

OFSTED REGISTRATION

The aim of this guide is to assist you with completing the application process for Ofsted registration as a Home Childcarer. This applies to nannies in England. If you work in another country then this guide is unsuitable for you as your registration scheme has a different process.

There are three steps to registration:

1. DBS Check with Update Service
2. Government Gateway Registration
3. Ofsted Childcare Register Application

DBS Check with Update Service

Applying for a DBS check is a requirement for new applications for the Ofsted Childcare Register. Since September 2014 the requirement is that all applicants must have a DBS check which is on the Update Service and the check must be of a type which Ofsted can accept.

You can apply online for a DBS check via www.OfstedDbsApplication.co.uk. You complete the DBS check application form online. Then print out an ID check form and find a suitable person (the form includes a list of suitable occupations) to check your ID. If you do not know anyone suitable to perform this ID check then you can pay for the check to be done at a Post Office. As part of the process you must register on the DBS Update Service.



The screenshot shows the 'Ofsted DBS Application' portal. At the top, there are logos for 'SECURITY WATCHDOG Part of Capita plc', 'Ofsted DBS Application', and 'Ofsted raising standards improving lives'. Below the logos is a navigation bar with tabs for 'Welcome', 'Step One', 'Step Two', 'Step Three', 'Step Four', 'FAQ', 'Useful links', and 'Contact'. The main content area is titled 'Welcome' and contains the following text:

Please be advised that you will only ever be contacted by Ofsted or Security Watchdog from the following phone numbers: 0300 1231231 / 0114 2413284. If you receive any communication asking you to contact a number that isn't one of these regarding your Ofsted application, please do not telephone this number.

Welcome to the Ofsted DBS Application portal provided by Security Watchdog, part of Capita plc. This portal outlines all the steps required to process your DBS application as part of your registration process with Ofsted.

The steps are:

- Step One: Read the Role & Volunteer guidance
- Step Two: Submit online DBS application and make payment
- Step Three: Submit completed Identity Checking Form
- Step Four: Register for the DBS Update Service

You must read and complete all four steps for your DBS application to be successful. If you fail to follow all four steps, this will cause a delay in your DBS application and Ofsted registration.

At the bottom of the page, there are links for 'Terms and conditions', 'Privacy and Cookies', 'Contact us', and 'Sitemap', along with the copyright notice: 'All rights reserved © 2015 by Security Watchdog, part of Capita plc'.

The online application form starts by asking you for your Capita Organisation Reference. As you are registering as a Home Childcarer you need to use: OFSTEDP

Leave the password field blank and click on the yellow Enter button

Please enter your reference number and password to start a new application.

Start New Application

Organisation Reference (*):

Password:

Enter ➔

[Applicant Consent Form](#) [Rehabilitation of ex-offenders Policy Template](#)

Capita Education Resourcing is an approved Registered Body with the Disclosure and Barring Service. (Version 11.0.1) Powered by eBulkPlus ©

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The next page is about the eBulkPlus system that is being used to process your application and how your information will be used. At the bottom of this page there are two boxes that you MUST tick. One is to confirm that you have read the information about how your data is processed and the other is to allow Update Service checks.

The eBulkPlus system is hosted within an ISO27001 accredited, Capita owned data centre and all components of the service are protected by intrusion detection and intrusion prevention devices. Completed applications are fully encrypted and securely transferred to the DBS using the eBulkPlus Interface.

I have read and understand this statement (tick to confirm)

Allow Update Service status checks

By ticking the box you consent to Ofsted undertaking continuous Status Checks to establish the accuracy of your DBS certificate as part of your registration to the DBS Update Service. You also consent to the result of your most recent Status Check to be displayed within the eBulkPlus system and made available to staff with the appropriate system access.

If you do not consent to Ofsted undertaking continuous status checks as part of your Update Service registration, you will not be able to register with Ofsted. We recommend that you check this with Ofsted.

