



Procedure for EY2 & notifying Ofsted of changes to Committee

Procedure for new committee (EY2)

Following AGM, election of new committee members or any changes to committee throughout the year, the Manager/Administrator will ensure that any new members understand that they are required to complete the EY2 process via the Ofsted website.

All instructions on how to complete this process, which includes a criminal records check via the DBS, can be found on the Ofsted Online web site.

online.ofsted.gov.uk

You will need to register to create a Government Gateway account.

Once this is complete and you have your login details you should choose 'online applications'.

Choose 'EY2 application' and this will take you to the form that needs to be completed and saved. Bierton Pre School URN (Unique Reference Number) : 140842

Complete the Capita DBS check forms and submit (payment should be made and will be reimbursed).

Committee members should use the code OFSTEDP and ignore the password when making an application.

It is very important that you update your application with the DBS number when received, within the time limit specified, failure to do this will mean the process has to start again.

Please also sign up to the 'update service', this will allow your status to be checked each year. Permission to do this will be gained prior to the check being carried out by the pre school Manager. This service is free of charge for volunteers.

Procedure for notifying Ofsted of changes to committee (removal)

The Manager will notify Ofsted of any changes, including removal of the details of those no longer on the committee.

This policy was adopted by the Bierton Pre School Committee

Date: 11th April 2018

Signed:.....

Name: SARAH HORNE

Role of signatory: CHAIR PERSON

Signed, all staff: