

Where a new member is voted onto a committee, that person becomes part of the 'Registered Person' which is responsible for the running of the provision. Ofsted need to carry out checks on all new committee members (trustees) to ensure their suitability. Where there has been a failure to notify Ofsted of a new committee member and/or the necessary checks have not been completed, the setting is likely to be judged inadequate by Ofsted at inspection. Ofsted will not receive notification of the committee member until the EY2 form is fully completed and submitted to Ofsted using the Ofsted online system.

Here is a flow chart to guide you through the process of notification of changes:

