

Declaration and consent form for all individuals connected with a childminder agency (form CMA2)

We will use a computer to scan this form. Please complete it in black ink and block capitals and write only on the right-hand pages.

This form should be completed by:

- sole owner applicants to run a childminder agency
- all individuals making up an organisation whose sole purpose is to run childminder agencies, which includes:
 - committee members
 - partners
 - directors
- the nominated person for an organisation who will represent the organisation in its dealings with Ofsted

You do not need to complete this form if you are the applicant for registration on the compulsory part of the Childcare Register only.

Please note: When returning this form, make sure you include the current page (page 1). We cannot accept your application without it as it contains information needed for computer scanning.

Please use the additional information sheet at the end of the form, if necessary.

If you need any help to complete this form, please contact us on **0300 123 1231**.

Please return your completed application form to:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Please leave blank for Ofsted use



Section A – Details of the childminder agency

(A1–A6) We need to know about the childminder agency with which you are associated.

Section B – Your connection with the registration

(B1–B5) We need to know about your connection with the childminder agency so that we carry out the correct range of checks on you. We carry out additional checks for those who work directly with children.

If you are applying as a sole owner (individual) you must answer **B1**, and then **B5**.

If you are applying as part of an organisation you must answer **B2–B5**.

(B3) Each committee member is equally responsible and accountable for the childminder agency and ensuring compliance with regulations and any conditions imposed by Ofsted. The committee includes everyone who is part of the committee on the day that Ofsted decides to take any action against the childcare provision.

(B4) The nominated person acts on behalf of the organisation in its dealings with Ofsted and is usually a director, committee member, partner or someone of similar standing within the organisation. Usually the nominated person will be an individual who is part of the registered person.

Larger organisations and those whose main purpose is not to provide childcare should nominate the most senior person with responsibility to run the childminder agency. Ofsted will send all correspondence to the nominated person at the email address or at the organisation address provided on the application form.

A Details of the childminder agency

A1	Is the agency already registered by Ofsted? <input type="checkbox"/>	or in the process of registering? <input type="checkbox"/>							
A2	If you have answered 'yes' to A1, what is the Ofsted unique reference number (URN)?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A4	Name of agency								
A6	Address of agency								
	Postcode								

B Your connection with the childminder agency

Please tick all that apply

B1	I am applying as a sole owner to run a childminder agency	<input type="checkbox"/>		
B2	I am an individual making up an organisation whose prime purpose is to run childminder agencies	<input type="checkbox"/>		
B3	If you have ticked B2, what is your role within the organisation?			
	Director <input type="checkbox"/>	Partner <input type="checkbox"/>	Other <input type="checkbox"/>	Committee member <input type="checkbox"/>
	If 'other' please state			
B4	I am the nominated person for an organisation, who will represent the organisation in its dealings with Ofsted	<input type="checkbox"/>		
B5	I directly manage or intend to directly manage the day-to-day operation of the childminder agency	<input type="checkbox"/>		

Section C – Personal details

(C1–C10) This section asks for basic information about you. We hold this information about you to help us carry out checks to establish if you are suitable to look after children and to make sure that we do not mistake you for anyone else with a similar name.

C Personal details

C1	Title (please tick one or specify)	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	<input type="checkbox"/>			
C2	First name(s) (in full)	C3				Surname (family name)								
C4	Have you previously been known by a different first name or surname to those entered at C2 and C3? If yes, please provide details below.										Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Any other first name(s) ever used													
	Used from	D	D	M	M	Y	Y	Y	Y					
	Used until	D	D	M	M	Y	Y	Y	Y					
	Surname at birth													
	Used until	D	D	M	M	Y	Y	Y	Y					
	Other surname used													
	Used from	D	D	M	M	Y	Y	Y	Y					
	Used until	D	D	M	M	Y	Y	Y	Y					
C5	Date of birth	D	D	M	M	Y	Y	Y	Y					
C6	Born in the UK	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>									
	If 'no', please specify country													
C7	Place of birth (town/city)													
C8	Place of birth (county)													
C9	Nationality													
C10	Sex								Male	<input type="checkbox"/>	Female	<input type="checkbox"/>		

Section C – Personal details (continued)

(C11–C14) We need to know where you have lived for the last five years, including the dates you moved in and out of each address. **It is important that you give the full postal address including the postcode.** You should include any overseas addresses if applicable.