Next ➔

The next page is more information about the checks being carried out and confirmation that you are using the correct Capita Reference (OFSTEDP in this case). It also tells you at this point that card payment will be necessary. Current charges: <http://www.ofsteddbapplication.co.uk/faq>

The DBS application system will now take you through entering details about yourself. Once you have completed the application, make a note of the Application Form Reference as this can then be used to track your application here: <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

You must register for the DBS Update Service. Registration on this may now be part of the Capita system so check any information it provides.

If you need to register separately for the DBS Update Service because you obtained your DBS check via another organisation, for example an agency, then you can do so as soon as you have your DBS Application Form Reference here: <https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

Your DBS check may take several weeks to arrive. Once you have the Certificate you can start the Ofsted application form. You will need to enter your DBS number and confirm that it is registered with the Update Service in order to submit your application to Ofsted.

Government Gateway Registration

To use the Ofsted online application system you need to have a Government Gateway login. If you do not have this already, such as having used other Government online services, then you can create this via the Ofsted Portal. <https://online.ofsted.gov.uk/OnlineOfsted/Default.aspx>

Ofsted Online

Home Guidance Contact Us My Account

Not signed in **Welcome**

[Login / Register](#)
[Online Payments](#)

Welcome to Ofsted's on-line services

Ofsted Online allows you to access different online services that will help you to communicate with Ofsted electronically.

Before you begin, you will need to create a personal Government Gateway account. If you already have a Government Gateway account, you can use your existing details to login to the Ofsted Online systems. To register for a new account please click [login/register](#). More guidance about registering for a Government Gateway account and logging in is available [here](#).

Once you have logged in, links to the online services you require will be available to you on the left and right navigation bars.

What online services are available?

1. Childcare Register application
2. Early Years Register application
3. Self-evaluation
4. Self-service
5. Online Payments
6. Social Care Online

**** Please note that the Ofsted Online website will be unavailable between 18:00 and 23:00 on Wednesday 13th May 2015 due to essential maintenance work. ****

**** Online social care application forms (SC1, SC2 and SC3) will be unavailable from 6pm on the 31st March until Friday 15th May whilst we update systems to capture new legislation coming into force at this time. We apologise for any inconvenience this may cause. You can continue to make applications in paper form. ****

If you wish to apply online for the Childcare Register and/or Early Years Register, please read the registration pages for the childcare you wish to provide in the early years and childcare section on the Ofsted website.

Registration and Login

To register for a Government Gateway account, or to login to Ofsted Online, click [here](#)

Click on **Login/Register** and then select **Register** if you do not have a Government Gateway login.

Login / Register

Register



If you do not have an account for online government services then use the link below to register.

[Register](#)

Login

Please enter your User ID and password for online government services then click the Login button below.

User ID

[Forgotten your User ID?](#)

Password

[Forgotten your password?](#)

Cancel

Log in

- When you have finished your online session, you should either close the browser or log out.
- Please do not use the browser back button as it may not function as expected.

Once you have clicked on Register you will be taken to a form to complete for creation of your login. It is very important to remember your login details as if you lose these then you will need to re-register and restart any Ofsted application form you may be part way through completing.

Follow the instructions for creating a password that you can remember. Make sure you have entered in your correct email address. When your User ID is shown, make a note of that as you will need this for the future.

Register

Create a Government Gateway Account

You must create a Government Gateway Account to use our services. A Government Gateway Account can be used to access many Central and Local Government services, if you already have an account, click [here](#) to log in.

Name:

Email Address:

Confirm Email Address:

Password:

Confirm Password:

The password you choose must:

- be between 8 and 12 characters (letters and numbers)
- contain at least one number (0-9)
- contain at least one letter (A-Z or a-z)
- not be, or contain the word "password"
- Note that Government Gateway passwords are not case sensitive - you can type your password in either lower case letters or capitals.

Make sure you choose a password you can remember, as you will need it to log in to the Government Gateway when you receive your User Identity (User ID). You will be shown your User ID on the screen after you've submitted the above information.

Once you have a Government Gateway login you can proceed to login to the Ofsted Online system. Enter your UserID and Password you will be logged in to Ofsted Online. To start a new application, select Online Applications.

