

Declaration and consent form for all individuals connected with a registered provision (form EY2)

February 2011

We will use a computer to scan this form. Please complete it in **black ink** and block capitals and write only on the right-hand pages.

This form should be completed by:

- sole owner applicants to provide early years childcare
- all individuals making up an organisation whose sole purpose is to provide early years childcare, which includes:
 - committee members
 - partners
 - directors
 - anyone who works with three or more other people on domestic premises
- the nominated person for an organisation who will represent the organisation in its dealings with Ofsted
- the manager in charge of the day-to-day running of a childcare provision
- assistants or staff members working with childminders or childcare providers on domestic premises
- persons aged 16 years or over who live or work on the premises where childminding or childcare on domestic premises takes place or is to take place.

You do not need to complete this form if you are applying to register as an early years childminder or if you are the applicant for registration on the Childcare Register.

Please complete this declaration and consent form as fully as possible. If you do not complete the form fully we may return it to you. This may delay decisions about your suitability. As well as reading the guidance notes included on this form, please also refer to the *Guide to registration on the Early Years Register: childcare providers on domestic or non-domestic premises* and the *Guide to registration on the Early Years Register: childminder* for more information. Please use the additional information sheet on page 25 if necessary.

Please note: When returning this form make sure you include the current page (page 1). We cannot accept your application without it as it contains information needed for computer scanning.

If you need any help to complete this form, please contact us on **0300 123 1231**.

Please return your completed application form to:

Ofsted National Business Unit
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA

Please leave blank for Ofsted use



Section A – Details of childminder/childcare provider

(A1–A5) We need to know about the childcare provision with which you are associated.

Section B – Your connection with the registration

(B1–B12) We need to know about your connection with the childcare provision so that we carry out the correct range of checks on you. We carry out additional checks for those who work directly with children.

Childminding registration/application

Please answer questions **B1–B3** if you are completing this form in association with a childminding registration/application.

Childcare provider on domestic or non-domestic premises registration/application

If you are applying as a sole owner (individual) you must answer **B4**, and then **B8–B12**.

If you are applying as part of an organisation you must answer **B5–B10**.

If you are the manager of the day-to-day running of the provision you must answer **B8–B10**.

If you are living or working (as an assistant) on the premises where childcare is provided you must answer **B11–B12** (childcare provider on domestic premises only).

(B6) Each committee member is equally responsible and accountable for the childcare provision and ensuring compliance with regulations and any conditions imposed by us. The committee includes everyone who is part of the committee on the day that we decide to take any action about the childcare provision.

Committee members who work directly with children as part of the staff ratio will be asked to complete a *Health declaration booklet* and this may incur an extra cost.

(B7) The nominated person acts on behalf of the organisation in its dealings with us and is usually a director, committee member, partner or someone of similar standing within the organisation. Usually the nominated person will be an individual who is part of the registered person.

Larger organisations and those whose main purpose is not to provide childcare, should nominate the most senior person with responsibility to provide the care. We will send all written correspondence to the nominated person at the organisation address.

A Details of childminder/childcare provider

A1	Name of setting (only applicable to childcare providers on non-domestic or domestic premises)									
A2	Name of childminder/childcare provider									
A3	Address of setting									
	Postcode									
A4	Is the provision already registered by Ofsted? <input type="checkbox"/>					or in the process of registering? <input type="checkbox"/>				
A5	Ofsted unique reference number (URN) (if known)									

B Your connection with the registration

Childminding registration/application

B1	I will be looking after children (as a childminding assistant); or	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
B2	I am living or working on the premises where childminding takes place, or is to take place, but not looking after children	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
B3	Please state your relationship to the childminder/childminder applicant.				

