

Processes to follow when committee members change

Changes to Committee

At AGM new Committee members are recruited.

New members **MUST** complete an EY2 Form to notify Ofsted their intention to join the committee through the Government Gateway Account.

All new committee members **MUST** complete the **DBS process** online at <https://www.ofsteddbapplication.co.uk/>

Outgoing committee members **MUST** remain on the committee until suitability checks are completed

Ofsted confirms suitability of the individual to the childcare provider and individual.

Outgoing committee member resigns from the committee

The nominated individual **MUST** notify Ofsted, within 14 days, of changes to committee members, this can be done by following the process at the link below: [Report changes to registered people in your nursery or other daycare - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

Notify the Local Authority of change of committee members via childcare.planning@suffolk.gov.uk

Notify relevant bodies of changes such as Charities Commission and Companies House

Note

It is good practice for the nominated individual to regularly check with Ofsted who is on their list of committee members and notify them of any members leaving the committee via the [Report changes to registered people in your nursery or other daycare](http://www.gov.uk) process between AGM's.

The committee information held by Ofsted should match the information held by the setting. If there are inconsistencies, and the setting has committee members that are not known to Ofsted, via the relevant suitability checking process, then they are not deemed to be suitably checked to work within the childcare sector. As a result, this could lead to an Inadequate judgement during Ofsted inspection.