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:

AGM held where members of the committee (the Trustees) will be elected. All committee members will need to complete an EY2 form and a DBS check unless they have already completed one for this committee (for example if they are carrying on as a committee member from a previous year) Nominated individual (this would usually be the Chair) to complete EY3 form informing Ofsted of any changes to the committee All new members of the committee will be required to complete an EY2 form on-line – they will need to log in to Ofsted on-line and register for a government gateway account – they will receive a reference number which must be saved as this is the number they need to log in to their account. Once registered go to applications and select EY2 form and begin to complete the form. During this process they will be informed they need to complete a DBS check and there is a link to the Capita website. For volunteers there will be an admin fee of £8.10 (correct Jan 2016) NB At this stage the EY2 form is not complete they must go back to the form once the DBS has been received to complete and submit to Ofsted

Once DBS is received back, the date, URN number and name of person requesting check should be logged and Committee members (trustees) must sign up for the up-date service within 19 days. If they do not subscribe to the update service in this timescale they will have to begin again and complete another DBS check.

Once DBS has been received the committee member (Trustee) must then go back and complete the EY2 form they have started and submit it to Ofsted – if possible print off the confirmation that the EY2 has been submitted and give to the chair of the committee as evidence that they are in process.

Any registered charity must also inform the Charities Commission about any changes to the Trustees