Now go to section C

B Your connection with the registration (tick all that apply) (continued)

Childcare provider on domestic or non-domestic premises registration/application

B4	I am applying as a sole owner to provide early years childcare					<input type="checkbox"/>
B5	I am an individual making up an organisation whose prime purpose is to provide early years childcare					<input type="checkbox"/>
B6	If you have ticked B5, what is your role within the organisation?					
	director	<input type="checkbox"/>	partner	<input type="checkbox"/>	other	<input type="checkbox"/>
	committee member (Please read the guidance on page 2)					<input type="checkbox"/>
	If 'other' please state					
B7	I am the nominated person for an organisation who will represent the organisation in its dealings with Ofsted. (See the guidance on page 2)					<input type="checkbox"/>
B8	I directly manage or intend to directly manage the day-to-day operation of the provision.					<input type="checkbox"/>

Section C – Personal details

(C1–C10) This section asks for basic information about you. We hold this information about you to help us carry out checks to establish if you are suitable to look after children, and to make sure that we do not mistake you for anyone with a similar name.

B Your connection with the registration (tick all that apply) (continued)

B9	I work directly with or intend to work directly with the children some of the time?	<input type="checkbox"/>			
B10	In addition to your role above, are you also a member of staff (that is, part of the adult:child ratio)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
B11	I will be looking after children (as an assistant where childcare is provided on domestic premises); or	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
B12	I am living or working at the address where childcare on domestic premises takes place, but not looking after children	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'Yes' please state your relationship to the childcare provider/applicant.					

C Personal details

C1	Title (please tick one or specify)	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	
C2	First name(s) (in full)	C3	Surname (family name)								
C4	If you have previously been known by a different first name or surname to those entered at C2 and C3 please provide details below										
Any other first name(s) ever used											
Used from (dd/mm/yyyy)											
Used until (dd/mm/yyyy)											
Surname at birth											
Used until (dd/mm/yyyy)											
Other surname used											
Used from (dd/mm/yyyy)											
Used until (dd/mm/yyyy)											
C5	Date of birth (dd/mm/yyyy)										
C6	Born in the UK	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
If 'No', please specify country											
C7	Place of birth (town/city)										
C8	Place of birth (county)										
C9	Nationality										
C10	Sex	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>						

Section C – Personal details (continued)

(C11–C13) We need to know where you have lived for the last five years, including the dates you moved in and out of each address. **It is important that you give the full postal address including the postcode.** You should include any overseas addresses if applicable.

(C13) Please provide the details of all other addresses where you have lived in the last five years. You must provide five years of continuous addresses including any overseas addresses as applicable. Please use the additional information sheet on page 25 of the form if necessary.

Section D – Contact details

(D1–D3) This section asks for information about other ways we can get in touch with you. Please tell us your main telephone contact number and the most suitable time to contact you.

(D2) Ofsted will increasingly use email to contact people. Please give your email address if we may contact you in this way.

(D3) Please specify the most suitable time for us to contact you. Please note that Ofsted's contact centre operates between 8am and 8pm Monday to Friday. We will contact you on the numbers you entered in question D1. Between 8am and 5pm we will contact you on your daytime number and between 5pm and 8pm we will contact you on your evening number. Alternatively we will try to contact you on your mobile number.

C Personal details (continued)

C11 Have you lived outside the UK in the past five years?

Yes No

C12 Current full postal address. I have lived here from

Postcode

C13 Any other addresses in the last five years (in full, starting with the most recent) (mm/yyyy)

From to

Postcode

From to

Postcode

D Contact details

D1 Contact telephone numbers (include area code) (please tick your main contact number)

Daytime (8am–5pm)

Evening (5pm–8pm)

Mobile telephone

Fax

D2 Email address

D3 Please tell us when is the most suitable time to contact you (see guidance on page 6)

Morning (8am–12pm) Afternoon (12pm–5pm) Evening (5pm–8pm) Any

Section E – Past registration details

(E1–E2) These questions ask if you have previously held or still hold a registration to provide childcare with us or any other organisation in the UK or abroad. We use this information to check the details of your registration. This may help us to progress your application more quickly.

(E3–E4) These questions ask about any past involvement with the armed forces. Military base includes the RAF, Army or Navy. We use this information to check your suitability with Ministry of Defence (MoD)-accredited organisations:

- the British Forces Early Years Service (BFEYS)
- the Soldiers, Sailors, Airmen and Families Association (SSAFA) Forces Help.

