SIGNIFICANT CHANGES OR EVENTS WHICH MUST BE REPORTED TO OFSTED

ILLNESSES AND INJURIES

- Registered providers must notify OFSTED of any of the above events, and of any serious accident, Illness or Injury to, or death of any child whilst in their care, and of the action taken in respect of it.
  Notification must be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring. A registered Provider, who without reasonable excuse, fails to comply with this requirement, commits an offence.

FOOD AND DRINK

- Registered Providers must notify OFSTED of any food poisoning, affecting 2 (two) or more Children looked after on the premises.
  Notification must be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring. A registered Provider, who without reasonable excuse, fails to comply with this requirement, commits an offence.

SPECIFIC LEGAL REQUIREMENTS

Registered Providers must notify OFSTED of the following:

In the case of all registered early years providers:

- any change in the address of the premises on which childcare is provided;
- particulars of any proposal to change the hours during which childcare is provided which will entail the provision of overnight care;
- particulars of any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children.

In the case of early years childminders:

- any change in their name and address;
- any change of the persons aged 16 years or older living or working on the childminding premises (a person is not considered to be working on the premises if none of their work is done in the part of the premises in which children are cared for, or if they do not work on the premises at times children are there).

In the case of early years providers other than childminders:

- any change to the person who is managing the early years provision;
- where the early years provision is provided by a company, and change in the name or registered number of the company;
- where the early years provision is provided by a charity, any change in the name or registration number of the charity;
- where the childcare is provided by a partnership, body corporate or unincorporated association, any change to the 'nominated individual';
- where the childcare is provided by a partnership, body corporate or unincorporated association, whose sole or main purpose is the provision of childcare, any change to the individuals who are partners or members of its governing body.

Where the specific legal requirements above require notification about a change of person, the information that must be provided to OFSTED is the new person's date of birth, name, any former names or aliases and home address.

Where it is reasonably practicable to do so, notification must be made in advance of the event occurring. In all other cases, notification must be made as soon as is reasonably practicable, but in any event within 14 days of the event occurring.

A registered provider who, without reasonable excuse, fails to comply with these requirements, commits an offence.

The Childcare (Disqualification) Regulations 2007 require providers to inform OFSTED of any court order, determination or conviction or any other grounds for disqualification from registration applying to themselves or any other person living or working in their household.

Statutory guidance to which providers should have regard

Registered providers should also notify OFSTED of any change in their telephone number.

- Significant changes to the premises, for example structural alterations or an extension.
- Something which adversely affects the smooth running of the provision over a sustained period of time.
- Changes to the outside of the premises such as adding a pond or taking down a fence.