



# Now you are ready to join the Broadlands Committee...

**We are so glad you have decided to join the committee.  
These are the steps you need to take to make it official.**



# Lets Make it Official.



**Three things you need to do. If you get stuck with anything please reach out and the committee will be happy to support you.**

## **Steps to Complete:**

1. Register with Companies House & complete a conflict of interest form.
2. Start your EY2 Ofsted application as soon as you have accepted the role and have registered on companies house.
3. If applying for a new DBS check, start this process alongside completing the EY2 Ofsted application. Ofsted will automatically check the progress of your DBS online through their Matrix system.

## **1. Register with Companies House**

First step is to register you with companies house, this must be done before you complete your EY2 form as Ofsted will check to make sure you are listed and if you aren't your form will be rejected. The Treasurer will register your details please provide them with:

- Your full name
- Date of Birth
- Nationality
- Occupation
- Correspondence Address
- Home Address

You will also need to complete a conflict of interest form highlighting any conflicts that need to be taken into account whilst you are on the Committee. The Secretary will be able to provide you with this.

## **2. Ofsted**

Once you are registered on companies house the Nominated Individual for Ofsted (usually the Chair) will need to email Ofsted to let them know you are joining the Committee as a Director. **Please send the Nominated Individual your full name and date of birth.**

[www.gov.uk/guidance/report-changes-to-registered-people-in-your-nursery-or-other-daycare-ey3](http://www.gov.uk/guidance/report-changes-to-registered-people-in-your-nursery-or-other-daycare-ey3)

The nominated individual will need to email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

In the email, include the following:

- the words 'report association changes' in the subject line
- our unique reference number URN RP908904
- the change to the registered person(s) including:
  - their name and date of birth
  - if they are joining or leaving your organisation
  - their role in your organisation
  - any other changes involving them
  - the date the change(s) take effect.



## 2. Ofsted | EY2 - Continued

**Apply here:** [www.gov.uk/guidance/apply-to-join-a-nursery-or-other-daycare-organisation-ey2](https://www.gov.uk/guidance/apply-to-join-a-nursery-or-other-daycare-organisation-ey2)

You need to complete an EY2 to 'Apply to join a nursery or other daycare organisation.' As Broadlands is registered with Ofsted, you do not have to wait for your DBS to complete the EY2. **You should complete the EY2 as soon as you agree to join the committee.** However, you cannot be left alone with the children until your DBS comes through and Ofsted have completed their checks

### **What you will need to complete the form:**

- You will need a personal Government Gateway Account. You may well have already opened one to claim tax free childcare. You will need to know your log in details.
- Your personal details, including previous names and where you have lived for the last five years.
- Broadlands Address; Broadlands Preschool Centre, Moorend Grove, Cheltenham, Gloucestershire, GL53 0EY
- Broadlands Unique Reference Number (URN) RP908904
- Your DBS certificate number if you already have one. (see guidance below of what is acceptable)

### **Here is some guidance to help you complete the first part of the form:**

1. Are you the person being added to the registration? Yes
2. What type of childcare provider are you connected to? Nursery or other daycare
3. Is the daycare you are connected to already registered with Ofsted? Yes
4. How are you connected to the daycare? You will be the nominated individual (if taking the role of Chair) or a registered individual (for all other committee members).
5. Is the registered person an organisation or an individual? Organisation - this is Broadlands not you.
6. Is the organisation's main or only purpose to provide daycare? Yes
7. What is your role in the organisation? Committee member
8. Will you be the nominated individual of the organisation for Ofsted? Only answer yes if you are taking the role of Chair.

### **Taking the Chair role or stepping down.**

1. If you are new to the committee and taking the role of Chair and therefore the Nominated Individual for Ofsted, complete the EY2 application as normal answering Yes to Q7 listed above.
2. If you are already listed as a Director on the Committee and stepping up to the role of Chair and Nominated Individual you must email or call Ofsted to tell them this and quote the setting's code RP908904.
3. If you are standing down as Chair you will need to contact Ofsted with details of who is taking the position.
4. When any other Director chooses to stand down the Chair must contact Ofsted to inform them of this. See step two above.

T: 03001 231 231 (press option 4 followed by 111 to go straight through to general help)

E: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)





## 3. DBS

**Apply for a new DBS here:** [www.ofsteddbapplication.co.uk](http://www.ofsteddbapplication.co.uk)

When you receive your certificate please show it to the Preschool Manager and Email the DBS number to Ofsted with your Name, the Setting No.RP908904 and EY2 Application Reference Number.

An enhanced DBS check involves a check of an applicant's criminal record against the Police National Computer (PNC) for spent and unspent convictions, cautions, reprimands and final warnings, plus any information held locally by police forces that's considered relevant to the child workforce. Full instructions and guidance on how to apply for a DBS check are available on the website.

**You will need:** The 'Security Watchdog Organisation Reference' is: OfstedA. The organisation code should be left blank.

**If you already have a DBS check** through an organisation other than Ofsted, this must be 'Child Workforce' Enhanced and must be signed up to the DBS Update Service in order to be accepted.

**Costs of DBS checks for a volunteer** are greatly reduced but there an administration fee which can vary depending on how an applicant applies and how they have their ID checked. A typical volunteer applicant applying online and checking their ID via a responsible person will be charged £8.10 (£6.80 + £1.30)

### The Update Service

**Register for the Update Service here:** [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

An individual must register for the Update Service **within 30 days** of the issue date on their DBS Certificate.

**What is the update service:** The service is **free for volunteers** and will keep Your DBS certificate up-to-date so that you can take it with you from role to role within the same workforce. If an individual has subscribed to the Update Service the employer will be able to, with the individual's consent, carry out a free, instant check to find out if the information released on the DBS certificate is current and up to date.

## Management Liability Insurance

We understand that filling in all these official forms can be a little bit daunting so we want to make you aware of our insurance policy that protects Directors. Management Liability Insurance protects the company, the individual directors and its officers against claims that may arise from within or external to the company. Our cover includes a Limit of Liability of £250,000 covering;

Identity Theft Defence Costs | Defence Costs | Investigation Defence Costs | Criminal Prosecution Defence Costs | Extradition Proceedings Defence Costs | Asset and Liberty Proceedings | Pollution Defence Costs | Asbestos Defence Costs | Public Relations Expenses