Section F – Previous experience of being a carer

This section should **only** be completed if you are or intend to be:

- the manager of the day-to-day running of the provision
- the owner of a childcare provision and you intend to work directly with children
- an individual making up the registered person whose prime purpose is to provide childcare and you intend to work directly with children.

This section asks about any relevant experience, qualifications or training that you have.

(F1) Please give details of any relevant experience including:

- as a foster parent
- as a previous registered provider
- caring for children
- voluntary childcare work.

(F2) Please give details of any relevant training or qualifications.

Section G – Health details

This section should **only** be completed if you are:

- a person who will look after children with a registered childminder
- a person aged 16 or over who lives or works on the premises where childminding will take place
- a person aged 16 or over who lives or works on domestic premises where childcare will take place.

(G1–G3) We ask for details about your medical history and your GP. Normally, this information will not affect you working with or being in contact with children. Where there are concerns, our medical advisers assess the information and may contact you or your doctor for further details. Our medical advisers assess this information to make sure you are medically fit to look after or be in contact with children.

Section H – Referees

This section should **only** be completed if you are or intend to be:

- the manager of the day-to-day running of the provision
- the owner of a childcare provision and you intend to work directly with children
- an individual making up the registered person and you intend to work directly with children.

(H1–H2) We need references to confirm your good character and, wherever possible, your suitability to provide childcare. Please give the names and addresses of two people from whom references may be obtained. Relatives cannot give you a reference. You may use a friend, neighbour or colleague who knows you well. Where possible these should be from individuals who have known you in a childcare role and/or for a significant period of time (12 months or more).

In addition to supplying the names and addresses of your two referees, you may also enclose written references from these people if you wish. This may help us process your registration more quickly. We may check the information with the individuals concerned.

References should include information on:

- the referee's full name, address and telephone number
- how long the referee has known you
- the capacity in which the referee has known you
- the present relationship between yourself and the referee
- the referee's opinions of your ability to look after children and your overall character/suitability and any other relevant information.

H Referees

Please give the names and addresses of two people from whom references may be obtained.

H1

Title and full name

Full postal address

Postcode

Telephone number (include area code)

Email address

How does this person know you?

How long has this person known you? (must be longer than 12 months)

Yrs

Mths

Reference enclosed?

Yes

No

H2

Title and full name

Full postal address

Postcode

Telephone number (include area code)

Email address

How does this person know you?

How long has this person known you? (must be longer than 12 months)

Yrs

Mths

Reference enclosed?

Yes

No

Section I – Suitability and disqualification

(I1) You must complete this section in full, otherwise the form will be returned to you. We need to check if there are certain circumstances that will prevent you from working with or being in regular contact with children, or bring into doubt your suitability. This section helps us decide if you are suitable to apply or if there are any other circumstances that might affect your suitability. It is an offence to knowingly make a statement that is false or misleading or to withhold information. Please use the additional information sheet on page 25 of the form if necessary.

Reasons for disqualification (the *Guide to registration on the Early Years Register: childminder* (paragraph 25) and the *Guide to registration on the Early Years Register: childcare provider on domestic or non-domestic premises* (paragraph 48)).

Some of the things that disqualify people from working with children are that they:

- have been found to have committed certain offences against a child
- have been found to have committed certain offences against an adult (for example murder, kidnapping, rape, indecent assault, assault occasioning actual bodily harm)
- have been included on the list of those who are barred from working with children, held by the Independent Safeguarding Authority¹
- have been charged with certain offences against an adult, or an offence that is related to an offence, and had a relevant order imposed
- have been made the subject of a disqualifying order
- have been made the subject an order or determination where a child has been removed from their care or been prevented from living with them
- have been refused registration as a childcare provider or have had a registration cancelled (other than for cancellation for non-payment of the fee for continued registration after 1 September 2008²)
- are living on the same premises as another individual who is disqualified for one of the above reasons.

(I3) We make a decision about your suitability by carrying out a series of checks, including a check with the Criminal Records Bureau. This question relates to any criminal record you might have. In **I3** you need to give details of:

- the nature of the offence
- the place where the offence occurred
- the name of the court which gave the conviction
- the penalty imposed.

