EY2 and EY3 Completion Process **Stage 2**:

To complete the EY2 form visit online: www.gov.uk/guidance/apply-to-join-a-nursery-or-otherdaycare-organisation-ey2 Log in to your Government Gateway account.

Contact Ofsted on **0300 123 1231** or **enquiries@ofsted.gov.uk** with any difficulties in completing the EY2 form and inform the Chairperson.

The Chairperson needs to monitor completion of the EY2 Ofsted will communicate with you via your Government Gateway, so please check regularly.

Inform the Chairperson once the EY2 form is completed.

Once completed Ofsted will inform the nominated person about their suitability.

(The nominated person is the individual within the committee who has been nominated to receive information from Ofsted, this may be the Chairperson. Information received by the nominated person must be shared with the Chairperson)

A person cannot be accepted onto the committee until a clear DBS has been received and an EY2 completed and approved.

For changes in committee only:

The Chairperson **must** contact Ofsted via email or the Ofsted online EY3 form to remove outgoing committee members, register new members and notify Ofsted of any changes to management. Refer to EYFS Statutory Framework 'Changes that must be notified to Ofsted'.

Norfolk Safeguarding Children Partnership