

# Leadership and Management

## Childminders – Employing an assistant.



To allow your childminding business to grow, it may be that recruiting an assistant is the appropriate next step. That being said, this can be a daunting task! It is important that you take time to consider how employing a member of staff will impact on your provision – the advantages and the challenges.

The tasks below will support you in your initial thinking and the steps associated with employing an assistant.

### **TASK 1**

Are you aware that you will need to inform Ofsted?

To find guidance on how do so, you can use the following Ofsted link [Childminders: report new adults in the home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/childminders-report-new-adults-in-the-home). From this page you can access the e-form 'Tell Ofsted about new adults'

You must submit the required information to Ofsted using the form referenced above and be sure to read 'What happens next'.

## TASK 2

To ensure that you are informed of how employing an assistant will impact on your childminding business and what will be expected of you, you can refer to:

- [Childminders and childcare providers: register with Ofsted - Childminders and childcare on domestic premises: registration - Guidance - GOV.UK \(www.gov.uk\)](#) – the section headed 'Childminders' will include information on assistants.
- [Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](#) for information, guidance and standards for childminders and their assistants.

## TASK 3

Do your research!

The following links can be used to support you in preparing to employ an assistant – review the information and be sure to make a note of any actions that you identify for yourself.

[PACEY-Childminding assistants](#) – basic guidance can be found on this page. Further detail and information are accessible to PACEY members only.

[Employing staff for the first time - GOV.UK \(www.gov.uk\)](#)

[Family Information | Leadership and management index \(leicester.gov.uk\)](#) – to support you in developing the skills required to lead and manage effectively.

The information included in this card is not exhaustive, and each childminders situation will differ, but it does provide you with the standards and expectations to enable you to begin the process of employing an assistant.