- [Logout](#)
- [Online Applications](#)
- [Online Payments](#)
- [Enrol in SEF](#)
- [Self-service](#)
- [Enrol in Social Care Online](#)

Welcome

Welcome to Ofsted's on-line services

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Ofsted's Online Services

- [Online Applications](#)
- [Online Payments](#)
- [Enrol in SEF](#)
- [Self-service](#)
- [Enrol in Social Care Online](#)

You are applying to be a Home Childcarer on the Childcare Register, so select **CR1 application**.

- [New](#)
- [Saved forms](#)
- [Messages](#)
- [In tray](#)
- [Tracking](#)
- [Progress](#)
- [My account](#)
- [Logout](#)

New Item	Description
Do I need to register?	Check if you need to register for Social Care or a Childcare Register, and if so which one.
EYO application	Application form for the Early Years Register: childcare provider on domestic or non-domestic premises (not as a childminder)
EYC application	Application form for the Early Years Register: childminders
EY2 application	Declaration and consent form for individuals connected with a provision registered on the Early Years Register
CR1 application	Application form for the Childcare Register
CR2 application	Declaration and consent form for individuals connected with a provision registered on the Childcare Register
Feedback and queries	Please select to provide Ofsted with feedback about your application submission experience

At the top of the page you should see the heading **Application form for the Childcare Register (form CR1)**.

After the introduction you start with Section A, which is where you tell the system that you are a Home Childcarer providing care in the child's own home.

You last logged in on 12/09/2016 at 19:26

Ofsted Online 

Application form for the Childcare Register (form CR1) [help](#) [details](#) | [Accessibility help](#) | [General](#)

A: Type of provision Print Spell check Save Exit << Back Next >>

Items marked * must be completed
Questions not applicable to you will be hidden

✓ Introduction
A: Type of provision ▶
B: Applicant's details
E: Suitability
H: Consent

A1 Are you applying to (please tick one box only, unless you are applying to be a childminder and home childcarer)

be a home childcarer? (Providing care in a child's own home and caring for children from no more than two families at any one time.) 

* **A4** Have you previously been registered with or are you still registered with Ofsted?

Yes
 No

Print Spell check Save Exit << Back Next >>

If you are working in a nanny share, legislation defines a share as caring for the children of two families at the same time. If you were to care for the children from **three families or more at the same time** you would need Childminder registration. This includes your own child(ren).

Having ticked Home Childcarer on question A1 you will find that other questions disappear leaving question A4. If this is your first time registering with Ofsted as a childcare provider, then select **No**.

Section B is all about you, such as your name, date of birth, contact details. This is quite a long section, so work through it part by part.

You last logged in on 12/09/2016 at 19:26

Ofsted Online



Application form for the Childcare Register (form CR1)

[help](#) [details](#) | [Accessibility help](#) | [General](#)

B: Applicant's details

Print Spell check Save Exit << Back Next >>

Items marked * must be completed
Questions not applicable to you will be hidden

- ✓ Introduction
- ✓ A: Type of provision
- B: Applicant's details**
- D: Setting details
- E: Suitability
- G: Home Childcare
- H: Consent

*** B1) Are you already known to Ofsted?**
 Yes
 No

*** B4) Title**

*** B5) Forename**

Middle name(s) (if applicable)

*** B6) Surname**

B7) Have you previously been known by a different first name or surname to those entered above?
 Yes
 No ?

*** B8) Date of birth** Day Month Year 23

*** B9) Do you wish Ofsted to communicate with you electronically?**
 Yes
 No ?

You must provide a secure email address that is not accessed by anyone other than you or your nominated person. The email address must not be a generic email, such as info@nursery.com, that may be accessed by staff members. This is because we may need to send personal data to you which should not be read by anyone else. By selecting 'Yes' you consent to us sending correspondence to you via email as your preferred method. You may opt out of receiving electronic communications at any time.

Email address

If you have previously been a registered with Ofsted in a different capacity select **Yes** for question B1.

You need to include all your middle names, and if you have changed your name at any point in the past, for example adoption, marriage or deed poll, then indicate this at question B7 even if you are currently using your birth or maiden name.

