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Guidance

# Apply to join a nursery or other daycare organisation (EY2)

You must apply to Ofsted if you want to take up a governance position in a daycare organisation, or if you start living or working in a home where daycare takes place.

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## Applies to England

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Ofsted may need to carry out checks on you if you become part of an Ofsted-registered organisation that provides childcare. This can be the case even if you don't care for the children yourself.

We need to know about you to make sure that everyone who is legally responsible for the children's care, and anyone over 16 who could come into contact with children, is suitable.

If you are joining a childminder who will be working with only 1 or 2 other adults in someone's home at the same time, you do not need to read this guide.

Instead, you and the childminder should follow the instructions on [household members and regular visitors](#).

## Who needs to apply

You only need to apply to Ofsted if you are going to take up certain roles. These will depend on the type of organisation you are joining.

If you are joining a:

- company set up solely or mainly to provide childcare, you must apply to register if you are going to be listed with Companies House as being legally responsible for the company, for example a director
- company set up for another purpose, you must apply to register if you are going to be the [nominated individual](#) who deals with Ofsted

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- charity set up solely or mainly to provide childcare, you must apply to register if you are going to be listed with the Charities Commission as being legally responsible for the charity, for example a trustee
- partnership, you must apply to register if you are going to be a partner
- committee-run childcare, you must apply to register if you are going to be a committee member

There are additional roles that mean you must apply to Ofsted when the [daycare takes place in a home](#).

Even if your role with the daycare means you do not have to apply to Ofsted, your employer may still require you to go through other checks.

## Daycare in a home (known as childcare on domestic)

Daycare in the home is where either:

- a childminder is working with 3 or more other childminders or assistants in someone's home
- 4 or more adults are working together to provide daycare in someone's home

Even if you are not in one of the governance categories above of who must apply to Ofsted, you must still apply if both of the following conditions are met:

- you are aged 16 or over
- you live or work in a home that is providing childcare on domestic services

You will also need to apply if you:

- become the manager of a daycare in someone's home
- live at the home and turn 16 years old
- are already registered with Ofsted as living at the home but at a later date you start working there

You can read more detailed guidance on [household members and regular visitors](#) to find out whether you will be included in this category.

## What information you will need

You will need the following as part of your application:

- your personal details, including previous names and where you have lived for the last 5 years
- details of the daycare organisation you're joining, along with those of their [registered person](#)
- what your role will be
- details of any criminal convictions and cautions
- your DBS certificate number if you already have one – make sure to read the guidance on 'your DBS' below on what type of DBS this should be and how to apply if you do not have one yet
- if you are applying for a role that involves working directly with children, and have worked with children in the past 5 years, you will need to provide details for a reference from your most recent childcare employer

The reference request will ask referees for information about your suitability to work with children. For example, their view of your ability to care for children, why your employment ended if applicable, and supply details of any disciplinary matters.

You will also need to provide information on:

- your health, if you are applying to join a daycare in a home
- your childcare training and experience, if you will be looking after children

If you have a military history, you will also need to include that.

## Lived abroad

If you have lived abroad in the last 5 years, you may need a [certificate of good conduct or other evidence](#) from the relevant embassy.

## Your DBS

If the daycare you want to join is already registered with Ofsted, you do not have to wait for your DBS to apply to Ofsted and should apply as soon as you accept the role. However, you cannot be left alone with the children until the DBS comes through and Ofsted have completed their checks.

If the daycare you want to join is in the process of registering, you will need your DBS before you can apply to Ofsted.

You need to [get a criminal records check, known as a DBS](#).

You will need an enhanced check with barred lists.

If you will be living in a home that childcare takes place in, you must make sure to select 'yes' on question x66 of the DBS application to say you are going to be [in a home-based role](#).

If you get the wrong type of DBS, this will delay your checks being completed and you will have to pay for another check.

After you have had your DBS check, Ofsted recommends you join the [DBS Update Service](#) to keep your details up to date.

You can [find out more about DBS checks](#), including what types of existing DBS checks we will accept.

## How to apply

**Do not use if you are joining, or you are, a registered childminder with no more than 2 other adults helping you.**

[Apply to join a daycare](#)

## After you send us your information

### Caring for children


We will send you a suitability letter once we have finished our checks. If you will be caring for children as part of your role, you cannot be included in the ratios, or work unsupervised, until you have this letter. This applies to:

- childminder assistants (including assistants in childcare on domestic premises)
- the nominated individual, directors, partners, and committee members

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