



## SHPS Committee Welcome Pack

“Childcare charities make a major contribution to the lives of young children and offer enormous benefits for local families and communities. This is only possible however, through the invaluable work of the individuals who volunteer as trustees to govern the charity.” The Role of Trustees in Delivering the EYFS, EduCare

Welcome to the Streatley Hill Pre-school Committee. Thank you for volunteering your time and abilities. In our view, there is very little that is more important than the development, safety and education of our children.

Your general responsibilities will be:

- 1) To deliver Early Years Foundation Stage (EYFS) to students
- 2) Become **Director** in the Company
- 3) Become a **Trustee** of the Charity
- 4) Registered childcare provider with Ofsted **EY2** (Early Years 2)
- 5) An employer

You will also need to:

- 1) Understand the general role and responsibilities as a Committee Member and review your specific role's requirements
- 2) Review SHPS Policies and SHPS Articles of Association
- 3) Register as EY2 with Ofsted (you will do this individually)
- 4) Agree a DBS check ensure you enable the Update Service (after EY2, unless you already have one)

- 5) Sign the (reoccurring) Suitability Declaration
- 6) Sign the Code of Conduct
- 7) Complete (minimum) two online training modules or similar (EduCare)
  - a. The Role of Trustees in Delivering the EYFS (10-15mins)
  - b. Effective Safeguarding Practice (45-60mins)
  - c. Specific roles may require additional training, such as:
    - i. HR – Safer Recruitment
    - ii. IT – GDPR
    - iii. Chair – Getting to grips with EYFS
    - iv. Treasury – Budgeting in your Early Years Setting
- 8) The Company Secretary will appoint you as Trustee and Director
- 9) When your term ends you agree to facilitate a comprehensive handover to your replacement

## Committee Suitability Declaration

**This form is to be completed by all Committee Members when they commence Director role AND completed on a termly basis.**

Name of Committee Member: .....

Name of Committee Chair: .....

Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the Committee Chair or Secretary.

Please circle yes or no against each bullet point:

<p>Have you or anyone living in your household been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence <b>since the date of your most recent enhanced DBS disclosure?</b></p>	<p><b>Yes/No</b></p>
<p>Have you or anyone living in your household been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence <b>either before or during your employment at this setting?</b></p>	<p><b>Yes/No</b></p>
<p>Are you or anyone living in your household 'Disqualified for Caring for Children': (to include)</p> <ul style="list-style-type: none"> <li>• Have you or anyone living in your household committed any offences against a child?</li> <li>• Have you or anyone living in your household committed any offences against an adult (e.g. rape, murder, indecent assault, actual bodily harm etc.)?</li> <li>• Have you or anyone living in your household been barred from working with children (DBS)?</li> <li>• Are you living with someone who has been barred from working with children (DBS)?</li> </ul>	<p><b>Yes/No</b></p> <p><b>Yes/No</b></p> <p><b>Yes/No</b></p> <p><b>Yes/No</b></p>

<ul style="list-style-type: none"> <li>• Are you living in the same household as someone who has been disqualified from working with children under the Childcare Act 2006?</li> </ul>	Yes/No
<ul style="list-style-type: none"> <li>• Have your own children been taking into care?</li> </ul>	Yes/No
<ul style="list-style-type: none"> <li>• Have/are your own children the subject of a child protection plan?</li> </ul>	Yes/No
<ul style="list-style-type: none"> <li>• Has your name or anyone living in your household's name been placed on the DBS barring list?</li> </ul>	Yes/No
<ul style="list-style-type: none"> <li>• Have you or anyone living in your household have any convictions or cautions for the supply of illegal drugs?</li> </ul>	Yes/No

If you have answered YES to any of the questions, please provide further information below:

.....

.....

.....

.....

.....

.....

.....

I understand my responsibility to safeguarding children and am aware that I must notify my manager of anything that may affect my suitability.

I will ensure I notify my employer of any convictions, cautions, court orders, reprimands or warning I or anyone living in my household may receive.

I give permission for you to contact any previous settings, local authority staff, the police, the DBS and Ofsted about my suitability to care for children.

Committee Member

Signed: ..... Date: .....

Committee Chair

Signed: ..... Date: .....

Please record follow-on action taken, where relevant

.....

.....

.....

.....

.....

.....

.....

.....

Signed: ..... Date action taken: .....

## Streatley Hill Pre-school Committee Member Joining Declaration:

- ✓ I have reviewed and understand the current Streatley Hill Pre-school policies and Articles.
- ✓ I have reviewed and understand my responsibilities as a Director and a Trustee of SHPS.
- ✓ I have reviewed and understand my role and responsibilities.
- ✓ I believe I am a 'Suitable Person' for this role.
- ✓ I will complete online training as requested.
- ✓ I agree to follow SHPS's 'Code of Conduct'.
- ✓ I understand that I have specific responsibilities to safeguard children.
- ✓ If at any point, there is *any* question or concern that may arise to my possible suitability or any other issue, I will notify the Chair or Committee in good time.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

DOB: \_\_\_\_\_

## References to review:

- 1) SHPS Policies and Code of Conduct  
<http://www.streatleyhillpreschool.com/pre-school-policies.html>
- 2) Charity Trustee responsibilities  
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- 3) Director responsibilities <https://www.gov.uk/running-a-limited-company>
- 4) SHPS Articles of Association  
[http://www.streatleyhillpreschool.com/uploads/3/2/8/1/3281489/pre-school\\_articles.pdf](http://www.streatleyhillpreschool.com/uploads/3/2/8/1/3281489/pre-school_articles.pdf)
- 5) Early Years Framework (in particular Section 3)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596629/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf)
- 6) Keeping Children Safe in Education – Part 1 (Sept 16)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550499/Keeping\\_children\\_safe\\_in\\_education\\_Part\\_1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550499/Keeping_children_safe_in_education_Part_1.pdf)
- 7) What to do if you're worried a child is being abused  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)
- 8) Please discuss with your predecessor details of your specific role.
- 9) EduCare from the Learning Alliance (you will be invited by email to register) <https://pre-school.educare.co.uk/mycourses.aspx>
- 10) Safeguarding summary Pre-school Learning Alliance  
<https://www.pre-school.org.uk/safeguarding>

## EY2 and DBS process

Within the 14 days new directors must complete and submit a Declaration and Consent Form (EY2) via the Ofsted Online website: <https://online.ofsted.gov.uk/OnlineOfsted/default.aspx>. Please note that the EY2 must be completed by the individual via their personal Government Gateway account.

They will also need to obtain a Disclosure and Barring Service (DBS) check.

**Please note:** If they already have a DBS check through an organisation other than Ofsted, this must be 'Child Workforce', Enhanced and must be signed up to the DBS Update Service in order to be accepted.

Instructions on how to apply for the DBS check can be found at the following link: <http://ofsteddbapplication.co.uk>

After reading the guidance the site will ask for a 'Capita Organisation Reference', this is: OfstedA

It will also ask for a password - this should be left blank.

Full instructions and guidance on how to apply for a check are available on the website.

For information on the costs of DBS checks, please see the FAQ section of the website: <http://ofsteddbapplication.co.uk/FAQs>.

A completed DBS check is not required in order to complete the EY2, but it is required for Ofsted to establish an individual's suitability. As such, failure of an applicant to obtain a DBS check meeting the above requirements may lead to Ofsted deeming them unsuitable and may also result in our taking regulatory action in relation to the registration.