Becoming an Ofsted Registered Nanny
This document has been created to support nannies registering with Ofsted on the Voluntary part of the Childcare Register. This is an unofficial guide - should candidates have any concerns, they should contact Ofsted. Babyem is not responsible or liable for any actions taken based on this information.
Nannies are required to register on the Voluntary Ofsted Childcare Register (VOCR).

This register is voluntary as the individual is caring for children for whom compulsory registration is not required. Childcarers on the VOCR are looking after children for two or more hours in any one day, or for a period less than two hours where this includes care immediately before or after a school day.

4 Step Process

**Step 1:** Complete a DBS check
**Step 2:** Attend a Common Core Skills course (or hold a suitable alternative childcare qualification)
**Step 3:** Become certified in Paediatric First Aid
**Step 4:** Purchase Public Liability Insurance

**REGISTER WITH OFSTED**
Step 1: Complete a DBS Check

What is DBS?

The Disclosure and Barring Service (DBS), formerly CRB check, is aimed at preventing unsuitable people from working with vulnerable groups such as children.

Babyem manages the DBS process for candidates:

- Book a time to complete your DBS check with the Babyem team
- Complete the DBS application online form
- Identity check with the Babyem team
- DBS processed by Babyem
- Upon clearance, complete the DBS update service

IMPORTANT:
You then MUST complete the update service within 19 days to validate the check. More information regarding this can be found HERE

STEP 1:
Complete the DBS check
Cost: £75

BOOK HERE
Step 2: Attend a Common Core Skills & Knowledge Course
(or hold a suitable alternative childcare qualification)

For Ofsted registration, you are required to either have successfully completed training in Common Core Skills & Knowledge
OR
Hold a qualification at a minimum of Level 2 in an area of work relevant to childcare

Course Content

The Common Core is set out by the Children’s Workforce Development Council and reflects a set of common values for practitioners.

These areas include:

- Communicating with children, young people, their parents and carers
- Child and young person development
- Safeguarding and promoting the welfare of the child
- Supporting transitions
- Multi-agency working
- Sharing information

Babyem provide regular Common Core Skills & Knowledge courses in London and online. Candidates can choose to complete the training course at Level 3, gaining a formal childcare qualification.

STEP 2:
Attend a Common Core Skills Course
Multiple dates available
Cost: £120 (+ £30 for optional Level 3 accreditation)

BOOK HERE

Distance Learning Option available

BOOK HERE

‘Wonderfully passionate and encouraging – this training is helpful for any job’

- Florentina Radu, attended March 2016
Step 3: Become certified in Paediatric First Aid

Ofsted currently state that there is no minimum length of time for a first aid course to be compliant. The guidelines state that the individual must ensure that the course covers all of the criteria specified below and the individual feels that they have had adequate practical training. Candidates must renew their first aid certificate every 3 years.

**Paediatric First Aid Content**

- Dealing with emergencies
- Dealing with conditions such as epilepsy, asthma, sickle cell & diabetes
- Resuscitation in adults, babies and children (CPR)
- Recognising and responding to Meningitis and other sudden serious illness
- Contents of a First Aid Kit
- Responding appropriately to burns, scalds & choking
- Recording accidents and incidents
- Planning for First Aid emergencies
- Suspected fractures
- Dealing with shock, blood loss, poisoning, foreign objects and electric shock
- Head, neck & back injuries
- Eye injuries, bites, stings, effects of extreme heat & cold, febrile convulsion
- Severe allergic reaction (anaphylactic shock)
- Treatment of an unconscious breathing casualty
Step 4: Public Liability Insurance

Public Liability Insurance covers you for anything that may happen to the children in your care for which you can be held legally liable.

Babyem has teamed up with Nannyinsure, part of Nannytax. Nannies or child carers who have trained with Babyem will qualify for a free month of insurance with Nannyinsure, benefitting from a 13 month policy for the price of 12.

“Being a professional nanny is both challenging and rewarding. In this wonderful role it is a nanny’s responsibility to ensure the child is safe at all times – but accidents can and do happen. If something were to happen to a child whilst in your care for which you can be held legally liable, a claim could be made against you. It is frightening to think what could happen.”
- Nannyinsure

STEP 4: Purchase Public Liability Insurance
Cost: £70 including Insurance Premium Tax (Babyem course attendees will receive a 13 month policy for the price of 12). (candidates cannot have this insurance discount without having attended our courses)
Registering with Ofsted

To register with Ofsted, candidates must first set up a Government Gateway Account, which is used to securely register online government services. Once an account has been created, candidates will be able to log in to the Ofsted Online Portal, in order to complete the CR1 online application form. Registering with Ofsted costs £103 a year.

IMPORTANT
The address history on your DBS Check MUST match that on your Ofsted CR1 application form. If it doesn’t, this may result in the application being rejected.

Watch our video on how to complete the CR1 application form

CLICK HERE
FAQ

Q: What happens when you are registered with Ofsted?
A: Once you have completed the CR1 form the following will take place: You will receive an email from Ofsted to say they have received your application form (this usually takes 5-10 working days). If there is anything that needs to be amended at this stage you will be notified.

You will then receive a letter from Ofsted stating that your registration form has been accepted and you will be provided with an EY number.

You will receive an invoice of £103 (annual fee).

You will be asked for a copy of your DBS check* and Paediatric First Aid certificate which needs to be sent by recorded delivery. This will then be scanned by Ofsted and the original documents sent back to you.

*If you haven’t completed the DBS through Capita Security Watchdog service.

Q: Do I need to be working with a family already to register with Ofsted?
A: Current employment with a family is not required at the point of submitting the Ofsted application. There is a section of the CR1 form that asks for employers details – in this section, add your own address. This should allow you to submit your application. You will then need to notify Ofsted of any address changes when you start to work for a family.

Q: Do I need to notify Ofsted if I change employer?
A: You are required to update Ofsted with any changes, including change of employer and addresses.

Q: How long does it take to register with Ofsted?
A: It takes approximately 12 weeks for the registration process to go through.

Q: I am doing a Nanny, can I add multiple addresses?
A: Yes – the CR1 application form allows for the multiple addresses.