



Spinney Pre-School Committee Suitability Policy

Safeguarding and Welfare Requirement: Changes that must be notified to Ofsted or the relevant Childminder agency.

Where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare they must notify Ofsted of any changes to the individuals who are partners in, or a director, secretary, or other office, or members of its governing body.

Safeguarding children is our priority. We ensure that all staff, volunteers and committee members are suitable people by following correct procedures for Disclosure and Barring Service (DBS) criminal record checks to comply with the Statutory Framework for the Early Years Foundation Stage and Ofsted's Early Years Register and Childcare Register requirements.

The committee is the Registered Person with Ofsted and therefore each individual who makes up the committee is considered by Ofsted as the registered person and is equally responsible and accountable for the provision. Ofsted will carry out checks on all committee members. Ofsted will check that the registered person has completed the Ofsted on line EY2 form and the Disclosure and Barring Service (DBS) application form via the Capita website at <http://ofsteddbapplication.co.uk> and has signed up to the online DBS Update Service.

Process

All settings who provide childcare on non-domestic premises have to nominate a person to represent the organisation in its dealings with Ofsted.

Our nominated person with Ofsted is	Miss Sophia Reader
Their contact telephone number is	07720 885231

It is the responsibility of the setting to ensure that all new committee members have the skills and knowledge to fulfil their roles and responsibilities in relation to the childcare. The setting will ensure those new committee members are supported through an induction process.

As from 2014 all **new** committee members have to register with the DBS update service at <https://www.gov.uk/dbs-update-service> this **must** be done within 19 days of their DBS certificate being issued and if they do not register within the timeframe then Ofsted will deem them to be unsuitable and the whole process will have to commence again. Failure to do this can adversely affect an Ofsted inspection grade for the setting.

The Supervisor will make sure all new committee members have support undertaking the process.

In order to be a member of the committee a person must:

- provide proof of their identity,
- have undertaken an enhanced DBS check and signed up to the online DBS Update Service. There is an administration charge of £8.10 for volunteers but this can be reimbursed by the setting.
- receive confirmation from Ofsted of their suitability.

Following the Annual General Meeting (AGM) the newly elected committee member will be given a Declaration & Identification Form to complete and return to the Supervisor within 1 week of being elected. This information will be kept in a confidential committee member's file.

The Nominated Person will inform Ofsted of any committee member who has resigned from the committee by completing Ofsted EY3 form. The Nominated Person is the **only person** who can take members off the Ofsted list. The EY3 form is not available to complete on line however the Nominated Person can phone or email Ofsted with the changes but it will have to be followed up with a hard copy of the EY3 form which is available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/391630/EY3_changes_to_individuals.pdf.

A new committee member will not become part of the registered body until they have completed EY2 form, received an DBS Enhanced Criminal Record Check and signed up for the DBS Update Service and the pre-school has received a letter from Ofsted to confirm that the committee member is suitable.

Procedure for DBS Application and Ofsted Registration

The process should be completed online by the new committee member within 14 days of being elected. The committee member can use the settings computer if they choose. The Supervisor/nominated person will provide support to committee members throughout the process. The process involves completion of the Capita DBS criminal record check on line form and the Ofsted EY2 on line form and full completion of this form can only be made once the DBS is done.

- Have you got an Enhanced DBS and signed up for the DBS Update Service? If the answer is YES follow Procedure A below
- Have you got a DBS but not signed up for the DBS Update Service? If the answer is YES follow Procedure B below
- If you do not have a DBS follow Procedure B below

Before you start the Ofsted process you will need to have a Government Gateway Account if you haven't got one proceed as follows:

- Log on to 'Ofsted Online Government Gateway Account', if you have not already got a Gateway Account then register for a new Gateway Account. You need to use your own email address and once you have registered you will be given a User ID number, please make a note of this number and the password you have used as you will need these every time to go into your Gateway Account.

