

REGISTERED PERSON ONLY

Within 14 days of any changes, the Registered Person or pre-school manager should complete an EY3 form from [Ofsted](#) to amend details of committee members' names, dates-of-birth, addresses and contact details. Also the Registered Person or pre-school manager should confirm the [Charity Commission](#) records are updated to reflect new committee members and Officer roles by Changing the Charity's details.

Start at Step (1)
Below



(1)

Are you a new committee member?

NO

YES



If your role on the committee will change to Ofsted Registered Person, go to step (3). Otherwise, ensure your [DBS Update Service](#) details are in date (volunteers do not need to do anything to update their certificate).

(2a)

Do you have a [Government Gateway](#) account and password?

YES

NO



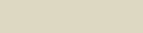
(3)

Complete an Ofsted [EY2 form](#). The preschool URN is 253729 (if you are taking the role of Registered Person, answer 'YES' in Section B4 of EY2, otherwise answer 'NO').



(2b)

Apply for a [Government Gateway](#) password to enable access to [Ofsted Online](#); when you receive your password, go to Step (3)



(4)

As part of EY2 you will be directed to complete a [DBS check](#) through Ofsted's site. (If you already have a 'Child Workforce Enhanced' certificate number from another Early Years association, then you should be able to use this in the EY2 form). Otherwise, make an application as a 'Volunteer'. You will make a payment of £8.10 which pre-school can reimburse. Either using the application number given here or when you have received your DBS certificate, please ensure you sign up to the [DBS Update Service](#) **within 19 days** otherwise you will need to re-apply.



(5)

The EY2 application results in a suitability letter from Ofsted. Please ensure a copy is provided to the pre-school. The process is then complete for individuals.