Please provide the details of all other addresses where you have lived in the last five years. You must provide five years of continuous addresses including any overseas addresses as applicable. Please use the additional information sheet at the end of this form, if necessary.

If you have lived outside the United Kingdom within the last five years, in certain circumstances we will ask you to obtain a police check or certificate of good conduct from any country in which you have lived. You must give an account for every period of time you have lived outside of the United Kingdom, for example travelling on a gap year.

You must explain in full any gaps in your address history during the past five years, so that you include a full record of the whole five year period.

C Personal details – continued

C11 Have you lived outside the UK in the past five years?

Yes No

C12 Current full postal address. I have lived here from

D	D	M	M	Y	Y	Y	Y
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Postcode

C13 Any other addresses in the last five years (in full, starting with the most recent)

From	M	M	Y	Y	Y	Y	To	M	M	Y	Y	Y	Y
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Postcode

From	M	M	Y	Y	Y	Y	To	M	M	Y	Y	Y	Y
------	---	---	---	---	---	---	----	---	---	---	---	---	---

Postcode

From	M	M	Y	Y	Y	Y	To	M	M	Y	Y	Y	Y
------	---	---	---	---	---	---	----	---	---	---	---	---	---

Postcode

C14 Any time unaccounted for in the last five years (starting with the most recent)

From	M	M	Y	Y	Y	Y	To	M	M	Y	Y	Y	Y
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Description

From	M	M	Y	Y	Y	Y	To	M	M	Y	Y	Y	Y
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Description

Section D – Contact details

(D1) This section asks for information about other ways we can get in touch with you. Please tell us your main telephone contact number and email address.

(D2) Ofsted will increasingly use email to contact people. Please give your email address and indicate this as your preferred method of contact. You must provide a secure email address that is not accessed by anyone other than you. This is because we may need to send personal information that must only be accessed by you. If you tick 'yes' to the question about communicating with you electronically then we will send as much correspondence as we can to the email address that you have provided.

Section E – Past registration details

(E1–E2) These questions ask if you have previously held or still hold a registration to run a childminder agency or provide childcare with Ofsted or any other organisation in the UK or abroad. We use this information to check the details of your registration. This may help us to process your application more quickly.

(E3–E5) These questions ask about any past involvement with the armed forces. 'Military base' includes the RAF, Army or Navy. We use this information to check your suitability with Ministry of Defence (MoD)-accredited organisations:

- the British Forces Early Years Service (BFEYS)
- the Soldiers, Sailors, Airmen and Families Association (SSAFA) Forces Help.

D Contact details

D1	Contact telephone numbers (include area code) (Please tick your main contact number)													
	Daytime (8am – 6.30pm)												<input type="checkbox"/>	
	Mobile telephone											<input type="checkbox"/>		
D2	Email address													
Do you wish Ofsted to communicate with you electronically?											Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

E Past registration details

E1	Have you previously been registered with or are you still registered with:																	
	Ofsted?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>													
	another regulatory authority in the UK?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>													
	another regulatory body in a European Union member state?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>													
	Have you previously been registered or cleared to work with children and/or vulnerable people by MoD-accredited organisations in the last five years?											Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
E2	If you have answered 'yes' to any of the questions in E1, please give: the name of the regulatory or local authority																	
	your registration reference number																	
	the dates of your registration																	
	From	D	D	M	M	Y	Y	Y	Y	To	D	D	M	M	Y	Y	Y	Y
E3	Have you lived or worked on a military base:																	
	(a) in England in the last five years?											Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
	(b) elsewhere in the UK or in an overseas command in the last five years?											Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
E4	If you answered 'yes' to E3(a) or E3(b), are you or were you a serving member of the armed forces?																	
												Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
E5	Please give the reference number and date of issue of your SSAFA clearance (if applicable)																	
	Ref									Date	D	D	M	M	Y	Y	Y	Y

