

## **Guidance for registering new Committee Members With Ofsted**

The purpose of guidance is to support voluntary management committee members through the 'registering with Ofsted' process.

All new committee members need to complete a DBS, and an EY2. The process below will take you step by step through the process.

### **Disclaimer**

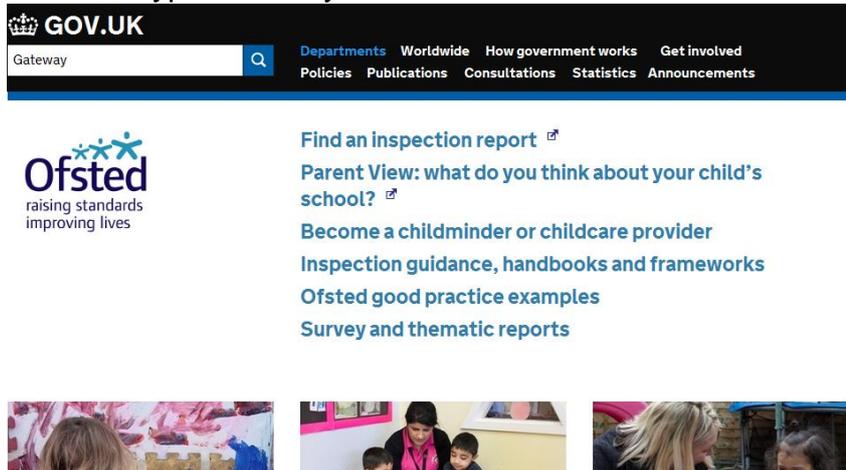
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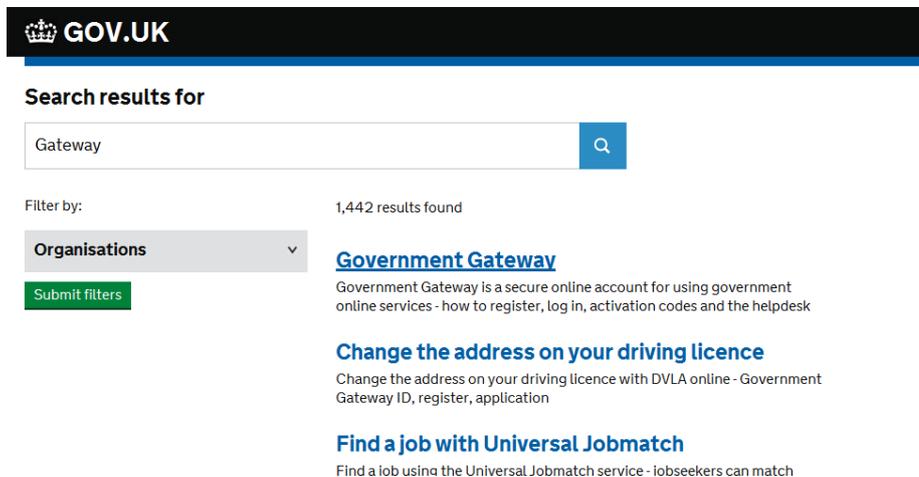
# Guidance for registering new Committee Members

Note: Before starting the committee member will need the registration number of the setting, this is found on the settings Ofsted Registration Certificate – usually starts with EY.....