You must give us details of any conviction by a court, or any caution, reprimand or warning issued to you by the police. This still counts as a criminal record even if you accepted it voluntarily. You must include all matters where this has happened - even if it happened a long time ago, or when you were a juvenile, or where you did not receive a custodial sentence. Please note that the exemption under the Rehabilitation of Offenders Act 1974, which allows some offences to be treated as 'spent', does not apply in this context. This means we need to know about all such matters so we can consider whether they disqualify you or may affect your suitability to care for, or be in contact with, young children. Not all offences prevent you from working with or being in regular contact with children.

Please use the additional information sheet on page 25 of the form, if necessary.

¹ The Independent Safeguarding Authority is set up under the Safeguarding Vulnerable Groups Act 2006.

² From 6 April 2007, for providers whose registration on the Early Years Register and the Childcare Register (both voluntary and compulsory parts), was cancelled solely for non-payment of the fee for continued registration.

Section I – Suitability and disqualification (continued)

Criminal Records Bureau check

(15) Please note we can only accept Criminal Records Bureau disclosure notices which have been countersigned by Ofsted. If your disclosure has not been countersigned by one of these three bodies then we will have to return it and ask you to request a new one. If you have had a career break for longer than three months we will need to carry out a new check with the Criminal Records Bureau.

Independent Safeguarding Authority check

(16) We need to know if you already have a registration number with the Independent Safeguarding Authority (ISA). If you do, please provide your 16-digit reference number. We will verify this number with the Independent Safeguarding Authority to check that you are not barred from working, or having regular contact, with children. If you do not already have an Independent Safeguarding Authority registration number and you are applying from 2010, you will need to obtain this by completing a Criminal Records Bureau disclosure application form and ticking the box to apply for your Independent Safeguarding Authority registration number. We will send you details about how to do this when we receive your completed application form. The *Guide to registration on the Early Years Register: childminder* (paragraph 19) and the *Guide to registration on the Early Years Register: childcare provider on domestic or non-domestic premises* (paragraph 42) gives more information about obtaining a Criminal Records Bureau disclosure and applying for an Independent Safeguarding Authority registration number.

Section J – Consent and declaration

This section seeks your consent to carry out a series of checks to establish your suitability to work with or be in regular contact with children. As part of the checks we ask other authorities/people to share with us information that they hold about you. We use the information from checks and any interviews when making a decision about your suitability to work with or be in regular contact with children. It may be necessary to repeat these checks from time to time in order to assess your ongoing suitability. The checks we carry out are listed in the *Guide to registration on the Early Years Register: childminder* and the *Guide to registration on the Early Years Register: childcare providers on domestic or non-domestic premises*.

If during the registration process, or after registration is granted, there are changes to your circumstances that might affect your suitability to provide childcare, you must let us know. These changes are set out in regulations and in the *Guide to registration on the Early Years Register: childminder* and the *Guide to registration on the Early Years Register: childcare providers on domestic or non-domestic premises*.

This form **must** be signed by the individual named at questions, **C2** and **C3**.

It is an offence to knowingly make a statement in an application which is false or misleading. If you do this, you may be prosecuted and be liable to a fine of up to £5,000 if convicted. By signing the form at J1 you are declaring that all the details in your application are true, to the best of your knowledge and belief. You are also consenting to Ofsted carrying out checks and using information provided from the checks and this application form in the way set out above. **Without your consent and signature, we will not be able to process your application.**

I Suitability and disqualification

Criminal Records Bureau check

I5	Do you already hold an enhanced criminal records disclosure notice (countersigned by Ofsted) from the Criminal Records Bureau issued within the last three years?				
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Independent Safeguarding Authority check

I6	Do you have an Independent Safeguarding Authority registration number?				
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have answered 'Yes', please provide your 16 digit Independent Safeguarding Authority registration number below.

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J Consent and declaration

I consent to Ofsted carrying out checks and using information provided from the checks and this application form when making a decision about my suitability to work with or be in regular contact with children.

I understand that Ofsted will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

I declare that all the information I have given on this application form is true to the best of my knowledge and belief.

