

# 'Known to Ofsted' application form for childminder agencies

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Regulations set out that agencies must contact Ofsted for information when considering an application for registration from a childminder or provider of childcare on domestic premises. This is to see if the applicant is known to Ofsted and if there is any information that the agency should consider when deciding whether to register the applicant.

## Introduction

The Childcare Act 2006 and the Childcare (Childminder Agencies) (Registration, Inspection and Supply and Disclosure of Information) Regulations 2014 state that a childminder agency must contact Ofsted for information when assessing an applicant's suitability.

The Childcare Act 2006 and the Childcare (Supply and Disclosure of Information) (England) Regulations 2007 set out when Ofsted is required to provide a childminder agency with information about a registered childcare provider for the purpose of protecting children from harm or neglect. Information that Ofsted may hold will help the agency to decide whether to register, or not register, an applicant.

The Education and Inspections Act 2006 states that Ofsted is to have regard to the need to safeguard and promote the welfare of children and best practice among persons performing functions comparable to those of the Chief Inspector.

If an applicant is not registered with Ofsted but they are known to us, we may be able to provide information to inform your assessment of the applicant's suitability. We will comply with our data protection obligations when sharing any information.

## How to complete the form

As part of your application process for an agency childminder or provider of childcare on domestic premises, we can check if individuals applying to hold the following roles are known to Ofsted:

- childminder/sole proprietor
- registered individuals of an organisation providing childcare, for example, company directors, partners etc.
- the nominated individual representing an organisation providing childcare
- household members over the age of 16
- assistants
- managers

A separate 'Known to Ofsted' form is required for each applicant. Please note that we **do not** require a consent form from the applicant in order to process your check request.

You will need to:

- complete **Section A** of the form below with the applicant's information
- send this form to [childminder.agencies@ofsted.gov.uk](mailto:childminder.agencies@ofsted.gov.uk) from the email address that we have on record for the sole proprietor or nominated individual of the agency. If this is not practical, the sole proprietor/nominated individual can

provide Ofsted with an alternative secure email address that the agency will use for this purpose.

Once we have received this form, we will:

- complete **Section B** to tell you whether the applicant is known to us
- if necessary, complete **Section C** and/or **Section D** with information we hold that we believe is relevant, for your consideration
- return this form to you as soon as possible. Alternatively, we may provide you with a response by letter. Responses will be sent to the email address we have on record for the sole proprietor/nominated individual, or to an email address they have specified for this purpose.

## Data protection

Under the Childcare Act 2006, Ofsted is responsible for regulating and inspecting the provision of childcare in England. You can find out about how we process personal information in our [privacy notice](#).

We will provide factual, proportionate information that childminder agencies need to know in order to decide on the suitability of applicants and to enable them to make further enquiries. We have a duty to share specific information about providers who are currently registered with Ofsted and a power to share information where the individual is no longer registered with Ofsted or has never been registered with Ofsted, if it is proportionate and necessary.

The childminder agency must comply with their data protection obligations. These include informing the applicant where the agency is required to request a check from Ofsted.

## Contact us

If you have any further questions about the information provided once we have returned the completed check to you, please:

- contact us on 0300 123 1231 and ask to speak to the childminder agency team, or
- email the completed check back to [childminder.agencies@ofsted.gov.uk](mailto:childminder.agencies@ofsted.gov.uk) with your query.

## Section A: Applicant's details

Applicant's full name:	
Previous surname(s): (if applicable)	
Date of birth: (DD/MM/YYYY)	
Full address: (including postcode and date from)	
Previous address(es): (please include all addresses from the last 5 years with dates from/to)	
Date of request to Ofsted: (DD/MM/YYYY)	
Applicant's role(s): (refer to 'How to complete the form' guidance for individuals Ofsted can check)	
Is information required on the number/ages of children cared for (if available)? <sup>1</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of requester and role at childminder agency:	

<sup>1</sup> There is no requirement for providers to keep Ofsted updated with this information, so we can only provide the estimated number/age range supplied at registration, or the number/age range at the provider's last inspection, if available.

## Section B: Known to Ofsted?

This section is to be completed by Ofsted for all applicants.

Our records indicate that: (tick all options that apply)	<input type="checkbox"/> From the information provided, this individual is not known to Ofsted.  <input type="checkbox"/> From the information provided, this individual is currently known to Ofsted as a registered provider. <sup>1</sup> The information that Ofsted has a duty to share regarding this individual is provided in <b>Section C</b> .  <input type="checkbox"/> From the information provided, this individual is known to Ofsted either as a former registered provider, <sup>2</sup> or in any capacity other than registered provider. The information that Ofsted has the power to share regarding this individual is provided in <b>Section D</b> .
Date this check was completed by Ofsted:	

<sup>1</sup> 'Registered provider' means an individual who has sole or shared legal responsibility for a registered childcare provision. Examples include a childminder, a nanny or someone who is part of an organisation providing childcare, such as a committee member or director.

<sup>2</sup> 'Registered provider' means an individual who has sole or shared legal responsibility for a registered childcare provision. Examples include a childminder, a nanny or someone who is part of an organisation providing childcare, such as a committee member or director.

## Section C: Current registered providers

**This section is to be completed by Ofsted for any applicant who is currently a registered provider.**

Unique reference number:	
Any names on record not listed in Section A:	
Address known to Ofsted:	
Date of registration:	
Registered body name:	
Current status of registration: (active/suspended)	
Date and outcome of last inspection (if applicable):	
Provision type: (childminder/childcare on non-domestic premises/childcare on domestic premises/nanny)	
Register(s) and Chapter(s) of the Act the individual is registered under: (EYR/Ch2, CCR/Ch3, VCR/Ch4):	
Telephone number:	
Fax number:	
Email address:	
Full address of provision:	
Number/ages of children to whom childcare is provided (if requested in Section A):	
Conditions listed against the registration:	

<p>Information that Ofsted has obtained or received when considering the person's suitability for registration:</p>	
<p>Any relevant information obtained or received at an inspection or regulatory visit to the provision, and information about any enforcement action taken against the provider:</p>	
<p>Any safeguarding concerns arising from a notification/complaint that Ofsted feels are proportionate and necessary to share:</p>	

## Section D: Former registered providers/other roles

**This section is to be completed by Ofsted for any applicant who was formerly a registered provider, or is known to Ofsted in any other capacity, for example a household member, childminder’s assistant or an individual who has been refused registration.**

Any names on record not listed in Section A:	
Capacity/capacities the individual was known in:	
Start date(s):	
End date(s):	
Information that Ofsted believes it is proportionate and necessary to share:	





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