



OFSTED Checks And Criminal Records Bureau

What you need to know

Since October 2005 OFSTED only carry out checks the registered person, this is sometimes an individual or organisation such as a company or could be the committee running the setting. They are also responsible for making checks on the day-to-day manager or playleader of the setting.

OFSTED NO LONGER MAKE CHECKS OR MAKE SUITABILITY DECISIONS FOR OTHER STAFF WHO WORK WITH CHILDREN OR PEOPLE WHO LIVE OR WORK ON THE PREMISES WHERE DAY CARE IS PROVIDED THIS IS NOW YOUR RESPONSIBILITY.

How to make checks

REGISTERED PERSON AND MANAGER

You will need to notify OFSTED when a change occurs in the Registered Person or Manager. This can be done by completing the online form *Declaration and consent form for all individuals connected with a registered provision (form EY2)*. Once this form has been returned to OFSTED they will initiate the necessary checks.

ALL OTHER STAFF AND PEOPLE WHO LIVE OR WORK ON THE PREMISES

You will need to use one of the three organisations contracted by the Department for Children, Schools and Families to carry out CRB's on any staff and other people in your setting who have regular contact with children, who have not been checked by OFSTED. These organisations are Umbrella Bodies for the Criminal Records Bureau, they carry out "CRB Disclosure process" for other employers or organisations, offering a variety of checking options with specialist advice in disseminating and managing information revealed on a Disclosure. All three organisations are inspected by the CRB to make sure their systems and service are of good quality.

TMG CRB

1 Wilford Business Park
Ruddington Lane
Nottingham NG11 7EP
www.tmgcrb.co.uk

Tel: 0115 969 4609

Capita Recruitment Vetting Service

Walsh Court
10 Bell's Square
Trippet Lane
Sheffield S1 2FY
www.capitarvs.co.uk

Tel: 0870 850 2516

Nestor Criminal Records Agency
2nd Floor, 188 – 190 Earls Court Road
London SW5 9QG
www.nestor-healthcare.co.uk Tel: 0845 602 1759

ON-GOING SUITABILITY

YOU MUST also have procedures in place to check on going suitability, consider adding the following statement or similar that staff have to sign and date at their Annual Appraisal confirming their continued suitability.

I agree to inform the Chairperson/Line Manager of any changes in circumstances that would affect my suitability to work with children

Further information is available from
Criminal Records Bureau. www.crb.gov.uk Helpline: 0870 90 90 822