

# **Declaration form for all individuals connected with a childminder agency (form CMA2)**

**April 2021**

**You should complete this form if you are:**

- sole owner applicants who wish to register a childminder agency
- all individuals who work for an organisation that runs childminder agencies as its main purpose, including committee members, partners, directors and trustees
- the nominated person for an organisation who will represent the organisation in its dealings with Ofsted.

For guidance on the application process, please refer to the [guidance on the regulation and inspection of childminder agencies](#).

You can find information on how Ofsted handles personal information in our [personal information charter](#).

If you need any help to complete this form or if you would like an accessible version, please contact us at [childminder.agencies@ofsted.gov.uk](mailto:childminder.agencies@ofsted.gov.uk).

Please submit your completed CMA2 application form to [childminder.agencies@ofsted.gov.uk](mailto:childminder.agencies@ofsted.gov.uk).

## Section A – Details of the associated childminder agency

<b>A</b> Details of the associated childminder agency	
<b>A1</b>	Is the agency already registered by Ofsted? <input type="checkbox"/> or in the process of registering? <input type="checkbox"/>
<b>A2</b>	If you have answered 'yes' to A1, what is the unique reference number (URN) (six digits)?
<b>A3</b>	Name of agency
<b>A4</b>	Address of agency
	Postcode

## Section B – Your connection with the childminder agency

### **B** Your connection with the childminder agency

Please tick all that apply.

<b>B1</b>	I am applying as a sole owner to run a childminder agency.	<input type="checkbox"/>								
<b>B2</b>	I am an individual making up an organisation that runs childminder agencies as its main purpose.	<input type="checkbox"/>								
<b>B3</b>	<p>If you have ticked B2, what is your role within the organisation?            Each committee member is equally responsible and accountable for the childminder agency 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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Director <input type="checkbox"/></td> <td style="width: 25%;">Partner <input type="checkbox"/></td> <td style="width: 25%;">Committee member <input type="checkbox"/></td> <td style="width: 25%;">Other <input type="checkbox"/></td> </tr> <tr> <td colspan="2">If 'other' please state</td> <td colspan="2"></td> </tr> </table>		Director <input type="checkbox"/>	Partner <input type="checkbox"/>	Committee member <input type="checkbox"/>	Other <input type="checkbox"/>	If 'other' please state			
Director <input type="checkbox"/>	Partner <input type="checkbox"/>	Committee member <input type="checkbox"/>	Other <input type="checkbox"/>							
If 'other' please state										
<b>B4</b>	<p>I am the nominated person for an organisation, who will represent the organisation in its dealings with Ofsted.</p> <p>I accept that all correspondence from Ofsted will be sent to the organisation's email address for the registered person.</p> <p>If you would like this information sent anywhere else, please specify below:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<input type="checkbox"/>								
<b>B5</b>	I directly manage or intend to directly manage the day-to-day operation of the childminder agency.	<input type="checkbox"/>								

## Section C – Personal details

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
C2	First name(s) (in full)					
C3	Surname (family name)					
C4	Have you previously been known by a different first name or surname to those entered at C2 and C3? If yes, please provide details below.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<b>Any other first name(s) ever used</b>					
	Used from					
	Used until					
	<b>Surname at birth</b>					
	Used until					
	<b>Other surname used</b>					
	Used from					
	Used until					
C5	Date of birth					
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"/>	Prefer not to disclose <input type="checkbox"/>

You must provide five years of continuous addresses, including any overseas addresses as applicable. **It is important that you give the full postal address, including the postcode.**

C11	Have you lived outside the UK in the past five years?				
	If you have lived outside the UK within the last five years, in certain circumstances we will ask you to obtain a police check or certificate of good conduct from any country in which you have lived. You must give an account for every period you have lived outside of the UK, for example travelling on a gap year.				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

**C12** Current postal address

From		To	
Postcode			

**C13** Any other addresses in the last five years (in full, starting with the most recent)

From		To	
Postcode			

From		To	
Postcode			

From		To	
Postcode			

**C14** Any time unaccounted for in the last five years (starting with the most recent). Please explain any full gaps in your address history so that you include a full record of the five-year period.

From		To	
Description			

From		To	
Description			

## Section D – Contact details

<b>D</b>	<b>Contact details</b>	
<b>D1</b>	Contact telephone numbers (include area code) (Please tick your main contact number)	
	Daytime (8am–6.30pm)	<input type="checkbox"/>
	Mobile telephone	<input type="checkbox"/>
<b>D2</b>	Please provide a secure email address, one that is not accessed by anyone other than you. This is because we may need to send personal information that must only be accessed by you.	
	We will send correspondence by email unless you request otherwise. If you do not wish to receive correspondence by email, please tick here:	<input type="checkbox"/>

## Section E – Past registration details

<b>E Past registration details</b>				
<b>E1</b>	Have you previously been registered with or are you still registered with:			
	Ofsted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	another regulatory authority in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	another regulatory body in a European Union member state?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Have you previously been registered or cleared to work with children and/or vulnerable people by Ministry of Defence (MoD)-accredited organisations in the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>E2</b>	If you have answered 'yes' to any of the questions in E1, please provide:			
	the name of the regulatory body or local authority			
	your registration reference number			
	the dates of your registration			
	From		To	
<b>E3</b>	Have you ever been known to a childminder agency in England as a registered provider or applicant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If yes, please provide the following details:			
	Name of childminder agency			
	Dates associated:			
	From		To	
	Have you ever had an application refused or registration cancelled by this childminder agency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If yes, please provide further details:			
<b>E4</b>	Have you lived or worked on a military base: (‘Military base’ includes the RAF, Army or Navy. We use this information to check your suitability with MoD-accredited organisations.)			
	(a) in England in the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(b) elsewhere in the UK or in an overseas command in the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

<b>E5</b>	If you answered 'yes' to E4(a) or E4(b), are you or were you a serving member of the Armed Forces?	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>E6</b>	Please give the reference number and date of issue of your Soldiers Sailors Airmen and Families Association clearance (if applicable).		
	Ref		Date



## Section F – Suitability and disqualification

### **F** Suitability and disqualification

Questions **F1** to **F6** are mandatory and **must** be answered.

