

Y: Information and records - Notifiable changes to Ofsted

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 \(DBS\)](#)
- [Statutory framework for the early years foundation stage](#): page 40-41, paragraph 3.78-3.79

Failure to comply with these requirements is an offence.

Information and records - Notifiable changes to Ofsted (page 53 - 54 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 provider, or the provider’s other contact information? • to the person who is managing the early years provision? • 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? 	<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? • 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?

<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> <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 early years provider? • any person who cares for, or is in regular contact with, children on the premises to look after children? • 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"> • 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? • 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>Do you ensure that when you are required to notify Ofsted or your CMA about a change of person except for managers (as specified above), you give Ofsted or your CMA 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 or your CMA that a new manager has been appointed?</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 or the CMA with which you are registered of any of these changes within the required time frame? Do your systems and practices support you to make notifications in advance?

<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"> • 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?
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N.B. In addition to notifying Ofsted of the above changes, you must also notify them of:

- Allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere) and the action taken in respect of these allegations
- Serious accident, illness or injury to, or death of, any child while in their care, and the action taken.
- Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006. The date of the order, determination or conviction, or the date when the ground for disqualification arose. The body or court which made the order, determination or conviction, and the sentence (if any) imposed; and a certified copy of the relevant order (in relation to an order or conviction).
- Food poisoning affecting two or more children cared for on the premises.
- Any significant event likely to affect the suitability of the registered person or any person who cares for, or is in regular contact with, children on the premises to look after children.

Useful links and further help:

[Report changes to registered people in your nursery or other daycare \(EY3\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/report-changes-to-registered-people-in-your-nursery-or-other-daycare-ey3)

[Apply to join a nursery or other day care organisation \(EY2\)](https://www.gov.uk/guidance/apply-to-join-a-nursery-or-other-day-care-organisation-ey2)

[Early years and childcare services: EY3 changes to individuals - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/early-years-and-childcare-services-ey3-changes-to-individuals)

[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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