



Burrough Green Playgroup

Registered Charity Number: 1031074

Burrough Green

Newmarket

CB8 9NH

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www.burroughgreenplaygroup.weebly.com

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

Providers must ensure that Ofsted are aware of changes in the Management Committee and that suitability checks are carried out on them.

3.3 Management Committee checks and notification

Policy statement

We are a charity and as such are run by a Management Committee. The Management Committee are the “**Registered Person**” for Ofsted.

Procedures

- Members of the Management Committee / Trustees are elected annually at the AGM. There must be between 4 and 9 elected members.
- Up to three more committee members can be co-opted at any time.
- At the point of election or co-option at least two thirds of the committee must be parents of children at playgroup.

The Chair of the Committee is usually the **Nominated Individual** for Ofsted.

After Election or Co-option:

- The Committee member must make a DBS application through <http://www.ofsteddbapplication.co.uk> using the 'Capita Organisation Reference' **OfstedA**. Password is to be left blank.
- The Committee member must register for the **update service**.
- The Committee member must fill in the EY2 form to be found at <https://online.ofsted.gov.uk/OnlineOfsted/default.aspx>.
- The Nominated Individual must phone Ofsted on 0300 123 1231 within 14 days of a change on Committee member, Nominated Individual or Manager.

This policy was adopted by Burrough Green Playgroup (name of provider)

On _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory _____



Working together with Burrough Green Primary School





Reviewed by

Name of signatory

Date

Reviewed by

Name of signatory

Date