Procedure A

- Log in to your Gateway Account and click on Ofsted on line applications, then click on EY2 Application. Make sure you click to accept any terms & conditions.
- Start the completing the application form, the sections to complete are:
 - ❖ Provision (The setting is *Childcare on non-domestic premises* and it is already registered with Ofsted. You will need to have the setting's Ofsted Unique Reference Number, which will be start with EY and have 6 digits, if the setting was registered a long time ago it may not have EY at the front of the number)
 - ❖ Personal details (you will need details of where you have lived over the past 5 years)
 - ❖ Contact details
 - ❖ Past registration (this will only apply if you personally have been registered with Ofsted such as a childminder)
 - ❖ Suitability (have your DBS Reference number and DBS Update Service number ready to input)
 - ❖ Declaration
- As you have already registered with the DBS Updated Service you will be able to complete all the sections. Once all the sections are complete, to ensure you don't lose this information, it is recommended that you click *SAVE* before clicking *Submit*.
- You will get a confirmation notice saying that your application has been received.
- The Nominated Person should receive confirmation from Ofsted once they have undertaken the necessary checks.

Procedure B

- Log in to your Gateway Account and click on Ofsted on line applications, then click on EY2 Application. Make sure you click to accept any terms & conditions.
- Start the completing the application form, the sections to complete are:
 - ❖ Provision (The setting is *Childcare on non-domestic premises* and it is already registered with Ofsted. You will need to have the setting's Ofsted Unique Reference Number, which will be start with EY and have 6 digits, if the setting was registered a long time ago it may not have EY at the front of the number)
 - ❖ Personal details (you will need details of where you have lived over the past 5 years)
 - ❖ Contact details
 - ❖ Past registration (this will only apply if you personally have been registered with Ofsted such as a childminder)
 - ❖ Suitability
 - ❖ Declaration
- When you get to the section on *Suitability* suggest that you click *SAVE*, but continue to fill in. When you get to the question *Have you recently got a Security Watchdog DBS which meets the Ofsted criteria for the role you are applying for?* You will need to click *NO*.
- You will then be given the link to the Capita Security Watchdog site. Then follow the DBS process. Remember to accept any terms & conditions.
- Start filling in the online DBS application form. You will need your National Insurance Number, again dates of where you have lived over the past 5 years and any dates of name changes.
- As a volunteer you will have to pay £8.10 electronically by debit or credit card and you can ask for a receipt which will be sent to your email address and then you can claim the money back from the pre-school.
- Identity check – You will need to have your identity check and this must be completed within 1 week of completing online DBS application. Identity checking forms can be verified by the pre-school manager/Nominated Person providing the committee member has been known to her/him for at least 12 months and they are not related in any way. Alternatively an Accepted Responsible Person as stated on the Identity Check Form (ICF) can be used to verify identity. You will have to produce 3 forms of identity.
- The DBS process can take anything from 2 weeks to 6 weeks to process.
- Once you receive your DBS Enhanced Certificate, inform the pre-school.
- You will now need to go back into your Government Gateway Account and if you have saved the part completed EY2 form open it up again. If it has not been saved then click Online applications and then EY2 application form.
- When you get to the DBS questions click that you have a DBS and enter the number. It will then ask if you have signed up to the DBS Update Service click *NO* and then follow the link to the DBS Update Service.
- When in the DBS Update Service complete all sections and it will then register you on the Update Service and give you a reference number.
- You will then be able to go back into your EY2 form and then click *YES* to the Update Service question.
- You then will be able to complete the rest of the form and submit to Ofsted. Once all the sections are complete, to ensure you don't lose any information it is recommended that you click *SAVE* before clicking *Submit*.
- You will get a confirmation notice saying that your application has been received.
- The Nominated Person should receive confirmation from Ofsted once they have undertaken the necessary checks.

Other guidance

- You can track your DBS by using your Gateway Account
- Remember that you only have 19 days in which to sign up for the DBS Update Service
- Make sure the pre-school see a copy of your DBS and they can make a record of date of issue and the number. Also give them your DBS Update Service number.
- Following all the checks if Ofsted deem that a committee member is 'unsuitable' for whatever reason that person's term of office on the committee will automatically cease.

Legal framework

Statutory Framework for the Early Years Foundation Stage (2014)

Other guidance

Pre-school Learning Alliance Mini Guide – Safeguarding Responsibilities for Charity Trustees

This Policy was adopted at a meeting of the Pre-School held on (date)_____

Signed on behalf of the Pre-School_____