

## HOME CHILD CARER

An Approved Home Child Carer is a person who cares for children (aged from birth to 17) in the children's own home or for two or more families wholly or mainly at the home of one family at any one time. If a person cares for children for three or more families at any one time, the law says they are no longer a Home Child Carer but a childminder.

### **What must I do to become a Home Child Carer?**

In order to become an Approved Home Child Carer you must apply to your local Early Years Team. The address at which you reside, not the one where you might be employed, determines which office you apply to. Applications can be made by contacting the Early Years team or applying on-line by following the link below. [Approved Home Child Carer Application Form](#)

The following are the necessary requirements;

- You must be over 18 years of age
- You must hold a relevant qualification in childcare and a valid Paediatric First Aid Certificate.
- You will be required to give your consent for vetting checks to be carried out by the Early Years team which will include an Access NI check (criminal records) and Social Services checks. These checks include any current or previous social work involvement to include Family and Childcare, Family and Child Consultation Services (Child Psychiatry), Mental Health and Community Addictions.

For more information on Access NI please go to [www.accessni.gov.uk](http://www.accessni.gov.uk).

- You will not be required by the Trust to provide references or a medical but your employer may wish to do so.
- You are required to attend a verification interview with a social worker from your local Early Years Team.

## **Do I have to pay to become approved?**

There is currently no charge for the approval process however you will be responsible for the cost of the Access NI check and any expenses you may incur to obtain the necessary qualifications and Paediatric First Aid Qualification.

## **Alternative route to becoming approved**

### **Employers for Childcare**

Employers for Childcare are a campaigning charity which encourages employers to implement family friendly policies in the workplace. Their vision is to make it easier for parents with dependent children to get into work and stay in work. In some Trust areas Employers for Childcare are providing a new service (launched June 2012) whereby they will help you through the Home Child Care application process, provide you with the necessary training, assist with your Access NI check and find you employment with a family if you have not already done so. Employers for Childcare will work alongside the Trusts as the Trusts Early Years Teams will remain responsible for carrying out The Trust checks and giving your final approval.

Employers for Childcare can be contacted on Freephone 0800 206 1488 or at [www.employersforchildcare.org](http://www.employersforchildcare.org)

## **What Happens after I am approved?**

Once approval is complete you will receive notification in writing telling you that you are now given approval under the Tax Credit Act 2002 to act as an Approved Home Child Carer, you are able to start working with children. You should provide a copy of this letter to the family you will be working for in order that they can apply for the child care element of the Working Tax credit. Approval status lasts for twelve months. You must reapply to the Trust three months before your Approval expires to have it renewed. You will be required to have your Paediatric first Aid renewed if this has expired. If you do not renew your approval, your name will be removed from the list of approved home carers and it will be illegal for you to continue to care for children in this capacity. To reapply, a Renewal Application form is available from the Trusts Early Years team or on the link below;  
[Approved Home Carer Application Renewal Form](#)

Names addresses and contacts of the Trusts Early Years Teams—to be inserted

If you have any questions about any of the information provided above, please contact your Early Years team or Employers for Childcare.