

'Known to Ofsted' application form for fostering/adoption agencies and local authorities

Application form

This form is for fostering services, adoption services and local authorities to use when seeking information on the suitability of applicants to foster or adopt. You should also use it for checks relating to applications for approval as connected/kinship carers or special guardianship carers.

Read the legal information in this form and make sure you are clear which legislation you are seeking disclosure under.

Contents

Introduction	3
Information about early years providers who are registered with Ofsted	3
Information about individuals who no longer hold an EY registration with Ofsted but who are registered in a children’s social care role or known to Ofsted in another capacity	3
How to complete the form	4
Early years	4
Social care	4
Data protection	5
Contact us	5
Section A: Applicant’s details	6
Section B: Known to Ofsted?	8
Section C: Current registered early years providers	9
Section D: Current registered social care roles	12
Section E: Former registered early years/social care providers/other roles	13

Introduction

This form is for fostering and adoption agencies and local authorities that wish to find out whether Ofsted holds information on the suitability of individuals who have applied to foster or adopt.

Information about early years providers who are registered with Ofsted

The Childcare Act 2006 and the Childcare (Supply and Disclosure of Information) (England) Regulations 2007 set out when Ofsted must give a fostering or adoption agency information about a registered early years (EY) provider for the purpose of protecting children from harm or neglect.

This means that if a fostering or adoption agency (whether run by a local authority or otherwise) makes a written request to Ofsted for information about an EY registered provider, we must provide certain information. We comply with data protection obligations when doing so.

Information about individuals who no longer hold an EY registration with Ofsted but who are registered in a children's social care role or known to Ofsted in another capacity

The Education and Inspections Act 2006 states that, when carrying out its activities, Ofsted is to have regard to the need to safeguard and promote the welfare of children. This Act also allows Ofsted to advise and assist other public authorities.

This means that, while our obligation to share information (under the above regulations) relates specifically to registered EY providers, we may also be able to share information with fostering and adoption agencies or local authorities about people known to us in another capacity. An example of this would be when an applicant is not currently registered with us as an EY provider but is registered in a children's social care role (or is otherwise known to us). Again, we comply with data protection obligations when sharing any information.

Fostering and adoption agencies and local authorities must assess the suitability of foster carers and adopters. They must comply with the relevant regulations when doing so.¹

¹ The Adoption Agencies Regulations 2005 and The Fostering Services (England) Regulations 2011.

How to complete the form

When you are processing applications from prospective foster carers or prospective adopters, we may be able to provide information on individuals who hold, or have held, the following positions in relation to an Ofsted registration:

Early years:

- a childminder/sole proprietor
- registered individuals of an organisation providing childcare, for example company directors or partners
- the nominated individual representing an organisation providing childcare
- household members aged 16 and over (of childminders/childcare on domestic premises)
- assistants
- managers.

Social care:

- registered managers
- responsible individuals
- registered providers.

The details we provide **may** include, where proportionate and necessary, information about individuals who:

- are no longer registered
- have had their application to register refused
- have applied to register but have not yet received a decision
- have withdrawn an application to register
- have had their registration cancelled.

You will need a separate 'Known to Ofsted' form for each applicant.

We do not require a consent form from the applicant if you are requesting a check on an EY provider who is currently registered. If you require checks relating to social care, you will need to provide the applicant's signed consent.

You will need to:

- complete **Section A** of the form below with the applicant's information and reason for your enquiry
- send this form to FA.admin@ofsted.gov.uk from the email address that we have on record for the registered manager of the fostering agency, the responsible individual of the adoption agency or, for local authority applications, a recognised local authority email address.

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
- return this form to you as soon as possible; alternatively, we may provide you with a response by letter.

Data protection

You can find out about how we process personal information in our [privacy notices](#).

We will only provide the information that fostering and adoption agencies need to know to decide on the suitability of applicants and make further enquiries.

Contact us

If you have any questions about the information provided once we have returned the completed check to you, please email the completed check back to FA.admin@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 applicant began living there)	
Previous address(es): (please include all addresses from the last 5 years with dates from/to)	
This person is:	<input type="checkbox"/> Applying to be approved as a foster carer/connected or kinship carer. <input type="checkbox"/> Applying to be approved as an adoptive parent. <input type="checkbox"/> Other (for example special guardianship application). <input type="checkbox"/> A household member of someone who is applying to be approved as a foster carer or adopter.

Please specify the reason for your enquiry:	<input type="checkbox"/> This person is registered by Ofsted as an early years provider. <input type="checkbox"/> This person was previously registered by Ofsted as an early years provider. <input type="checkbox"/> This person is registered by Ofsted in relation to social care provision. <input type="checkbox"/> This person was previously registered by Ofsted in relation to social care provision. <input type="checkbox"/> Another reason (please state).
Where the information sought is about an early years provider (currently registered or previously registered), do you need information on the number/ages of children who are/were given childcare (if applicable)? ²	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of request to Ofsted: (DD/MM/YYYY)	
Name of requester and role at fostering agency/adoption agency/local authority	

² There is no requirement for providers to keep Ofsted updated with this information, so only the estimated number/age range supplied at registration, or the number/age range at the last inspection could be provided where available.

Section B: Known to Ofsted

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

<p>Our records indicate that: (tick all options that apply)</p>	<p>From the information provided, this individual is not known to Ofsted.</p> <p>From the information provided, this individual is currently known to Ofsted as a registered early years provider.³ The information that Ofsted has a duty to share regarding this individual is provided in Section C.</p> <p>From the information provided, this individual is known to Ofsted: because they were formerly a registered early years provider;³ because they are/were registered with Ofsted in relation to social care; in any capacity other than registered provider. The information that Ofsted has the power to share regarding this individual is provided in Section D or Section E.</p>
<p>Date this check was completed by Ofsted:</p>	

³ '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 early years 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:	
Email address:	
Full address of provision:	
Number/ages of children who are/were given childcare (if requested in Section A):	

<p>Conditions listed against the registration:</p>	
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<p>Information that Ofsted has obtained or received when considering the person's suitability for registration:</p>	
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<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</p>	

Section D: Current registered social care roles

This section is to be completed by Ofsted for any applicant who is currently registered in a children’s social care role.

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

Section E: Former registered early years/social care providers/other roles

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

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



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