. Search for your selected course

Once searched, you will see the course you are looking for on your screen. Select view and enrol to sign up.

or

3. Select Filter - Type: Event and then search and select the course you are looking for.

When you filter to events you will see a full list on all course events. Here, you will need to look for your course and then click view and enrol.

If you are enrolling onto an Online course/ event, this will be delivered by Microsoft Teams or Zoom.

Your link to the online session will be visible on your Me Learning Courses once you have enrolled.

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Becoming a Childminder in Bolton: A Step by Step Guide

Childminding can be a rewarding career that allows you to work from home while supporting children's learning and development. Before you can begin childminding, there are a number of legal, registration, training and business requirements that must be completed.

Follow the steps below to get started.

Step 1: Find Out More About Childminding

Before starting your application, consider whether childminding is right for you.

We recommend completing the Introduction to the 'Role of the Childminder' course through Me-Learning Open Access Platform. It is part of the pre-registration process and will help you understand the role and decide if childminding is right for you.

Think about:

- Working from your home environment.
  - Equipment and resources shared with your living space.
  - Can you legally run a childminding business in your home?
- Caring for children of different ages.
- Running your own business.
- Keeping records, policies and accounts.
- Meeting safeguarding, health and safety and EYFS requirements.
- Ongoing costs of resources, equipment and training required for childminding.

Useful support is available through Bolton Start Well's Early Years Provider Business Planning and Support service:

Early Years Providers Business Planning and Support

Step 2: Check Your Home and Household Arrangements

Childminders can operate from their own home or register as a Childminder Without Domestic Premises (CWDP) and work from suitable non-domestic premises.

You should:

- Inform your mortgage provider if you own your home.
- Obtain permission from your landlord if you rent your property.
- Notify your home insurer and check that childminding activities are covered.
- Consider any impact on neighbours, parking or traffic.
- Check with your local planning department whether any permissions or approvals are required before operating your childminding business from either domestic or non

domestic premises. Requirements may vary depending on the property and proposed use, the scale of the business, and any planning restrictions that may apply.
- Ensure your home/premises can provide a safe environment for children.
- Links with Environmental Health for Waste Disposal requirements

Step 3: Complete Pre-Registration Training

Before registering, you should complete the essential training needed to safely care for children.

Complete this first - Introduction to the Role of a Childminder Me- Learning Open Access (FREE)

For ME-Learning Licence enquiries, contact Learninganddevelopment@bolton.gov.uk

Pre-Registration Training

- Keeping Children Safe (Basic): Signs and Symptoms
- Paediatric First Aid
- Roles and Responsibilities of the Designated Safeguarding Lead
- Safe Handling and Administration of Medication for Children
- Child Development

These courses will provide the foundations needed to meet safeguarding and welfare requirements under the Early Years Foundation Stage (EYFS).

Step 4: DBS Checks and Health Checks

You must obtain:

An Enhanced DBS check for yourself.

- Enhanced DBS checks for relevant household members aged 16 and over where required.
- Tick the box to keep annual renewals open
- Contact details for 2 references
- GP to fill in and sign health declaration booklet
- Obtain a certificate of good character from an embassy - if you've lived abroad in the past 5 years

You will also need to complete any identity and suitability checks required during the registration process.

Become a childminder or nanny (England): Register as a childminder based at home - GOV.UK

Step 5: Set Up Your Childminding Business

Before caring for children, you should ensure you have the systems and insurance needed to operate your business safely.

Essential Arrangements

- Public Liability Insurance
- Employers liability insurance if working with others or childminding assistants

Policies and procedures, including:

- Safeguarding
- Complaints
- Medication
- Information sharing and consent

First aid kit

Accident and incident recording system

Attendance register

Parent contracts

Fire safety arrangements and smoke alarms

Risk assessments

Business bank account

Information Commissioner's Office (ICO) registration (if storing personal information electronically)

Registration for Tax-Free Childcare and other eligible childcare funding schemes

Step 6: Register as a Childminder

To provide childcare for payment, you must register with **Ofsted** or a **Childminder Agency (CMA)**. Before applying, ensure you have completed **all pre-registration training** (See below) and obtained the required DBS checks.

