

Sample Checklist: what you have to consider before setting up a childcare provision in Haringey

Research and Marketing

- Research and understand your 'business' – local competition, economic conditions and the benefit to the local/national community of your business

Yes No In the process

Please see tips on marketing and advertising your business document, page xx

- Consider how you will promote/market your business to attract 'customers'

Yes No In the process

- Premises- consider location, accessibility, parking and costs

Yes No In the process

- Consider the importance of the name and image of the business

Yes No In the process

Setting up your business

- Consider any relevant training/study/qualifications in advance of starting your business to ensure you have the maximum knowledge available

Yes No In the process

Further information about training/study/qualifications visit link below

<http://www.education.gov.uk/aboutdfe/armslengthbodies/b0077806/the-teaching-agency>

- Decide on a trading form of your business- sole trader, partnership, limited company

Yes No In the process

Further information about trading form of business visit links below

www.gov.uk/business-legal-structures

http://www.charity-commission.gov.uk/Start_up_a_charity/default.aspx

- Self Assessment- Do you have the necessary skills to run a business

Yes No In the process

Further information about self assessment visit link below

<http://www.hmrc.gov.uk/sa/index.htm>

- Consider possible sources of finance that may be available- banks, grants, government and local authorities

Yes No In the process

<https://www.gov.uk/business-finance-support-finder>

- Some businesses are specialised and are affected by specific regulations and may need special registrations and licences

Yes No In the process

Further information on Ofsted regulations please visit link below

<http://www.ofsted.gov.uk/early-years-and-childcare/for-early-years-and-childcare-providers/regulating-early-years-and-child-3>

- Self employed- must register with the Inland Revenue

Yes No In the process

Further information about self assessment visit link below

<http://www.hmrc.gov.uk/sa/index.htm>

- Use the help and guidance available- Haringey website, Gov.uk

Yes No In the process

Further information available by visiting the link below

www.haringey.gov.uk/childcarebusiness.htm
<https://www.gov.uk/>

- Consider using the expert knowledge of a qualified Accountant/Solicitor

Yes No In the process

- Understand the guidelines/registration regarding VAT

Yes No In the process

Further information about vat guidelines/registration visit link below

<http://www.hmrc.gov.uk/vat/start/index.htm>

- Communications- telephones, emails, fax, internet and financial systems

Yes No In the process

Premises

- Do you require planning permission

Yes No In the process

Further information about planning permission visit link below

www.haringey.gov.uk/planningforbusiness.htm

- Standard insurance requirements plus any specialised insurance cover that is pertinent

Yes No In the process

Further information on insurance requirements please visit link below

http://en.wikipedia.org/wiki/Liability_insurance

- Business rates- occupier of a non-domestic property has to pay business rates
Yes No In the process

Further information above business rates visit link below
www.haringey.gov.uk/business-rates.htm

Financial Planning

- Prepare a Business Plan
Yes No In the process

Please see an effective business plan document, page xx

- Prepare a cash flow forecast
Yes No In the process

Staffing

- Employing staff- Do they require specific and/or compulsory qualifications
Yes No In the process

Further information about specific/compulsory qualifications visit link below

<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00023-2012>

- Understand the importance of Employment Law and Health & Safety
Yes No In the process

Please see employing staff document and HSE link below
<http://www.hse.gov.uk/business/index.htm>

Policies and Procedures

- Policies and procedures for registered childcare providers as per Ofsted requirements
Yes No In the process

Please see required policies for Statutory Framework 2012, below

Required policies and procedures (references are from revised (2012) Statutory Framework for Early Years Foundation Stage)

<http://www.education.gov.uk/aboutdfe/statutory/g00213120/eyfs-statutory-framework>

A. You MUST have these written policies/procedures:-

1. Safeguarding policy *Section 3.4, page13 (remember to include statement on staff use of mobile phones/cameras)*
2. Administering medicines policy *Section3.43, page 22*
3. Behaviour management policy *Section 3.50, page 23*
4. No smoking policy *Section 3.55, page 24*
5. Evacuation procedure *Section 3.54, page 24*
6. Risk Assessment policy *Section 3.63, page 25*
7. Equal Opportunities/Inclusion policy *Section 3.66, page 26*
8. Complaints policy *Section 3.73, page 27*

B. You should also have systems in place for:-

1. Suitable staff *Section 3.9 page14, Section 3.14, page 15, Section 3.18 page 16*
2. Induction for new staff *Section 3.18, page16*
3. Supervision *Section 3.19, page17*
4. Accident recording *Section 3.48, page 22*
5. Sharing information with parents *Section 3.72, page 27*