

W: Changes that must be notified to Ofsted or the relevant childminder agency (CMA) - Childminders

What do I need to know?

- [Disqualification under the Childcare Act 2006](#)
- [Childcare Act 2006](#)
- [Childcare \(Disqualification\) Regulations 2009](#)
- [Safeguarding Vulnerable groups Act 2006](#)
- [Disclosure and barring Service \(DBS\)](#)
- [Early years foundation stage statutory framework for childminders](#) page 36-37, paragraph 3.102-3.103

NB: Failure to comply with these requirements is an offence.

Changes that must be notified to Ofsted or the relevant childminder agency (CMA) (page 60 of audit)	Things to consider and discuss:
<p>Do you ensure you notify Ofsted or the CMA with which you are registered of any change:</p> <ul style="list-style-type: none"> • in the address of the premises (and seek approval to operate from those premises where appropriate)? • to the premises which may affect the space available to children and the quality of childcare available to them? • in the name or address of the childminder, or the childminder's other contact information? • In persons aged 16 or older living or working on any domestic premises from which childminding is provided? • to the persons caring for children on any premises where childminding is provided? <p><i>Are you aware a person is not considered to be working on the premises if none of their work is done in the part of the premises in which children are cared for, or if they do not work on the premises at times when children are there?</i></p>	<ul style="list-style-type: none"> • Who is your 'Nominated Individual'? (May not be applicable if you are a 'Sole Owner') • Who is able to inform Ofsted of changes? • What is the current way to contact Ofsted in order to notify them of changes? • How do you ensure that Ofsted always have up to date information regarding your 'Nominated Individual' in order that other changes may be notified to Ofsted. If the Nominated person leaves your organisation, do you ensure Ofsted is informed <i>prior</i> to them leaving? • As a childminder, what robust systems are in place to ensure you inform Ofsted or the CMA with which you are registered of any changes in your family home e.g. a new baby or new partner, adult children leaving home or anyone reaching the age of 16 in your home? • Do you keep an evidence trail to prove that you have informed Ofsted of the changes and the date you did so? How long will you retain these records?

Changes that must be notified to Ofsted or the relevant childminder agency (CMA) (page 60 of audit)	Things to consider and discuss:
<p>Do you ensure you notify Ofsted or the CMA with which you are registered of any change:</p> <ul style="list-style-type: none"> to any proposal to change the hours during which childcare is provided? or to provide overnight care? any significant event which is likely to affect the suitability of the childminder to look after them? <p>Any significant event which is likely to affect the suitability of any person who cares for, is in regular contact with, children on the premises on which childminding is provided?</p>	<ul style="list-style-type: none"> Would you inform Ofsted of temporary changes to the hours you are open? E.g. temporary emergency closures; INSET days during normal opening hours If you provide overnight care are you aware of the additional requirements to meet children’s welfare and safeguarding needs? How do you ensure you inform Ofsted or the CMA with which you are registered that you are providing overnight care? What would Ofsted consider to be a ‘significant event’?
<p>Where you are required to notify Ofsted or your CMA about a change of person, as specified in paragraph 3.102 above, do you ensure you give Ofsted or the CMA:</p> <ul style="list-style-type: none"> the new person's name any former names or aliases date of birth home address. <p>Where it is reasonably practicable to do so, do you ensure this is done in advance of the change happening?</p> <p>Do you know that in other cases, this must be done as soon as is reasonably practicable but, in any event, within 14 days.</p> <p>A childminder who, without reasonable excuse, fails to comply with these requirements commits an offence.</p>	<ul style="list-style-type: none"> Do you know how to contact Ofsted to update them with the information required? How do you collect information about changes including previous names or aliases? How does your record keeping and monitoring systems ensure that you have updated this information with Ofsted, or the CMA, within 14 days? How could you prepare for changes so that Ofsted or the CMA are informed in advance of change happening? What would you do if plans for change are suddenly paused or change again – do you make sure that you have informed Ofsted or the CMA of these additional changes?

Useful links and further help:

[Significant events to notify Ofsted about](#)

[Report a serious childcare incident](#)

[Reporting children's accidents and injuries](#)

[Report changes to registered people in your nursery or other daycare \(EY3\) - GOV.UK \(www.gov.uk\)](#)

[Apply to join a nursery or other day care organisation \(EY2\)](#)

[Childminders: report new adults in the home - GOV.UK \(www.gov.uk\)](#)

[Daycare roles that must register with Ofsted](#) e.g. Registered person, registered individual, nominated individual

[Early years compliance handbook OFSTED](#)

[Derbyshire SchoolsNet - Early Years Quality Team](#)

[Derbyshire Early Years Service - Eventbrite](#)

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