

## Setting up a Childcare Service run by a Management Committee

### Progress Checklist

ACTION TO BE TAKEN	Date Completed
Carry out a survey of demand with interested stakeholders	
Identify possible premises. Apply for a let if in a school or agree terms and conditions of let for other building use.	
Establish a Committee and agree roles and responsibilities of office bearers	
Develop Aims and Objectives Statements	
Develop a constitution to: <ul style="list-style-type: none"> <li>• Determine the service's identity and aims</li> <li>• Record procedures for finance and dissolution</li> <li>• Ensure continuity from year to year</li> <li>• Establish legal rights</li> <li>• Effectively manage the affairs of the group</li> </ul>	
Swear in office bearers and minute this, recording as the first meeting of the committee	
Advertise for staff or volunteers; set closing dates and interview dates	
If the service is required to register with the Care Inspectorate, start to complete the online application form	
Set up a bank account	
Identify an organisation to carry out PVGs for the group or register with CRBS as a group to carry out PVGs	
Develop a range of policies and procedures including Behaviour Management; Child Protection; Complaints; Infection Control	
Submit Care Inspectorate application form – if required	
Purchase a phone to enable contact for information and events	
Develop a range of paperwork for the service	
Design promotional material for the service	
Complete risks assessments	

Purchase resources to meet the needs of the range of ages of children who will attend	
<p>Conduct Interviews for staff, if there are enough candidates</p> <p>Request two references for each person, including most recent employer</p> <p>Carry out PVG checks for staff and volunteers and for one or two committee members</p>	
<p>If providing breakfast, meals or snacks:</p> <p>Register with local Environmental Health Department as a Food Business. See <a href="https://www.pkc.gov.uk/article/14684/Registration-of-food-businesses">https://www.pkc.gov.uk/article/14684/Registration-of-food-businesses</a></p> <p>The Environment Service, Pullar House, 35 Kinnoull Street Perth PH1 5GD 01738 476476 <a href="mailto:FoodHealthSafety@pkc.gov.uk">FoodHealthSafety@pkc.gov.uk</a></p>	
Check existing smoke/fire alarms within premises and arrange to have them fitted / updated as required.	
Identify staff and volunteers training needs and apply for appropriate courses through the Childcare Strategy Team, see <a href="http://www.pkc.gov.uk/cstraining">www.pkc.gov.uk/cstraining</a>	
Find someone who will do PAYE for the group if you have paid staff	
Register with Her Majesty's Revenues and Customs (HMRC) as a business if you are employing staff	
Register with the Information Commissioner if the group will be storing personal information or photographs of children electronically	
Arrange Public Liability Insurance Cover. This can usually be paid for in advance and only activated once the Care Inspectorate registration is complete or an unregistered service is ready to start.	
Arrange employer's liability insurance if employing staff	
Check with ACAS or Government website for pension information, if the service will have paid staff	
Complete Childcare and Family Information Service forms with details of your service and send to the Childcare Strategy Team	
Advertise your service in your local area using posters, fliers and word of mouth as appropriate	

<p>If a registered service, notify the Childcare and Family Information Service of registration details by phoning 01738 472350 or e-mailing <a href="mailto:childcare@pkc.gov.uk">childcare@pkc.gov.uk</a> once Care Inspectorate registration is complete</p>	
<p>Activate Insurances</p>	
<p><b>Start Provision</b></p>	