

Unit title: Understand how to set up a home based child care service

Unit number: CYPOP 5

Unit reference: Y/600/9770

Unit level: 3

Unit credit value: 4

Unit aim: To prepare learners to work as home based child carers / childminders. As well as learning relevant aspects of childcare, this knowledge based unit supports the development of policies and procedures relevant to registration and the basic business skills to set up a home based child care service.

Learner name:	CACHE Centre no:
CACHE PIN:	Unique learner number (ULN):

Learning outcomes The learner will:	Assessment criteria The learner can:	Evidence record e.g. page number & method	Assessor judgement achieved Initial and date
1. Understand how to set up a home based childcare service.	1.1. Outline the current legislation covering home based childcare, and the role of regulatory bodies.		
	1.2. Develop policies and procedures for: <ul style="list-style-type: none"> • accidents, illness and emergencies • behaviour • safeguarding • equal opportunities and explain how these will be implemented.		
	1.3. Explain the importance of confidentiality and data protection.		
	1.4. Develop a marketing plan for own home based childcare service.		

	1.5. Demonstrate financial planning for own home based service.		
	1.6. Identify sources of support and information for the setting up and running of your home based childcare business.		
2. Understand how to establish a safe and healthy home based environment for children.	2.1 .Explain the key components of a healthy and safe home based environment.		
	2.2. Explain the principles of safe supervision of children in the home based setting and off site.		
	2.3. Identify ways of ensuring that equipment is suitable for children and meet safety requirements .		
	2.4. Know where to obtain current guidance on health and safety risk assessment of the home based work setting.		
	2.5. Explain how to store and administer medicines.		
3. Understand the importance of partnerships with parents for all aspects of the home based childcare service.	3.1. Explain the importance of partnership with parents for all aspects of the child care service.		
	3.2. Describe how partnership with parents are set up and maintained.		

4. Understand the principles of development of routines for home based child care.	4.1. Explain how routines are based on: <ul style="list-style-type: none"> • meeting a child’s needs • agreements with parents • participation of children. 		
	4.2. Explain how they would adapt routines to meet the needs of children at different ages and stages of development.		
	4.3. Explain how they ensure that each child is welcomed and valued in the home based work setting.		
5. Understand how to provide play and other activities for children in home based settings that will support equality and inclusion.	5.1. Explain the importance of play to children’s learning and development and the need for an inclusive approach .		
	5.2. Plan a challenging and enjoyable learning environment in the home that includes using everyday domestic routines and household items.		
	5.3. Explain what can be learned about children by observing them at play.		
	5.4. Identify how and why it is important that children receive equal treatment and access, based on their individual needs and acknowledging their rights.		
	5.5. Compare how other resources available for children support their play.		

6. Understand how home based child carers can support the safeguarding of children in their care.	6.1. Explain the concept of safeguarding and the duty of care that applies to all practitioners.		
	6.2. Outline the possible signs, symptoms, indicators and behaviours that may cause concern in the context of safeguarding.		
	6.3. Outline regulatory requirements for safeguarding children that affect home based childcare.		
	6.4. Explain the procedures that need to be followed by lone workers in home based settings when harm or abuse are suspected or alleged, either against them or third parties.		
7. Understand the principles of supporting positive behaviour in home based childcare settings.	7.1. Describe typical behaviours exhibited by children linked to their stage of development and key events in their lives.		
	7.2. Explain how ground rules for behaviour and expectations are developed and implemented.		

Learner declaration of authenticity:

I declare that the work presented for this unit is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed unit: CYPOP 5

I confirm that the learner has met the requirements for all Assessment criteria demonstrating knowledge and skills for this unit.

Assessor name:

Signature:

Date:

For e-portfolio a signature is not required, providing the learner has a personalised and secure login.

Additional information about the unit:	
Relationship to occupational standards – provided with the QCF unit	<p>CCLD 302 Develop and maintain a healthy, safe and secure environment for children</p> <p>CCLD 303 Promote children’s development</p> <p>CCLD 305 Protect and promote children’s rights</p> <p>CCLD 316 Maintain and develop a registered childminding business</p>
Guidance for developing assessment arrangements for the unit:	
Guidance for developing unit assessment arrangements – provided with the QCF unit	<p>Key components</p> <ul style="list-style-type: none"> • hygiene and waste disposal • storage and preparation of food • care of animals • using equipment according to manufacturers guidance • appropriate responses to illnesses, allergies, incidents and accidents. <p>Safety requirements. According to the requirements of the registering body in the relevant UK Home Nation.</p> <p>Routines</p> <ul style="list-style-type: none"> • arrivals and departures • taking children to and from school/playgroup/pre-school • meal and snack times • sleep and rest • play and activities • off site visits • outdoor activities • homework and evening activities for school age children. <p>Inclusive approach</p> <ul style="list-style-type: none"> • treating children as individuals who are respected, valued and accepted regardless of social or ethnic background or abilities or health status • being a positive role model • challenging stereotypes and offensive remarks and attitudes appropriately

