

Becoming a registered charity run Pre-school

A step-by-step guide to the application process in Nottinghamshire.

Your pre-school establishment:

- Decide on the type of charity structure that you will adopt. The main charity structures are Charitable Incorporated Organisation (CIO), Unincorporated Association and Charitable Company (Limited by Guarantee)
Visit [Charity types: how to choose a structure \(GOV.UK\)](#)
- Form a voluntary management committee who are responsible for the overall management and organisation of the setting. The legal requirement for your organisation will be set out in your constitution.
- Decide on the members who will take on the specific roles within the organisation - Chairperson, Treasurer and Secretary
- Nominate an individual to be the nominated person. Where the registered person is a corporate body, the law requires that the registered person appoints one nominated individual to be responsible for the registration and this individual must be a member of the organisations governing body.
- Register with the Charity Commission
Visit [Set up a charity \(GOV.UK\)](#)

What you will do as a committee:

- Have the overall responsibility for the provision of childcare.
- Be legally responsible for ensuring that the provision meets the requirements of the Statutory Framework for the Early Years Foundation Stage.
- Ensure compliance with regulations and any conditions imposed by Ofsted
- Be responsible for appointing a suitably qualified manager to take responsibility for the day-to-day management of the setting.
- Be responsible for deciding on the suitability of employees.
- Be responsible for informing Ofsted of any changes to the registered person (committee members) or the manager through the online EY2
Visit [Apply to join a nursery or other daycare organisation \(EY2\) \(GOV.UK\)](#)
- Ensure that you have rigorous recruitment and vetting procedures in place, to ensure that all staff are suitable to work with children. When making a decision about whether a member of staff is suitable or not, you must carry out any necessary checks that will provide you with enough information to make an informed decision about employment.

Before you apply to Ofsted:

- Seek pre-application advice from your local district council about the correct planning permission needed
Visit [Pre-application advice \(Nottinghamshire County Council\)](#)
- Check which type of provider you will be for your application form
Visit [Apply to register your nursery or other daycare organisation \(EYO\) \(GOV.UK\)](#)
- Decide which registers you will be applying to register on according to the age of children to be cared for.
Visit [The Ofsted Registers: Childminders and childcare providers: register with Ofsted \(GOV.UK\)](#)

- You must be able to demonstrate that you meet all the safeguarding and welfare and learning and development requirements of the Statutory Framework for the Early Years Foundation Stage.

Applying to Ofsted:

- The nominated person must first apply for a government gateway account.
- Sign in using the Government Gateway
Visit [Accessing Ofsted services with Government Gateway](#)
- All committee members should set up their own individual Government Gateway account and complete an EY2 and DBS check
Visit [Ofsted DBS Application](#)

Ofsted will only process your application when:

- The nominated person has submitted the application form to Ofsted
- Ofsted have received the EY2 declarations, consent forms and DBS certificate numbers of all individuals named on your application.
- You have paid the application fee.

During the process of registration

- An Ofsted inspector will telephone you to confirm the date of the registration visit and make sure you have all the necessary documents to hand as set out in the Statutory Framework for the Early Years Foundation Stage.
- An Ofsted inspector will carry out the registration visit with the nominated person within 25 weeks (check).
- After the registration visit Ofsted will make a judgement of suitable or not suitable for registration based on evidence gathered during the visit, plus the information obtained during the checks carried out

After registration

- The registered person (Committee) will receive a registration certificate
- Ofsted will publish your name, address and telephone number on its website (with your consent).
- Ofsted will carry out an inspection visit within 30 months of registration.
- Ofsted will inspect your setting at least once in every cycle.
- You must pay an annual fee to Ofsted to stay registered