

Processes to follow when committee members change

Changes to Committee

At AGM new Committee members are recruited.

New member completes **EY2 Form** to notify Ofsted their intention to join the committee through the Government Gateway Account.

Ensure all DBS forms are completed

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

Ofsted confirms suitability of the individual to the Setting and individual.

Outgoing committee member resigns from the committee

The nominated individual informs Ofsted of changes to the committee via the Ofsted **email address**.

Notify the Local Authority of change of Committee members via Change of Circumstances Form

Notify relevant bodies of changes eg Charities Commission and Companies House.

Notes:

- It is good practice to regularly check with Ofsted who is on their list of committee members and notify them of any members leaving the committee via the ofsted email address: enquiries@ofsted.gov.uk
- Ofsted's information should match the information held by the setting. If there are inconsistencies between the two, and the setting has committee members that are not known to Ofsted, via the relevant EY forms, then they are not deemed to be suitably checked to work within the childcare sector. The setting could be graded as Inadequate.

Visit our [roles and responsibilities](#) web page for more information.

Further information: Ofsted- [Report Changes to registered people in your nursery or other daycare guidance](#)