



## 14. Notification to Ofsted Policy

### 1. Purpose of this Policy

This policy ensures that our preschool meets its legal duty to notify Ofsted of any relevant changes within **14 days**. Timely notification allows Ofsted to complete suitability checks and helps safeguard children.

### 2. Legal Framework

- Childcare Act 2006
- Childcare (Early Years Register) Regulations 2008
- Early Years Foundation Stage (EYFS) Statutory Framework
- Ofsted Registration Guidance

These require committee-run settings to notify Ofsted of changes to individuals involved in the management of the provision.

### 3. Changes That Must Be Reported to Ofsted

The preschool must notify Ofsted **within 14 days** of becoming aware of any of the following:

#### 3.1 Committee Members (Registered Body)

As a committee-run preschool, the **management committee is the registered provider**. Therefore, Ofsted must be informed of:

- Appointment of new committee members
- Resignation or removal of committee members
- Any concerns about a committee member's suitability

All new committee members must complete an **EY2 form** so Ofsted can carry out suitability checks.

#### 3.2 Changes to the Chair or Officers

- Election of a new Chair, Treasurer, or Secretary
- Any officer stepping down
- Any suitability concerns relating to an officer

#### 3.3 Manager or Person in Day-to-Day Charge

Ofsted must be notified of:

- Appointment of a new Manager
- A Manager leaving the setting
- Temporary or permanent changes to the person in day-to-day charge
- Any event that may affect a Manager's suitability

### 3.4 Other Notifiable Events

Although not the focus of this policy, the preschool will also notify Ofsted of:

- Significant events affecting the premises
- Safeguarding incidents
- Serious accidents or injuries
- Anything that may impact the safe running of the preschool

## 4. Procedure for Notifying Ofsted

### 4.1 Responsibility

- The **Committee Chair** holds overall responsibility for ensuring Ofsted is notified.
- The **Preschool Manager** must inform the Chair immediately when a change occurs.
- The **Committee Secretary** may support with documentation and record-keeping.

### 4.2 Notification Process

1. Identify the change (e.g., new committee member, manager resignation).
2. Gather required information (full name, DOB, address, role, start date).
3. Submit the notification to Ofsted via:
  - **Ofsted Online** (EY2 forms and provider updates)
  - **Telephone** for urgent safeguarding-related matters
4. Record the date the notification was submitted.
5. Keep copies of confirmation emails or reference numbers.

### 4.3 Timescale

All notifications must be made **within 14 days** of the preschool becoming aware of the change. Failure to notify Ofsted on time is a breach of statutory requirements and may affect the preschool's inspection outcome.

## 5. Induction and Training

- All committee members receive an induction that includes this policy and guidance on completing the EY2 form.
- The Manager ensures staff understand which changes must be reported.
- The Committee reviews this policy with new officers after each AGM.

## 6. Record Keeping

The preschool maintains:

- A log of all changes requiring notification
- Dates notifications were submitted
- Copies of Ofsted correspondence
- Evidence of completed suitability checks for committee members and managers

## 7. Monitoring and Review

This policy is reviewed **annually**, or sooner if regulations change or if issues arise with compliance. The Committee Chair is responsible for ensuring the policy is followed.