I understand that it is an offence to make a statement which is false or misleading in an application for registration.

J1	Signed	
	Print name	

Date of birth (dd/mm/yyyy)							

Date of signature (dd/mm/yyyy)							

What happens to the information provided?

We process your personal information in accordance with the Data Protection Act 1998. Under the Act you have certain rights regarding access to the personal information that we hold about you. You can request to see the personal information that we hold about you. You should contact us if you wish to make such a request.

We ask local authorities to share with us information that they may hold about you. We use the information to make a decision about your suitability to work with or be in regular contact with children. It may be necessary to repeat these checks from time to time in order to assess your ongoing suitability.

We may get information about you from others, or we may give information to them. We will only do so in accordance with the law. We may check information we receive about you with what is already in our records. This can include information provided by you as well as by others such as other government departments and agencies. We will not give information about you to anyone unless the law allows us to do so.

We can give information to:

- parents and prospective parents – to help them in choosing a childcare provider
- local authorities – including organisations carrying out a statutory function on behalf of a local authority – so that they can include details such as names, addresses and other registration information in their family information services records and fulfil their statutory functions to provide information, advice and training to childcare providers, including childminders
- Her Majesty's Revenue and Customs – so that it can check on tax credit eligibility for parents using childcare
- other agencies – if they write to ask us for information about a provider and they need the information for child protection purposes
- child protection agencies and the police – so that they can investigate circumstances where children might need protecting from harm.

We can give information you supply to these people and organisations because the Childcare Act 2006 (sections 83 and 84) and associated regulations allows this. In some cases the law requires us to provide information to other people and organisations. We may use details from this application and any future updates to form part of the public register.

K Additional questions about you

These questions are **optional, you do not have to complete this section**. You should only consider completing this section if you are:

- any individual making up the registered person where the prime purpose of the organisation is not childcare
- an individual applying as a sole owner to provide early years childcare
- any individual who represents the organisation in its dealing with Ofsted (nominated person) an individual applying to manage an early years childcare provision.

Your answers to the following questions will help us to evaluate how successfully we are gathering views from all sections of society. **You do not have to answer every question.**

K1 Gender

Female	<input type="checkbox"/>	Male	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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K2 Age

Under 14	<input type="checkbox"/>	14–18	<input type="checkbox"/>	19–24	<input type="checkbox"/>	25–34	<input type="checkbox"/>
35–44	<input type="checkbox"/>	45–54	<input type="checkbox"/>	55–64	<input type="checkbox"/>	65+	<input type="checkbox"/>

K3 Ethnic origin (How would you describe your national group?)

<input type="checkbox"/>	British or mixed British
<input type="checkbox"/>	English
<input type="checkbox"/>	Irish
<input type="checkbox"/>	Scottish
<input type="checkbox"/>	Welsh
<input type="checkbox"/>	Other (specify below if you wish)
Other ethnic origin	

K4 Ethnic group (How would you describe your ethnic group?)

Asian		Mixed ethnic origin	
<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Asian and White
<input type="checkbox"/>	Indian	<input type="checkbox"/>	Black African and White
<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Black Caribbean and White
<input type="checkbox"/>	Any other Asian background (specify below if you wish)	<input type="checkbox"/>	Any other mixed ethnic background (specify below if you wish)
Black		White	
<input type="checkbox"/>	African	<input type="checkbox"/>	Any white background (specify below if you wish)
<input type="checkbox"/>	Caribbean	Any other ethnic background	
<input type="checkbox"/>	Any other Black background (specify below if you wish)	<input type="checkbox"/>	Any other background (specify below if you wish)
Chinese			
<input type="checkbox"/>	Any Chinese background (specify below if you wish)		
Please specify here (if you wish)			

Please do not write on this page.

K Additional questions about you (continued)

K5 Sexual orientation

Heterosexual	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>	Gay	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
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K6 Religion/Belief

<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Muslim
<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu
<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Sikh
<input type="checkbox"/>	None	<input type="checkbox"/>	Other (specify below if you wish)

Other religion/belief

K7 Do you consider yourself to have a disability?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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If 'Yes' please describe your disability

Please do not write on this page.

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