Find out more about becoming a childminder, registration routes, eligibility and costs:
Become a Childminder or Nanny (England) [gov.uk]

Register with Ofsted OR a Childminding Agency
Register as a Childminder [gov.uk]

Childminder agencies: list of agencies - GOV.UK

Your application may be rejected if you do not have the correct documents.

Once registered, you can move on to registering with HMRC. For sole traders, this is required once your income exceeds £1,000 within a tax year. However, you can choose to register earlier if you want to claim expenses.

Step 7: Complete Health and Safety Checks

You are responsible for providing a safe environment for children.

Before starting, ensure you have:

- Completed a home risk assessment
- Assessed risks for outings and school runs
- Safe sleeping arrangements
- Safe storage of medicines, cleaning products and hazardous substances
- Safe and suitable equipment
- Fire evacuation procedures
- Appropriate supervision arrangements

You should also understand your responsibilities for reporting serious accidents, injuries and incidents, including RIDDOR requirements where applicable.

Step 8: Start Childminding and Register with HMRC

Once you begin receiving income from childminding, you must register as self-employed with HM Revenue & Customs (HMRC).

You will need to:

- Set up or use an existing Government Gateway account.
- Register as a sole trader.
- Complete Self Assessment tax returns.
- Pay any tax and National Insurance due.
- Maintain accurate business records.
- You may want to engage the services of an Accountant to help with this, however there will be a charge.

Step 9: Register as a Funded Provider [Funding for the Early Years and Childcare Entitlement – Bolton Start Well]

- Complete the online registration form
- Eligibility checks are completed by the Council
- Sign a Funding Agreement
- Register as a Tax-Free Childcare Provider - [Sign up to Tax-Free Childcare if you're a childcare provider - GOV.UK]
- HMRC sends eligible childcare providers a Tax-Free Childcare registration letter containing and 11-digit used ID. Once this ID is received sign up to get a childcare provider account

Step 10: Keep Required Records

As a childminder, you should keep clear and accurate records, including:

- Attendance records.
- Parent contracts.
- Accident and incident records.
- Training records.
- Income and expenditure records.
- Invoices and receipts.
- Mileage and business expenses.
- Risk assessments.

Step 11 – Keeping up to Date

- To maintain your registration, ensure that you keep your DBS account is up to date.
- Ensure you keep up to date with mandatory and essential training

Understanding the Training Pathway

The training pathway is designed to help you build the knowledge and skills needed to become a safe, effective and successful childminder. Some courses are mandatory, meaning they are required by legislation, the Early Years Foundation Stage (EYFS) or registration requirements. Other courses are identified as essential as it is a Bolton requirement, meaning they are strongly recommended to support good practice, enhance your professional development and help you provide the best possible outcomes for children and families.

Training is organised by priority, showing what should be completed before registration, within 30 days, within 6 months and within 12 months of becoming registered and ongoing refreshers as required.

Please see **Priority Training Document** for full details.

Training Delivery and Costs

Training is delivered through a combination of online learning, virtual sessions and face-to-face courses. Some courses are available free of charge, while others are charged on a per-course basis. Many of the online courses can be accessed through a ME Learning Digital Licence, which costs £30 per person per year and provides access to a range of childminder training modules. The delivery method and any associated costs are shown alongside each course within the training pathway. Please see priority training document for full details

For ME-Learning Licence enquiries, contact Learninganddevelopment@bolton.gov.uk

Order of Priority Training

Pre-Registration

Pre Registration	Delivery
Introduction to the role of a childminder	Me- Learning Open Access (FREE)
Roles and Responsibilities of the Designated Safeguarding Lead	Me- Learning Open Access - Multi Agency Programme (FREE)
Safe Handling and Administration of medication L2 for Children, including Ofsted requirements	Face to Face Me- Learning Events Booking (Chargeable)
Paediatric First Aid	Face to Face Me- Learning Events Booking (Chargeable)
Keeping Children Safe (Basic): Signs and Symptoms	Me- Learning Open Access - Multi Agency Programme (FREE)
Child Development - Gov.Uk	Gov.uk (FREE)

