



**care**  
inspectorate

Childminders:  
what to  
expect when  
we inspect



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HAPPY TO TRANSLATE

## What is an inspection?

The Care Inspectorate focuses on people who use services, making sure that their needs are met and they are well cared for, protected and kept safe at all times.

We inspect every registered childminder in Scotland. This is to:

- monitor the quality of care you give children
- confirm good practice
- protect the children you care for
- identify poor practice and make sure this improves
- provide information about the quality of care to the public.

After your inspection, we publish the inspection report on our website. You should make the report available to the parents of the children you look after.

We grade childminders on three Quality Themes:

- Quality of care and support
- Quality of environment
- Quality of staffing and management and leadership.

There are some myths about our inspections. Here are the two most common myths.

### Myth 1

**Inspectors expect a childminder's home to be run like a nursery.**

*This is not true. We recognise that although daycare services and childminders work with children in the same age group, they provide different services. We don't compare the two nor do we expect them to be run in the same way. The most important thing is that, irrespective of the service type, the needs of children are being met and the outcomes for children are the best they can be.*

### Myth 2

**It's impossible to get a grade 6 – Excellent.**

*This is not true. It's not easy to score grade 6 - Excellent. Childminders who achieve 6s show the best innovative practice. Childminders who achieve grade 6 always identify where they need to improve and act to make these improvements. They are able to prove that they consult children and carers regularly about the quality and performance they provide. They are also able to show that the views they get from children and carers are acted on.*

*Childminders that score grade 5 - Very Good - show major strengths. Any areas for improvement represent improvements on an already very good performance. They do not reflect any weakness in performance. Childminders who achieve grade 5 perform to a high standard. While they may work towards being even better, they do not need to make any major adjustment to the way they provide their service. So, it's still not easy to get a grade 5.*

## The inspection

At least four weeks before the inspection we will send you an email asking you to complete your self assessment form on line. Your self assessment is important. It lets us understand how you see your service and gives you the opportunity to tell us the plans you have. We also send you questionnaires to give to the parents who use your service to complete and return to us. We will use information from these to inform the inspection. We may also contact the parents directly. You may see comments from them in the inspection report.

We will usually do unannounced inspections, although we may phone you a week or so ahead to check when you will be minding children. We all carry photographic identification so don't be afraid to ask to see it.

We want to see your service operating as it does on a normal day. The children come first and we will fit in with your plans. The inspector will watch how you work with the children in your care and speak to them about their day, their likes and dislikes and so on. We will talk to you about the inspection and will be happy to answer any questions you may have.

We will check that you are complying with the conditions on your Registration Certificate. We will look around all the parts of your home you use for childminding, including the garden if you have one. Normally we will not look at any room or area you do not use. We will also look at the range of activities available to the children and talk to you about how you meet the needs of the children for play inside and opportunities for fresh air and exercise outside.

We will look at the records you keep. You will be expected to have records for each child of their contact details, attendance, any health issues, their likes and dislikes and daily routines. You must record enough information to enable you to keep the children you care for safe, healthy, nurtured and included. Information on children's care needs should be updated every six months. We do not expect childminders to keep detailed development records for every child in their care unless they need special support. You should think about how you help children to be active, achieving, respected and responsible individuals.

We will look at, and ask about, your policies and procedures so we can be sure you know what to do about issues such as child protection. You will be asked questions about your service and your future plans. You will have lots of opportunities to tell us about how you involve the children and parents in improving your service and about any training or learning you have been involved in.

Towards the end of the inspection your inspector will talk to you about their findings and, where it is possible, let you know what grades to expect and why. They will also tell you about any requirements and recommendations they will be making and why. If it is not possible for the inspector to let you have this information straight away, they will call you with an update as soon as they can.

Remember – inspection is a two way process so, if you are unclear about anything during the inspection, just ask.

We will send you an email to tell you when your draft inspection report is available in the eForm system. This means that you will have a chance to correct any factual mistakes using the error response document in the eForm system. If the inspector makes any requirements or recommendations you must also return an action plan setting out what you will do to improve your service. After this, the report is made final and published on our website. We expect you to share your final inspection report with the parents who use your service. As it is already a public document you can share it with anyone you choose. You can also tell parents about our website so they can access the report for themselves.

We know that being inspected can be an anxious time for some and you may feel nervous about your inspection, especially if it's your first one. We hope, however, you will find it to be a straightforward, reasonably informal and helpful experience.

## Headquarters

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Tha am foillseachadh seo ri fhaighinn ann an cruthannan is cànan eile ma nithear iarrtas.

The Care Inspectorate focuses on people who use services, making sure that their needs are met and they are treated with respect, dignity and safety.

অনুগ্রহ করে নোট করুন এই প্রকাশনাটি অন্য কল্পমাট এবং অন্যান্য ভাষায় পাওয়া যায়।

یہ اشاعت گزارش پر دیگر شکلوں اور دیگر زبانوں میں دستیاب ہے۔

ਬੇਨਤੀ 'ਤੇ ਇਹ ਪ੍ਰਕਾਸ਼ਨ ਹੋਰ ਰੂਪਾਂ ਅਤੇ ਹੋਰਨਾਂ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ।

هذا المنشور متوافر عند الطلب بتنسيقات وبلغات أخرى.

本出版品有其他格式和其他語言備索。

Na życzenie niniejsza publikacja dostępna jest także w innych formatach oraz językach.

