

Children (NI) Order 1995**UNDERSTANDING YOUR INSPECTION****Childminders****Requirement to Inspect**

Your inspection is now due and you will have been notified of the date the inspection will take place and who will carry it out. The inspection aims to make sure that the care provided in your home meets with the requirements set out on your Registration Certificate and that you are meeting the Minimum Standard of care required in Childminding and Day Care for Children Under Age 12 Minimum Standards and the Implementation Guidance (these will be called “The Standards” from now on).

It is important that you are involved in the inspection process by completing the Self-Evaluation Form that has been provided to you and returning it to the Inspector by an agreed date. This form will assist the inspection and the Inspector will make sure that the information you have provided can be backed up by what they see and discuss with you on the day of inspection.

If you employ an assistant they should complete their questionnaire and be present at the inspection.

Parent’s views will also be considered through questionnaires and you should make parents aware before their child is placed with you, that this is part of the inspection.

What happens before the inspection?

Before the inspection the Inspector will:

- Read your Self Evaluation Form
- Read the previous Inspection Report
- Read the assistant/s questionnaires (if applicable)
- Read the policies provided by you
- Send out questionnaires to parents and read on return
- Consult with other agencies/stakeholders if relevant eg NICMA
- Carry out Trust checks associated with your childminding setting
- Read any relevant information within your records

What should I expect on the Day of Inspection?

- The inspection is likely to take one to two hours and will be carried out by one Inspector.
- When the Inspector arrives, he/she should introduce themselves and show their identification. The Inspector should be professional to everyone they meet and treat everyone fairly and with respect. The Inspector must follow a code of conduct to make sure that inspections are of the highest professional standard.¹ Likewise the Inspector should also be treated in this manner. If you are unhappy with any part of your inspection, you can contact the Early Years Social Work Manager.
- The Inspector should explain the inspection process and you should have a clear understanding of what will happen during the inspection.
- The inspection will focus on one or two sections of The Standards which will mean that your setting will be inspected across all the Standards every four years. These sections are called 'Quality Areas' in the Standards. The Quality of Care covers a lot of areas and therefore this will be divided into two sections are inspected over two years. The Standard on Safeguarding and Child Protection will be inspected every year. The Inspector will tell you which Standards will be focused on and will ask to see the relevant documentation for those Standards.
- The Inspector will want to talk to you about your self-evaluation form and may ask you to explain some things further or to see the documentation that you say you have. A list of all the documentation that will be needed at the inspection is on the self-evaluation form.
- Should concerns arise during the inspection, it may be necessary to address these at the time.
- Inspectors will record the information they gather on an inspection form (this can be found on the Trust web-site). This may be done electronically or in hand written notes.
- At the end of the inspection, the Inspector will talk to you about how the inspection has been. This will include areas of good practice and areas where practice needs improved. Where you have not met the Standard and this is considered to cause a risk to children, you will be expected to deal with this immediately.

¹ Code of Conduct can be found on the Trust Website

What happens following the Inspection?

- The report will include the following:-
 - (a) Information from your self-evaluation form
 - (b) Information from the day of inspection
 - (c) Views from parents who completed a questionnaire
 - (d) Views from any assistants who completed a questionnaire
 - (e) Any complaints that have been made against you
 - (f) Any criterion that needs to be met for you to meet/comply with the Standards.

- Should you have any concerns about your inspection, contact the social work manager of the Early Years Team. Professional opinion/decisions can only be challenged through the Trust Complaints procedure.

What happens if the care I provide does not meet requirements?

- If any conditions of registration are to be varied, imposed or removed, or if there has been non-compliance in registration or Standards not met, these matters may come before the Early Years Panel for consideration.

- If there are areas where you are not meeting The Standards you will be asked to make changes to make sure that you can comply with them. In some cases that might mean that an Early Years Panel may have to look at your registration.

Article 130 of the Children (NI) Order 1995 gives Trusts a duty to inspect domestic premises in which childminders are working and non-domestic premises where day care for children aged under twelve is being provided at least once per year.