Section F – Suitability and disqualification

(F1) You must complete this section in full, otherwise the form will be returned to you. We need to check if there are certain circumstances that will prevent you from working with or being in regular contact with children, or bring into doubt your suitability. This section helps us decide if you are suitable to apply or if there are any other circumstances that might affect your suitability. Please use the additional information sheet at the end of this form if necessary.

Some people are disqualified from providing or working in childcare. Some of the things that disqualify people from working with children are:

- having committed certain offences against a child
- having committed certain offences against an adult (for example murder, kidnapping, rape, indecent assault, assault occasioning actual bodily harm)
- being included on the list of those who are barred from working with children, held by the Independent Safeguarding Authority¹
- having been charged with certain offences against an adult, or an offence that is related to an offence, and had a relevant order imposed
- having been made the subject of a disqualifying order
- having been made the subject of an order or determination where a child has been removed from their care or been prevented from living with them
- having been refused registration as a childcare provider or have had a registration cancelled (other than cancellation for non-payment of the fee for continued registration after 1 September 2008)²
- living on the same premises as another individual who is disqualified for one of the above reasons.

(F3) We make a decision about your suitability by carrying out a series of checks, including a check with the Disclosure and Barring Service. You must give us details of any conviction by a court, or any caution, reprimand or warning issued to you by the police – this still counts as a criminal record even if you accepted it voluntarily. You must include all instances where this has happened – even if it happened a long time ago, or when you were a juvenile, or where you did not receive a custodial sentence. Please note that exemption under the Rehabilitation of Offenders Act 1974 that allows some offences to be treated as 'spent' does not apply in this context. This means we need to know about all such matters so we can consider whether they disqualify you or may affect your suitability to care for, or be in contact with, children. Not all offences prevent you from working with or being in regular contact with children. You need to include:

- the nature of the offence
- the place where the offence occurred
- the name of the court that gave the conviction
- the penalty imposed.

¹ The Independent Safeguarding Authority is set up under the Safeguarding Vulnerable Groups Act 2006.

² From 6 April 2007 for those providers whose registration on the voluntary part of the Childcare Register was cancelled solely for non-payment of the fee for continued registration.

F Suitability and disqualification

Questions **F1** to **F7** are mandatory and **must** be answered.

F1	Do any of the circumstances listed in the guidance above on suitability and disqualification apply to you?				
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have answered 'yes', please specify which circumstances apply:

F2	Have you ever been involved with social services in respect of your own children?				
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have answered 'yes', please give details below.

F3	Have you ever been convicted of any criminal offences or been given a caution?				
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have answered 'yes', please complete the table below.

Date of offence	D	D	M	M	Y	Y	Y	Y	Details

F4	Are you aware of any other circumstances that might affect your suitability to run a childminder agency or be in regular contact with children?				
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have answered 'yes', please give details below.

Section F – Suitability and disqualification (continued)

(F5–F7) You are required to obtain an enhanced Disclosure and Barring Service (DBS) disclosure certificate and join the DBS update service before submitting your CMA2 application form to Ofsted. We also require your consent to recheck your DBS certificate on a regular basis (see Section G). **You must sign up to the DBS update service even if you already have a current Ofsted DBS certificate.**

To apply for a Disclosure and Barring Service (DBS) enhanced disclosure certificate in relation to your application with Ofsted, you will need to go online and access <http://ofsteddbapplication.co.uk>.