	<ul style="list-style-type: none"> • acknowledging children have rights and responsibilities. <p>Other resources e.g.:</p> <ul style="list-style-type: none"> • libraries • drop ins • toy libraries • equipment loan schemes. <p>Typical behaviours e.g.</p> <ul style="list-style-type: none"> • toddler tantrums • separation anxiety.
<p>Additional unit assessment requirements provided with the QCF unit</p>	<p>Units need to be assessed in line with the SfCD Assessment Strategy</p>
<p>Unit Assessment guidance – provided by the sector</p>	<p>Assessment must include portfolio of items relevant to registration with the registering authority in the relevant UK Home Country.</p> <p>Units need to be assessed in line with Skills for Care and Development QCF Assessment Principles.</p>
<p>Unit guided learning hours</p>	<p>29</p>

Assessment task - CYPOP 5 Understand how to set up a home based child care service

As you complete the assessment for this unit you will build a portfolio of items relevant to registration with the registering authority in the relevant UK Home Country.

The following assessment tasks will provide evidence to meet all assessment criteria for this unit.

Task 1 links to learning outcome 1, assessment criteria 1.1.

Produce an information sheet which outlines the following:

- the current legislation for home based childcare
- the role of regulatory bodies.

Task 2 links to learning outcome 1, assessment criteria 1.2.

In order to operate a registered home base childcare service the following policies and procedures must be in place:

- accidents, illness and emergencies
- behaviour
- safeguarding
- equal opportunities.

Write a policy for each of the above, and write a procedure to explain how each of the policies will be implemented. 4 policies and 4 procedures are required.

Task 3 links to learning outcome 1, assessment criteria 1.3.

Confidentiality and data protection are vital when running a home based childcare service. Write an explanation of the importance of both.

Task 4 links to learning outcome 1, assessment criteria 1.4, 1.5 and 1.6.

Develop a business plan which includes information on the following:

- marketing
- financial planning
- sources of support and information for the setting up and running of your home based childcare business.

Task 5 links to learning outcome 2, assessment criteria 2.1, 2.2, 2.3, 2.4 and 2.5.

Produce a leaflet for carers which explains the following:

- the key components of a healthy and safe home based environment
- the principles of safe supervision of children in the home based setting and off site
- ways of ensuring that equipment is suitable for children and meets safety requirements
- where to obtain current guidance on health and safety risk assessment of the home based work setting
- how to store and administer medicines.

Task 6 links to learning outcomes 3 and 4, assessment criteria 3.1, 3.2, 4.1, 4.2 and 4.3.

Produce a charter for parents/carers which includes the following:

- an explanation of the importance of partnership with parents for all aspects of the childcare service
- a description of how partnerships with parents are set up and maintained
- an explanation of how routines are based on:
 - meeting a child's needs
 - agreements with parents
 - participation of children
- an explanation of how routines would be adapted to meet the needs of children at different ages and stages of development
- an explanation of how to ensure that each child is welcomed and valued in the home based work setting.

Task 7 links to learning outcome 5, assessment criteria 5.1, 5.2, 5.3, 5.4 and 5.5.

Write a section for your portfolio titled 'Supporting equality and inclusion' which would inform prospective parent(s)/carers and regulators of the following:

- an explanation of the importance of play to children's learning and development, and the need for an inclusive approach
- a plan showing a challenging and enjoyable learning environment in the home that includes using everyday domestic routines and household items
- an explanation of what can be learned about children by observing them at play
- identification of how and why it is important that children receive equal treatment and access, based on their individual needs and acknowledging their rights
- a comparison of how other resources available for children support their play.

Task 8 links to learning outcome 6, assessment criteria 6.1, 6.2, 6.3 and 6.4.

Produce an information document which includes the following:

- an explanation of the concept of safeguarding and the duty of care that applies to all practitioners
- an outline of the possible signs, symptoms, indicators and behaviours that may cause concern in the context of safeguarding
- an outline of the regulatory requirements for safeguarding children that affect home based childcare
- an explanation of the procedures that need to be followed by lone workers in home based settings when harm or abuse are suspected or alleged either against them or third parties.

Task 9 links to learning outcome 7, assessment criteria 7.1 and 7.2.

Supporting children's behaviour can be key to a happy caring environment. Write a report which covers the following points:

- describe typical behaviours exhibited by children linked to their stage of development and key events in their lives
- explain how ground rules for behaviour and expectations are developed and implemented.