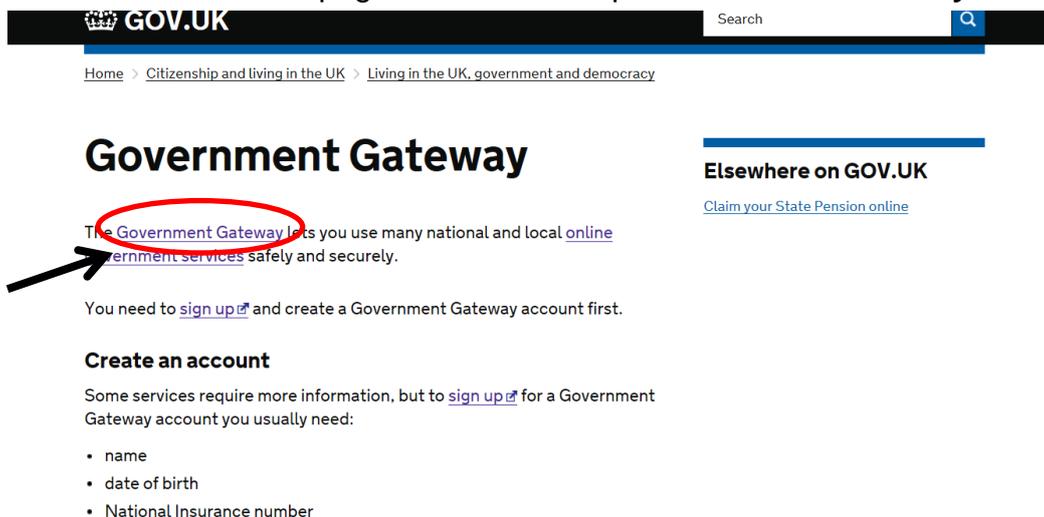
- Go onto [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)
- In search bar type Gateway



- Click onto **Government Gateway** link



- This will load another page. Click on the top **Government Gateway** link



Click on this link

- Once on Government Gateway page on Create an Account click on the sign up link
- On the Gateway page click on Individuals

Welcome to the Government Gateway

Do you have an existing account for online government services?

If yes, then please click below to log in

[Enter the Government Gateway](#)

If no, then please register. Registering with the Government Gateway enables you to sign up for any of the UK government's services that are available over the internet. [Which government services are available online?](#)

To register with the Government Gateway, please read the three sections below and decide whether to register as an Individual, an Organisation or an Agent. [More information about registration](#)

Click on this link

Individuals	Organisations	Agents
<p><a href="#">Register as an 'Individual'</a> for services for personal use such as view Council Tax, Self Assessment Online and Carers Allowance.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>• To find out how the Government Gateway uses the information you provide, read the <a href="#">Privacy policy</a></li> </ul>	<p><a href="#">Register as an 'Organisation'</a> if you represent a business (including employers, sole traders and farming organisations), a charity, or other commercial or non-commercial organisation. Services include Electronic VAT Returns and PAYE Online for Employers.</p>	<p><a href="#">Register as an 'Agent'</a> if you submit forms to government on behalf of other businesses or individuals. Services include Corporation Tax Online for Agents, Self Assessment Online for Agents and PAYE Online for Agents. <b>You must already have obtained the necessary enrolment information from the relevant Government department.</b></p>



This is your Gateway ID number (make a note of it)

- Type in your internet screech bar <https://online.ofsted.gov.uk/onlineofsted/Default.aspx>
- Click on the Login/Register tab on the left hand menu

Ofsted Online



Home Guidance Contact Us My Account

Not signed in

Welcome

Welcome to Ofsted's on-line services

Ofsted Online allows you to access different online services that will help you to communicate with Ofsted electronically.

Before you begin, you will need to create a personal Government Gateway account. If you already have a Government Gateway account, you can use your existing details to login to the Ofsted Online systems. To register for a new account please click login/register. More guidance about registering for a Government Gateway account and logging in is available [here](#).

Once you have logged in, links to the online services you require will be available to you on the left and right navigation bars.

What online services are available?

1. Childcare Register application
2. Early Years Register application
3. Self-evaluation
4. Self-service
5. Online Payments
6. Social Care Online

If you wish to apply online for the Childcare Register and/or Early Years Register, please read the registration pages for the childcare you wish to provide in the early years and childcare section on the Ofsted website.

Registration and Login

To register for a Government Gateway account, or to login to Ofsted Online, click [here](#)

- Click on the Online Applications tab on the left hand menu

Home   Guidance   Contact Us   My Account   Logout

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Serena Cradock   **Welcome**

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Ofsted's Online Services

- Online Applications
- Online Payments
- Enrol in SEF
- Enrol in Self-service
- Enrol in Social Care Online

- Click on the EY2 application (**you will need your settings EY number and address**)
- Read and answer all questions with the correct information
- Once you have completed a section a tick will appear by the section name on the left hand menu
- When you reach the suitability section

