

Y: Information and record keeping - Notifiable changes to Ofsted – Group and school-based providers

What do I need to know?

- Legal Framework
- [Disqualification under the Childcare Act 2006](#)
- [Childcare Act 2006](#)
- [Childcare \(Disqualification\) Regulations 2009](#)
- [Safeguarding Vulnerable groups Act 2006](#)
- [Disclosure and barring Service \(DBS\)](#)
- [EYFS statutory framework for group and school based providers \(publishing.service.gov.uk\)](#) page 41-42, paragraph 3.87-3.89

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

Information and record keeping - Notifiable changes to Ofsted (page 62 - 63 of audit)	Things to consider and discuss:
<p>Do you ensure you notify Ofsted 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 provider, or the provider’s other contact information? • to the person who is managing the early years provision? • Any proposal to change the hours during which childcare is to be provided which will entail the provision of overnight care. • Any significant event which is likely to affect the suitability of the early years provider to look after children. • Any significant event which is likely to affect the suitability of any person who cares for and is in regular contact with children on the premises. 	<ul style="list-style-type: none"> • Who is the ‘Provider’? (This may be a group of people) • If applicable, who are your ‘Registered Individuals’? • Who is your ‘Nominated Individual’? (May not be applicable if you are a ‘Sole Owner’) • Who is your Manager? (Group Care providers) • 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? • Do you keep an evidence trail to prove that you have informed Ofsted of the changes and the <u>date</u> you did so? How long will you retain these records?

<ul style="list-style-type: none"> • Where the early years provision is provided by a company, any change in the name or registered number of the company. • Where the early years provision is provided by a charity, any change in the name or registration number of the charity. • Where the childcare is provided by a partnership, body corporate or unincorporated association, any change to the “nominated individual”. • Where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, any change to the individuals who are partners in, or a director, secretary or other officer or members of its governing body. 	<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 that you are providing overnight care? • What would Ofsted consider to be a ‘significant event’?
<p>Do you ensure that when you are required to notify Ofsted about a change of person except for managers (as specified above), you give Ofsted the new person's name, any former names or aliases, date of birth, and home address?</p> <p>Do you ensure if there is a change of manager, you notify Ofsted that a new manager has been appointed?</p> <p>Do you ensure where it is reasonably practicable to do so, notification is made in advance?</p> <p>In other cases, do you ensure notification is made as soon as is reasonably practicable, but always within 14 days?</p> <p>Are you aware that a registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence?</p>	<ul style="list-style-type: none"> • What robust systems are in place within your provision to update the nominated person so that they can inform Ofsted of any of these changes within the required time frame? • Do your systems and practices support you to make notifications in advance? • Are you aware of how to contact Ofsted to make these changes? • Are you familiar with the relevant time scales for notifying Ofsted of changes? How will you ensure these time scales are met? • Do you know that where providers of CoDP are registered with a CMA the above notifications should be given to their CMA, not Ofsted.

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 \(EY2\)](#)

[Early years and childcare services: EY3 changes to individuals - 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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