Within 30 Days

Within 30 days	Delivery
Whistleblowing	Me- Learning Digital Suite (via Me-Learning Licence)
Food safety and hygiene - Level 2	Me- Learning Digital Suite (via Me-Learning Licence)
Food allergy awareness	Me- Learning Digital Suite (via Me-Learning Licence)
Safe Sleeping	Multi Agency ICON and Safer Babies "Knowledge Nugget" (FREE)
Health and Safety in the Workplace	Me- Learning Digital Suite (via Me-Learning Licence)
Prevent Awareness	Multi Agency Programme (FREE)
Fire Safety Awareness	Me- Learning Digital Suite (via Me-Learning Licence)
Children's workforce induction	Me- Learning Digital Suite (via Me-Learning Licence)
Safer Food Better Business for Childminders	Government website (FREE)

Within 6 Months

Within 6 months	Delivery
Understanding behaviour of children and young people	Me- Learning Digital Suite (via Me-Learning Licence)
Early Years Providers Business Planning and Support	Bolton Start Well
Everyday Communication: The 5 Golden Rules in Action	Bolton Start Well
Keeping Children Safe (Advanced)	Multi Agency Programme (FREE)
Prevent Referrals	Multi Agency Programme (FREE)
Channel Process	Multi Agency Programme (FREE)
Introduction to Early Help	ME Learning Open Access - Multi Agency (FREE)

Within 12 months

Within 12 months	Delivery
Effective communication with children and families	Me - Learning Digital Suite (via Me-Learning Licence)
Equality and Diversity	Me- Learning Digital Suite (via Me-Learning Licence)
Foundational ACEs & Trauma Awareness Training	Me- Learning Open access (FREE)
Recruitment and selection	Me- Learning Digital Suite (via Me-Learning Licence)
Child Development - Me Learning	Me Learning Digital Suite (via Me-Learning Licence)
Human trafficking and modern-day slavery	Me Learning Digital Suite (via Me-Learning Licence)
Information sharing and consent	Me- Learning Digital Suite (via Me-Learning Licence)
E-learning | An Introduction to the WellComm Toolkit for Childminder	Bolton Start Well (FREE)
E-learning | Behaviour and self-regulation in the early years	Bolton Start Well (FREE)
E-learning | Mark Making to Writing Journey	Bolton Start Well (FREE)

Links to book on to training:

To enquire or purchase a ME-Learning Licence that covers all learning identified in 'Me-Learning Digital Suite', contact Learninganddevelopment@bolton.gov.uk

Register on our Training platforms for FREE to access Face to Face or online learning – email learninganddevelopment@bolton.gov.uk with the details outlined at the beginning of this document.

Multi Agency Training can be accessed via Working with children - Safeguarding – Learning and development

Bolton Start Well Training can be accessed via Bolton Start Well E-Learning

Paediatric First Aid

Course Overview

This 12-hour course is based around the most common injuries that occur with children, plus resuscitation. The training includes both theory and practical content within the sessions enabling candidates to demonstrate skills and knowledge; *To preserve life, prevent the condition worsening and promote recovery.*

Topics include:

- the roles and responsibilities of a first aider
- assessing an emergency situation safely
- CPR and AED
- administering first aid to a choking infant or child
- dealing with shock, scolds, bleeds, bites, stings and minor injuries
- dealing with casualties with fractures, and spinal or head injuries
- Level 3 Paediatric First Aid Certificate valid for 3 years

Aims and Objectives

- Understand the roles and responsibilities of a paediatric first aider, including how to assess emergency situations safely and effectively.
- Develop practical skills to respond to common childhood injuries and medical emergencies, such as CPR, choking, bleeding, shock, burns, and fractures.
- Gain confidence in applying first aid techniques to preserve life, prevent deterioration, and promote recovery, leading to certification in Level 3 Paediatric First Aid.

To Book a place, please visit our Learning and Development webpage for Childminders page.

Keeping Children Safe Basic (Signs and Symptoms)

Course Overview

Adults working with children in any capacity must complete this basic training and repeat it at least every 3 years. This digital course provides a basic introduction to safeguarding and child protection. It helps learners recognise the signs and symptoms of abuse, neglect, and harm, and understand their responsibilities in keeping children safe. The course also introduces key safeguarding principles and Bolton's Framework for Action.