After reading the guidance on the website, you will be asked for a 'Capita Organisation Reference', this is:

'OfSTEDP' - for those applying for or linked to a new application for registration.

'OfSTEDA' - for those applying to be associated to an agency that is already registered. This includes if there is a change to those living or working on the premises.

Please note that a password is not required, please leave this field blank when accessing the system. Full instructions and guidance on how to apply for a check are available on the website.

You may register with the DBS update service as soon as you receive your DBS application form number. You must register with the update service within 19 calendar days from the date your DBS certificate was issued. If you fail to register within the timeframe, you will need to apply for a new DBS check.

More information on DBS update service can be found at <https://www.gov.uk/dbs-update-service>.

F**Suitability and disqualification – continued**

F5	Have you applied for a DBS certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If no, please apply at the following address: http://ofsteddbapplication.co.uk Please continue your application once you have received your DBS certificate and signed up to the DBS update service.				
F6	Have you received your DBS certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If no, please continue your application once you have received your DBS certificate and signed up to the DBS update service.				
	If yes, please provide your 10-digit DBS number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F7	Have you registered with the DBS update service	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If no, please apply at the following address: https://www.gov.uk/dbs-update-service Please continue your application once you have registered with the DBS update service.				

Section G – Consent and declaration

This section seeks your consent to carry out a series of checks to establish your suitability to work with or be in regular contact with children. As part of the checks, we ask other authorities/people to share with us information that they hold about you. Ofsted uses the information from checks and any interviews to make a decision about your suitability to work or be in regular contact with children. We will recheck your DBS status on a regular basis and it may be necessary to repeat other checks from time to time in order to assess your ongoing suitability. The checks we carry out are listed in the *Childminder agency handbook*.

By signing the form at **G1** you give your consent to these checks. Without your consent and signature, we will **not** be able to process your application. This form **must** be signed by the individual named at questions **C2** and **C3**.

If you give false information on the form it may affect the application to provide childcare or the registration of the childcare provider.

G**Consent and declaration**

I consent to Ofsted carrying out checks and using information provided from the checks and this consent form.

I consent to Ofsted rechecking my DBS certificate on a regular basis.

I understand that Ofsted will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

I consent to Ofsted sharing information about my application with inspection service providers who, under law, are permitted to carry out regulatory processes on behalf of Ofsted. I understand that my application is not complete until I have paid the application fee.

I declare that all the information I have given on this form is true to the best of my knowledge and belief.

G1

Signed

Print name

Date of signature

D	D	M	M	Y	Y	Y	Y
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What happens to the information provided?

Ofsted processes your personal information in accordance with the Data Protection Act 1998. Under the Act you have certain rights regarding access to the personal information that Ofsted holds about you. You can ask to see this personal information. You should contact Ofsted if you wish to make such a request.

We may get information about you from others, or we may give information to them. We will only do so in accordance with the law. We may check information we receive about you with what is already in our records. This can include information provided by you as well as by others, such as other government departments and agencies. We will not give information about you to anyone unless the law permits us to do so.

The law states that we can give information to:

- parents – to help them in choosing a childcare provider
- local authorities – so that they can include details, such as names, addresses and other registration information in their family information services
- Ofsted’s inspection service providers who, by law, carry out regulatory processes on our behalf
- Her Majesty’s Revenue and Customs – so that it can check on tax credit eligibility for parents using childcare
- other government departments or agencies – if they ask for information about a provider in a written request and the information is needed for child protection purposes
- child protection agencies and the police – so that they can investigate circumstances where children might need protecting from harm.

Information you supply can be given to these people and organisations because the Childcare Act 2006 (sections 83 and 84) allows this. In some cases the law requires Ofsted to provide this information. Ofsted may use details from this application and any future updates to form part of the public register.

This duty is placed on Ofsted by The Childcare (Supply and Disclosure on Information) (England) Regulations 2007 (as amended).

Please do not write on this page.

