

Voluntary Notification Checklist

STEP 1: To start the process of Voluntary Notification as a Childminder:

- Read through the **National Guidelines for Childminders** carefully.
- Start filling in a **Voluntary Notification Declaration form**. The first page contains your contact information. Don't forget to tick the boxes, especially whether or not you want to be on the DCCC data base.
- Complete the **Self-Evaluation Disclaimer**. This simply states that you intend to fill in your Self-Evaluation accurately.
- Complete the **Self-Evaluation** by signing off on each statement. If you are not yet able to sign off completely on a statement, then put "in progress", and sign.

STEP 2: In order to finalise the Voluntary Notification Declaration, make sure you have completed the following accompanying paperwork:

- Proof of **Garda Vetting** (<https://vetting.garda.ie/>);
- Two written references** attesting to your suitability to mind children;
- A current **Paediatric First Aid** certificate;
- A valid **insurance policy** covering your Childminding service;
- Written policies and procedures** for your service (samples are in your Support Pack);
- Records** for your Childminding service;
- A completed **safety statement** (sample is in a Support Pack);
- A completed **fire evacuation plan**.

Copies of these items should be submitted to the Dublin City Childcare Committee along with the Voluntary Notification Declaration form. Originals should be kept in your record folder for viewing upon request. **Send all completed paperwork to:**

Dublin City Childcare Committee, Childminder's Development Officer, Office 2.13, Distillers Building, Smithfield, Dublin 7.

STEP 3: To complete the process of Voluntary Notification:

- Make a home visit appointment with the Childminder's Development Officer by calling 01 889 7123.**

Once all these steps are completed and the paperwork is reviewed by the Childminder's Development Officer, you will receive your Voluntary Notification Certificate.