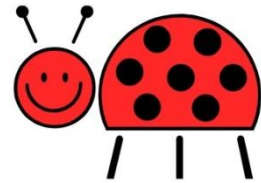


Ladybird Preschool
Committee Registration Policy



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. (Statutory Framework for EYFS 2019)

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.

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 **Annisa Elakhal**

It is the responsibility of committee to ensure that all new committee members have the skills and knowledge to fulfil their roles and responsibilities in relation to the setting and as such receive a full induction.

New Committee Member Registration

All new committee members elected to join the committee must complete a Self Nomination and Declaration form (See Appendix 1).

The nominated person will ensure those new committee members are supported through the Ofsted checks and induction process. The nominated person will notify Ofsted of the new committee member by completing an EY3a form and emailing it to enquiries@ofsted.gov.uk.

As from 2014 all new committee members have to register with the DBS update service at 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.

Existing DBS certificates will only be accepted by Ofsted if they are subscribed to the Update Service. The certificates must also be enhanced and for the child workforce otherwise a new DBS check will be required.

Ofsted will carry out checks on all committee members.

In order to fulfil Ofsted checks and be a member of the committee a person must:

- complete the Ofsted EY2 online form
- have undertaken an enhanced DBS check and signed up to the online DBS Update Service.
- have received confirmation from Ofsted of their suitability.

Note: New committee members will not become part of the registered body until a confirmation letter of their suitability is received from Ofsted.

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.

A flow diagram outlining the process that Ladybirds preschool will undertake for notifying Ofsted of new members can be found in Appendix 2.

Resignations from the committee

The Nominated Person will inform Ofsted of any committee member who has resigned from the committee by completing an EY3a form and emailing this to enquiries@ofsted.gov.uk

The EY3 form is available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/391630/EY3_changes_to_individuals.pdf

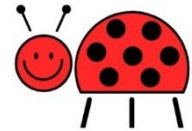
Change in Nominated Person

Ofsted must be notified immediately of a change in nominated person. The existing nominated person must fill out the EY3a form and send via email to Ofsted. The person taking over will then be required to complete an EY2 form and DBS application following the same procedure as above. If the person is already an existing committee member and is subscribed to the DBS update service, they will still be required to submit a new EY2 form but can use their existing DBS certificate number.

Ofsted will confirm that the new person is suitable to become the nominated person.

This policy was adopted by	Ladybirds Pre-School
On	<u>22/03/21</u> (date)
Date to be reviewed	<u>22/03/22</u> (date)
Signed on behalf of the provider	_____
Name of signatory	<u>Annisa Elakhal</u>
Role of signatory (e.g. chair, director or owner)	<u>Manager</u>

**Ladybird Preschool's Self-nomination and Declaration form
for election as a trustee**



Nominee details

Name: _____

Address: _____

Telephone: _____ Email: _____

1. I wish to be elected as a trustee
2. I would also be interested in nominating myself for one of the following roles:
Chair Treasurer Secretary (you may tick more than one)

I declare that I am eligible to be a trustee of Ladybird Preschool and that:

- I am a member of the charity.
- I am 18 years or over.
- I am capable of managing my own affairs.
- I am prepared to act in the best interests of the charity.
- I do not have an unspent conviction involving dishonesty or deception.
- I am not an undischarged bankrupt.
- I have not been removed from being a trustee because of misconduct.
- I am not disqualified from being a company director.
- I do not have any unspent convictions for: specified terrorism offences; a specified money laundering offence; specified bribery offences; the offence of contravening a Charity Commission Order of Direction; offences of misconduct in public office, perjury, or perverting the course of justice;
- I do not have any unspent convictions for aiding, attempting or abetting the above offences
- I am not on the sex offenders register
- I do not have an unspent sanction for contempt of Court
- I do not have a disobeying a Commission Order
- I am not a designated persons (under specific anti-terrorist legislation)
- I am not included on a barred list of individuals who are unsuitable to work with children and I understand I will need to submit to Ofsted checks, including an enhanced criminal records disclosure (DBS check), to determine my suitability.
- I have not been the subject of a child protection plan.
- I do not reside with anyone who has been 'Disqualified for Caring for Children' (these include):
 - Offences committed against a child or adult
 - Individuals who have been barred from working with children (DBS)
 - Individuals who have been disqualified from working with children (Childcare Act 2006)
 - Individuals who have cautions or convictions for the supply of illegal drugs

Signature: _____ **Date:** _____

Please return this form by _____ to Joanne Souter at: Ladybird Preschool

Registered charity number: 1071725

If you would like to include a brief statement about yourself and why you would like to be elected as a trustee, please do so below:



**Ladybird Preschool
New Committee Member Registration Process**

New member nominated and seconded either at AGM or a subsequent meeting. The registration process is explained and it is made clear that they will not form part of the committee until a suitability letter is received from Ofsted

A Self Nomination and Declaration form must be completed ideally at the meeting or within 2 days.

As soon as possible after the meeting (within 2 days)

1. Ofsted notified via email of the prospective new member's name, date of birth and date they joined the organisation (Using EY3a Form)
2. Details are sent to the new member regarding how to complete the EY2 form and DBS application. (The new member has 14 days to complete and submit the EY2 form - without the DBS number if necessary)

7 days after meeting

Nominated Person (Chair) to follow up on progress of EY2 form and DBS application with new member and offer support as necessary to ensure 14 day deadline is met.

12 days after meeting

Nominated Person (Chair) to check that EY2 form is completed as fully as possible and DBS application is in progress/complete.
Speak to OfSTED if necessary

Weekly until complete

Nominated Person (Chair) to monitor progress of DBS by liaising with new member.

Once DBS has come through

Nominated Person (Chair) to record DBS number and date on the certificate and ensure that new members join update service within the 19 day deadline.
EY2 form to be updated and resubmitted.

Once Suitability Letter received

Update Trustee's listed with the Charity Commission
Contact new member to begin Induction
Update Committee board and Website
Add information to next Newsletter to inform parents