EY2 - Declaration and consent form for all individuals connected with a registered provision. [Serena Cradock details](#) | [Accessibility help](#) | [General help](#)

**I: Suitability and disqualification**   Print   Spell check   Save   Exit   << Back   Next >>

Items marked \* must be completed  
Questions not applicable to you will be hidden

- Introduction
- Import data
- A: Provision details
- C: Personal details
- C: Personal - cont
- D: Contact details
- E: Past registration
- I: Suitability**
- J: Declaration

\* I1) Do any of the circumstances listed in the guidance on suitability and disqualification apply to you?  
 Yes ?  
 No

\* I2) Have you ever been involved with social services in respect of your own children?  
 Yes  
 No

\* I3) Have you ever been convicted of any criminal offences or been given a caution?  
 Yes ?  
 No

\* I4) Are you aware of any circumstances that might affect your suitability to work or be in regular contact with children?  
 Yes  
 No

\* I5) Have you recently completed a DBS through the Security Watchdog-Capita service?  
 Yes  
 No

\* I5d) Do you already hold a valid DBS certificate that meets Ofsted's criteria for your role?

- Where it asks 'Have you recently completed a DBS through the Security Watchdog-Capita service?'  
If you select **No** you will need to answer **Part D** to that question
- Part D will ask 'Do you already hold a valid DBS certificate that meets Ofsted's criteria for your role?'  
If you select **No** for this question the following statement will appear:  
**please apply using the below link for DBS Disclosure.**  
**Once completed please continue with your application.**

**\* 15d) Do you already hold a valid DBS certificate that meets Ofsted's criteria for your role?**

Ofsted will accept DBS certificate if:

- you have already joined the DBS update service and the check you previously completed matches Ofsted's criteria for your role
  - Enhanced,
  - Child Workforce and
  - if your position is based in your own home the original check must have been for a home-based role
- or
- you are already known to Ofsted and your new role does **not** give you greater access to children or increased responsibility **and** you have **not** had a break of more than three months between leaving the old post and taking up the new post

- Yes  
 No

Please apply using the below link for a DBS Disclosure.  
Once completed please continue with your application.

[Ofsted DBS Application](#)

- At this stage **Save** the application do not submit.
- When filling out the DBS tick **Voluntary** (you will still have to pay the registration fee)
- Wait until your completed DBS certificate arrives

Enhanced Certificate  
Page 1 of 2  
Disclosure & Barring Service

Certificate Number: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_

**Applicant Personal Details**  
Surname: \_\_\_\_\_  
Forename(s): \_\_\_\_\_  
Other Names: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
Gender: \_\_\_\_\_

**Employment Details**  
Position applied for: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_

**Counterparty Details**  
Registered Person/Body: \_\_\_\_\_  
Counterparty: \_\_\_\_\_

**Police Records of Convictions, Cautions, Reprimands and Warnings**  
NONE RECORDED

**Information from the list held under Section 142 of the Education Act 2002**  
NONE RECORDED

**DBS Children's Barred List information**  
NONE RECORDED

**DBS Adults' Barred List information**  
NONE RECORDED

**Other relevant information disclosed at the Chief Police Officer's discretion**  
NONE RECORDED

Enhanced Certificate  
This document is an Enhanced Criminal Record Certificate within the meaning of sections 113D and 115 of the Police Act 1997

- Once you are in receipt of your DBS, you can register for the update service (using your DBS certificate number) within 30 days of the certificate being issued.
- Once you have your DBS update reference number return to your EY2 Application (Government Gateway)
- Complete application changing your DBS question answer to YES. This will now allow to insert your DBS update service reference number.
- Then click submit

You can claim back the registration fee for your DBS through your committee but you must have the receipt for this to hand to your committee.

## Annual Update Volunteer charges

Volunteer subscriptions are free of charge but if you move from a volunteer position to a paid position you will need to apply for a new DBS check, rejoin the update service and pay the annual fee of £13 by credit or debit card.

You can't add a DBS certificate for a paid position to a free subscription which was created with a DBS certificate for a voluntary position; you would need to create a new subscription for the paid-for DBS certificate.

You can add a DBS certificate for a volunteer position to an update service account that was set up for a paid position certificate.