

Name of setting:

QA+no:

APPLICATION TO BECOME A REGISTERED PROVIDER OF DAYCARE**QUESTIONNAIRE TO ASSESS SUITABILITY**

The Care and Social Services Inspectorate Wales (CSSIW) must be confident that a Registered Person understands their role and responsibilities as a registered provider of a daycare service.

Please complete this questionnaire and submit with your application forms and documents. Your application will be considered as a whole, and if necessary you may be called for an interview to discuss any issues arising.

The Children Act 1989 as amended by the Care Standards Act 2000

To help you complete this questionnaire you should refer to the following regulations:

- Registration of Social Care and Independent Health Care (Wales) Regulations 2002
- Child Minding and Day Care (Wales) Regulations 2002
- The Disqualification from Caring for Children (Wales) Regulations 2004
- Suspension of Day Care Providers and Child Minders (Wales) Regulations 2004

You will also need to be familiar with the National Minimum Standards that apply to your service area.

You can find all of these on the CSSIW's website:

www.cssiw.org.uk

You may also want to contact your support organisation (Clybiau Plant Cymru Kids Clubs; National Day Nurseries Association; Mudiad Ysgolion Meithrin; Wales Pre-school Playgroups Association).

Name of Registered Person/Responsible Individual:
Address:
Telephone no:
Email address:
Name of setting:
Name of person in charge in the setting:

Name of setting:

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1. What experience and skills do you have which will help you in your role as a Registered Person/Responsible Individual? (this may include any personal or professional experience, and may not be related to childcare)

2. What do you understand your role and responsibilities to be as a Registered Person?

3. What is your understanding of the role and responsibilities of the Person in Charge in your setting.

4. Tell us how the Person in Charge will be supported to enable them to receive opportunities for:

- Training and professional development

- Appraisal

- Day to day management support

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5. Which records must you keep about:

- **Children** (*refer to the Child Minding and Day Care (Wales) Regulations 2002; regulation 18, Schedule 3*)

- **Health and Safety** (*refer to the Child Minding and Day Care (Wales) Regulations 2002, regulation 12*)

- **Any staff you employ and volunteers** (*refer to the Child Minding and Day Care (Wales) Regulations 2002, regulation 16 Schedule 2*)

6. Tell us what changes and events you need to inform CSSIW about (*refer to the Child Minding and Day Care (Wales) Regulations 2002, regulations 3, 6, 10 and 19, Schedule 4*).

7. How will you ensure that the provision operates smoothly and meets its objectives with reference to the statement of purpose, staffing, policies and procedures?

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8. How will you establish, monitor and maintain the quality of your service? (refer to the *Child Minding and Day Care (Wales) Regulations 2002, regulation 3A*)

9. How do you intend to keep your knowledge and understanding of daycare up to date?

Signature of proposed Registered Person/Responsible Individual:

Date:

Thank you for completing this questionnaire. It will help us to assess your application. When your application has been considered, you will be contacted by an inspector who will let you know if there is anything more you must do.

Please read and sign the following declaration:

If my application to be a Registered Person is successful, I understand that I am legally responsible for the continued registration of
(name of setting) **until I have informed CSSIW in writing and notified any other Registered Person of the date I shall cease to be the Registered Person.**

I understand that if there are no Registered Persons, the setting cannot remain registered by CSSIW.

Signed:

Date: