



## Registering committee run early years and childcare provision

To ensure your committee-run early years provision is correctly registered you must complete the following:

1. Ensure the correct details for all committee members are held by the Charity Commission. You can check the details of your organisation on the [Charity Commission webpage](#).
2. All committee members **must** complete an [EY2 form](#) to establish their suitability to become a committee member. You do not need a [Disclosure and Barring Service \(DBS\)](#) check to complete the EY2 form but a DBS check will be required before you will be issued with a letter of suitability. Therefore, it is advisable to apply for both at the same time to avoid any additional delay.
3. All committee members **must** have an up to date DBS check.
4. Ofsted **will not** confirm your suitability if your details are not recorded with the Charity Commission.
5. You cannot be a confirmed committee member until all checks have been completed and you have been issued with a letter of suitability. This means that the person who previously held the role within the committee still remains responsible and liable for the early years provision until you have been confirmed, **even if they have resigned**.
6. You **must** update the Charity Commission and Ofsted within **14 days** of there being any change to committee members:
  - roles (starting or leaving),
  - names, or
  - contact details.

An additional 14 days will then be given to complete the EY2 form for new members.

7. Ensure an [EY3 form](#) has been completed to remove any former committee members, or make changes to the name or contact details of any committee members listed with Ofsted.