Woodborough Village Preschool

EY2 application guide | Committee members and trustees

All committee members/trustees joining the new registered CIO, including existing committee members transferring from the previous charity, should complete an EY2 application. This guide is for members who are not the nominated individual and do not work in the staff:child ratio.

1 Start the application

Visit GOV.UK - Apply to join a nursery or other group-based childcare provision (EY2). Select Apply to join and sign in or create an account.

2 Enter these organisation details and answers

Are you the person being added?	Yes
Type of provider	Nursery or other daycare (non-domestic)
Already registered with Ofsted?	Yes
How are you connected?	Nominated individual or registered individual
Registered person	Organisation
Main or only purpose to provide daycare?	Yes
Role in organisation	Committee member
Will you be the nominated individual?	No
Registered person URN	2910069
Registered person name	Woodborough Village Preschool
Working in the staff:child ratio?	No

Registered address: Village Hall, Lingwood Lane, Woodborough, Nottinghamshire, NG14 6DX.

3 DBS - check whether you can reuse your existing certificate

Already have a DBS certificate? Enter your certificate details in the EY2 form where requested. Ofsted may accept an existing enhanced DBS certificate, particularly when it meets the required children's workforce/barred-list criteria and is linked to an active DBS Update Service subscription, or when you were previously approved by Ofsted. Do not automatically apply for a new certificate. Ofsted determines whether it can be accepted.

No suitable certificate? Follow Ofsted's instructions to obtain the required enhanced DBS check. The DBS Update Service is free for eligible volunteers; join during the DBS application or within 30 days of certificate issue. Do not post an original certificate unless Ofsted specifically requests it.

4 Confirmation

Submit your EY2 application and retain the reference. Ofsted will review your suitability. Please tell the preschool's nominated individual when you receive the outcome.

Note for the preschool: The nominated individual is responsible for separately notifying Ofsted of committee/trustee changes. This sheet is not the EY2 guide for a nominated individual or childcare practitioner.