<b>F1</b>	Do any of the circumstances listed in the guidance above on suitability and disqualification apply to you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered 'yes', please specify which circumstances apply:			

You must complete this section in full, otherwise the form will be returned to you. We need to check whether 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 suitable to apply or if there are any other circumstances that might affect your suitability.

Some people are disqualified from providing or working in childcare. Some of the things that disqualify people from working with children are:

- having committed certain offences against a child
- having committed certain offences against an adult (for example murder, kidnapping, rape, indecent assault and assault occasioning actual bodily harm)
- being included on the list of those who are barred from working with children, held by the Independent Safeguarding Authority<sup>1</sup>
- having been charged with certain offences against an adult, or an offence that is related to an offence, and had a relevant order imposed
- having been made the subject of a disqualifying order
- having been made the subject of an order or determination where a child has been removed from their care or been prevented from living with them
- having been refused registration as a childcare provider or have had a registration cancelled (other than cancellation for non-payment of the fee for continued registration after 1 September 2008)<sup>2</sup>
- living on the same premises as another individual who is disqualified for one of the above reasons.

<sup>1</sup> The Independent Safeguarding Authority is set up under the Safeguarding Vulnerable Groups Act 2006.

<sup>2</sup> From 6 April 2007, for those providers whose registration on the voluntary part of the Childcare Register was cancelled solely for non-payment of the fee for continued registration.

<b>F2</b>	Have you ever been involved with social services in respect of your own children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you have answered 'yes', please give details below.


<b>F3</b>	Have you ever been convicted of any criminal offences or been given a caution?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you have answered 'yes', please complete the table below.

Date of offence		Details	

We make a decision about your suitability by carrying out a series of checks, including a check with the Disclosure and Barring Service (DBS).

You must give us details of any conviction by a court, or any caution, reprimand or warning issued to you by the police – this still counts as a criminal record even if you accepted it voluntarily. You must include all instances where this has happened, even if it happened a long time ago, when you were a juvenile or where you did not receive a custodial sentence.

Please note that exemption under the Rehabilitation of Offenders Act 1974 that allows some offences to be treated as 'spent' does not apply in this context. This means we need to know about all such matters so that we can consider whether they disqualify you or may affect your suitability to care for, or be in contact with, children.

Not all offences prevent you from working with or being in regular contact with children. You need to include:

- the nature of the offence
- the place where the offence occurred
- the name of the court that gave the conviction
- the penalty imposed.

<b>F4</b>	Are you aware of any other circumstances that might affect your suitability to run a childminder agency or be in regular contact with children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you have answered 'yes', please give details below.		


<b>F5</b>	Do you have an advanced DBS that has been checked under the Child Workforce?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you have answered 'No' to the above question, please continue your application once you have received an appropriate DBS certificate. You can apply for your DBS certificate on our <a href="#">DBS application website</a> .		

<b>F6</b>	Have you received your DBS certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If no, please continue your application once you have received your DBS certificate.		
	If yes, please provide your 12-digit DBS number.		
	Date of issue:		
	Is your certificate currently registered with the DBS update service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

We will only accept a DBS certificate within three months of the issue date. We strongly recommend that you sign up for the [DBS update service](#) to keep your certificate up to date.

## Section G – Statement of declaration

This section describes how we use the information we receive. You can find further information can be found in [Ofsted's privacy notice](#).

The statement of declaration asks you to sign the form to confirm your understanding. **We will return the form if you have not signed and dated this section.**

We will 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. We use the information from checks and any interviews to make a decision about your suitability to work or be in regular contact with children. We will recheck your DBS status on a regular basis and it may be necessary to repeat other checks from time to time to assess your ongoing suitability. The checks we carry out are listed in the [childminder agency guidance](#).

By signing the form at G1, you confirm that you understand that we will carry out these checks. Without your confirmation, we will not be able to process your application. This form must be signed by the individual named at questions C2 and C3.

You are also confirming that you understand that other legal requirements, not covered by the early years foundation stage and/or the requirements of the compulsory part of the Childcare Register, may apply to you and the childminders registered with your agency. These include specifically local planning, building control, environmental health, health and safety, and fire safety requirements.

It is an offence to knowingly make a statement that is false or misleading in an application. If you do this, you may be prosecuted and be liable for a fine of up to £5,000 if convicted. By signing the form at G1, you are declaring that all the details in your application are true, to the best of your knowledge and belief.

**G Statement of declaration**

I understand Ofsted will carry out checks and use information provided from the checks and this declaration form.

I understand Ofsted will recheck my DBS certificate when necessary.

I understand that Ofsted will share any information they obtain about me with other organisations when the law requires them to, including when information raises concerns of a child protection nature.

I confirm that I have read Ofsted’s [personal information charter](#) and [privacy notice](#).

I understand Ofsted will share information about my application with local authorities to assist it with its statutory functions of providing advice and training to applicants and registered childcare providers. I understand that my application is not complete until Ofsted has received my application fee.

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

**G1**

Signed	
Print name	
Date of signature	

**What happens to the information provided?**

We process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. You can find details of how we handle your personal information in our [personal information charter](#), which contains links to our privacy notices.



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