

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

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
- anyone who works for a registered childminder as an assistant
- assistants working with childcare providers on domestic premises
- anyone aged 16 years or over who lives or works on the premises where early years 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.

We will use a computer to scan this form. Please complete it onscreen. Please use the additional information sheet on page 23 if necessary. When you have finished, print the form and sign it on page 19.

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 **08456 404040**.

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 Ofsted. The committee includes everyone who is part of the committee on the day that Ofsted decides to take any action against 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 Ofsted 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. Ofsted 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 registered									

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 – cont (please tick all that apply)**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 (please 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 <input type="checkbox"/>
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 23 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.

Section E – Past registration details

(E1–E2) These questions ask if you have previously held or still hold a registration to provide childcare with Ofsted 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:

- 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, Ofsted's medical advisers assess the information and may contact you or your doctor for further details. Ofsted's medical advisers assess this information to make sure you are medically fit to look after or be in contact with children.

G**Health details**

G1	Have you had any serious illnesses within the last five years? If 'Yes', please give details below.				
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Illness		From		To

G2	Have you been admitted to hospital in the last two years? If 'Yes', please give details below.				
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Reason for admission		From		To

G3	Are you currently being treated by your GP, another doctor or a hospital? If 'Yes', please give details below.				
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Nature of illness				

Section H – Referees

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

- 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 qualified 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 to withhold information.

Persons who are disqualified

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

- convictions or charges of an offence against a child
- convictions or charges of certain offences against an adult (for example murder, kidnapping, rape, indecent assault, assault occasioning actual bodily harm)
- being on the Protection of Children Act list of persons considered unsuitable to work with children
- being on the DCSF List 99 of people who are not considered to be fit and proper persons to work with children
- being made the subject of a disqualifying order
- being made the subject of an order where a child has been removed from their care or been prevented from living with them
- living on the same premises as another individual who is disqualified for one of the above reasons
- being previously refused registration or having a registration cancelled.

(I3) We make a decision about your suitability by carrying out a series of checks, including with the Criminal Records Bureau. These questions relate to any criminal record you might have. Not all offences prevent you from being in regular contact with children. 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.

Please note that exemption under the Rehabilitation of Offenders Act 1974 does not apply. You must include details of spent convictions, including those related to juvenile offences.

(I4) We will return all documents to the address at **C12** by recorded delivery. Please note we can only accept Criminal Records Bureau disclosure notices which have been countersigned by Ofsted, CSCI, or the CQC. 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.

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. Ofsted uses the information from checks and any interviews 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. The checks we carry out are listed in 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*.

By signing the form at **J1** you give your consent to these checks. Without your consent and signature, we will **not** be able to process your application. This form **must** be signed by the individual named at questions, **C2** and **C3**.

If you give false information on the form it may affect the application to provide childcare or the registration of the childcare provider.

J**Consent and declaration**

I consent to Ofsted carrying out checks and using information provided from the checks and this consent form.

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

J1

Signed	
Print name	

Date of signature

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What happens to the information provided?

Ofsted processes 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 Ofsted holds about you. You can request to see the personal information that Ofsted holds about you. You should contact Ofsted if you wish to make such a request.

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 permits us to do so.

The law states that we can give information to:

- parents – to help them in choosing a childcare provider
- local authorities – so that they can include details such as names, addresses and other registration information in their family information services
- Her Majesty's Revenue and Customs – so that it can check on tax credit eligibility for parents using childcare
- other government departments or agencies – if they ask for information about a provider in a written request and the information is needed for child protection purposes
- child protection agencies and the police – so that they can investigate circumstances where children might need protecting from harm.

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

This duty is placed on Ofsted by The Childcare (Supply and Disclosure on Information) (England) Regulations 2007.

K Equal opportunities

Only complete this section if you are:

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

Please tick to show which group best describes you (please tick one only).

These questions are optional. We use the information you give to monitor for equal opportunities. We may also use information in K2 to make arrangements to meet any specific needs that you may have during the application process.

K1 Ethnic group

<input type="checkbox"/>	Asian or Asian British – Bangladeshi
<input type="checkbox"/>	Asian or Asian British – Indian
<input type="checkbox"/>	Asian or Asian British – Pakistan
<input type="checkbox"/>	Asian or Asian British – other
<input type="checkbox"/>	Black or Black British – African
<input type="checkbox"/>	Black or Black British – Caribbean
<input type="checkbox"/>	Black or Black British – Other
<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Mixed White and Asian
<input type="checkbox"/>	Mixed White and Black African
<input type="checkbox"/>	Mixed White and Black Caribbean
<input type="checkbox"/>	Mixed Other
<input type="checkbox"/>	Roma Gypsy/Traveller (please specify)
<input type="checkbox"/>	White British
<input type="checkbox"/>	White English
<input type="checkbox"/>	White Irish
<input type="checkbox"/>	White Scottish
<input type="checkbox"/>	White Welsh
<input type="checkbox"/>	Other ethnicity (please specify)
<input type="checkbox"/>	Prefer not to say

K2 Do you have a disability?

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

K3 Is English your first language?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'No' please specify			

Please do not write on this page.