Topics include:

Safeguarding and child protection
Signs and symptoms of abuse and neglect
Types of abuse and their indicators
Responding to safeguarding concerns
Reporting procedures
Information sharing
Bolton's Framework for Action

Aims and Objectives

- Understand the difference between safeguarding and child protection
- Identify the forms of abuse and some of the main signs and indicators
- Consider your responsibility dealing with disclosures and safeguarding children
- Familiarise with Bolton's thresholds (Framework for Action) and other key documents, processes and legislation
- Consider our professional role and expectations of behaviour when working with children

This course is now available via the Open access platform on ME-learning.

Set up your new account for free: email Learninganddevelopment@bolton.gov.uk
With the information outlined on page 4 of this guide

Once registered log into the Open access workspace, choose the course, enrol and launch. Don't forget to complete the feedback to release your certificate.

Foundational ACEs and Trauma Awareness Training

Course Overview

This course provides an introduction to Adverse Childhood Experiences (ACEs), trauma, and trauma-informed practice. Learners will explore how childhood adversity and toxic stress can affect a child's development, behaviour, health, and wellbeing, and how services can respond in ways that promote safety, trust, resilience, and recovery. The course supports Bolton's vision of creating a trauma-aware community where children, young people and families feel safe, supported, and able to thrive.

Aims and Objectives

Understand what ACEs and trauma are and their impact on children and young people

• Recognise the signs, effects and long-term consequences of trauma

• Understand the principles of trauma-informed practice

• Identify ways to support resilience, recovery and positive outcomes

• Consider your role in creating safe, trusting and supportive environments

• Develop a compassionate, strengths-based approach to working with children, young people and families.

This course is now available via the Open access platform on ME-learning.

Set up your new account for free: email Learninganddevelopment@bolton.gov.uk
With the information outlined on page 4 of this guide

Once registered log into the Open access workspace, choose the course, enrol and launch. Don’t forget to complete the feedback to release your certificate.

Mental Health and Wellbeing Training

This **FREE** suite of training helps people to gain insights into their own mental health and wellbeing, as well as learn how to recognise the signs of poor mental wellbeing in others, provide support and advocate for mental health awareness in the workplace.
There are a number of different courses on offer, ranging from one-hour introductory sessions to courses with up to seven sessions on different days.

Training is available both online and in person.

Courses are free of charge for anyone working or volunteering in Bolton.

Please take a look at the Mental Health and Wellbeing training offer using the link below. Please be aware that this will be updated on a regular basis.

Training Programme

These courses can be booked via the Open access platform on ME-learning.

Set up your new account for free: email Learninganddevelopment@bolton.gov.uk
With the information outlined on page 4 of this guide

Once registered log into the Open access workspace, choose the course and date, book your place. Don't forget to cancel your place if you cannot attend – non attendance may prompt a non attendance fee of £30



Bolton Safeguarding Children Partnership Multi-agency: Children Safeguarding Training Courses

The Multi-agency Safeguarding training is available to access by Childminders and Childminding Assistants. It offers a wide range of courses relating to Safeguarding and Early Help.

Please take a look at the training offer using the link below.

Training Programme



Bolton Safeguarding Children Partnership

Internet Safety and Online Gaming Support

Access guidance, resources and practical advice to help keep children safe online. Find support on setting healthy gaming boundaries, understanding online risks, and promoting positive digital wellbeing through trusted resources such as The National College and the #WakeUpWednesday campaign.



Visit The National College | #WakeUpWednesday.

Important Booking Information

Please see Information on how to book on to courses at the **front of this brochure**.

Accessing Online Training

If the course is being delivered online via Microsoft Teams you will be able to access the session link once you have enrolled. Upon enrolment, a ‘Join Now’ button will appear in you Me Learning courses with the name of the event. You will also receive a notification email of your enrolment and will be able to add the event to your calendar.

On the day of the course, you will need to log in to Me learning, select ‘My courses’ and click ’View‘, then ‘Join Now’ to access the training session. Please ensure you have Microsoft teams installed ready and join the training at least 5 mins before the start time.

Useful Links

Homepage – Learning and development

Me Learning

Local SEND Offer

Start Well

Coram Pacey

GM Skills Map

Email: Learninganddevelopment@bolton.gov.uk

Tel: 01204 337600