You will be asked for the dates for name changes. If you do not have these to hand you will need to find the details before you can proceed.

Question B9 is giving Ofsted permission to send you email to your personal email address. Government is now aiming to do as much as possible online.

* B10) Have you lived outside of the UK in the past five years?
 Yes
 No ?

B12) Current full postal address:

Find address ?

* Address line 1
 Address line 2
 * Town/city
 County
 Postcode

Local Authority

* Country

* I have lived here from Day Month Year 23

Any other addresses in the last five years (starting with the most recent)

Address	Local Authority	Country	From	To
<input type="button" value="Add address..."/>				

Any time unaccounted for in the last five years (starting with the most recent)

Details	From	To
<input type="button" value="Add details..."/>		

* B13) Is your address the same as the child's?
 Yes
 No ?

B14) Telephone number (including area code)
 Mobile telephone number

If you have lived outside the UK in the past 5 years select **Yes**. The form will add additional fields asking you for details about where you have lived which you will need to provide in order to proceed.

If you have not lived outside the UK in the past 5 years (even if you lived outside the UK prior to that) select **No**. Travelling, such as a gap year or round the world trip, does not count as living outside the UK. An academic year staying as a student or an au pair in a foreign country would be considered living abroad.

The form then asks for your current address. This address will be used to send you an invoice and your registration certificate so make sure it is accurate.

You need to provide your address details spanning the past 5 years. Make sure that there are no gaps in the dates you provide. You must use the same dates as you used when you applied for the DBS check.

Ofsted require your phone number and if you change it at any time during the time you are registered you must notify Ofsted of that change.

Application form for the Childcare Register (form CR1)

[help](#) | [details](#) | [Accessibility help](#) | [General](#)

D: Setting details

Print Spell check Save Exit << Back Next >>

Items marked * must be completed
Questions not applicable to you will be hidden

- Introduction
- A: Type of provision
- B: Applicant's details
- D: Setting details
- E: Suitability
- G: Home Childcare
- H: Consent

D1) Setting address (in full)

* Find setting address Search ?

* Address line 1

Address line 2

* Town/city

County

Postcode

* Local Authority

* Date from Day Month Year 23

Telephone Number

Any other setting addresses?

Yes

No

* D3) Will the provision operate for more than two hours per day?

Yes

No ?

D9) Times during which care will be provided (please tick all that apply)

Weekday (before school) ?

Weekday (after school)

Weekday (am)

Weekday (pm)

Weekday (all day)

Weekend (am, pm, all day)

* D10) Will this be:

all year round?

school term times only?

school holidays only? ?

D11) Please specify the age ranges and number of children you will care for:

Birth to under one year ?

One to under two years

Two to under three years

Three years to the end of early years age group ?

1 September following child's fifth birthday to under eight

Eight to under 11 years

11 to under 15 years

15 to under 18 years

Print Spell check Save Exit << Back Next >>

Complete the address details for where you will be working – Ofsted calls this your Setting Address. If you do not have a place of work at this time then enter your home address and inform Ofsted of your work address as soon as it is known.

Question D3 is asking how long you will be providing childcare at the location. As a nanny you will most likely be caring for children for over 2 hours, so select Yes.

The next question should now be D9. The choices may not fit exactly with what you will be working so select the one which fits best or select a couple if necessary.

Question D10 is asking if you will be working all year, term time only or only in school holidays. Select the option that best fits your situation. If in doubt select all year round.

Question D11 is asking for details about the children in your care. If you are not yet caring for any children you will need to enter something to proceed, so put 1 in **Birth to under one year**.

As a nanny you do not have to stay within the same ratios as childminders do as long as you do not exceed 2 families at the same time. This includes any of your children you bring to work so you may have your own children and 1 other family, or children from 2 different families, but as long as you do not exceed the terms of your insurance you may have more than 6 under eight years old, of which more than 3 may be under five years old and more than 1 under one year old.

Section E is confirming your suitability, you need to answer all the questions.

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Ofsted Online 

Application form for the Childcare Register (form CR1) [help](#) [details](#) [Accessibility help](#) [General](#)

E: Suitability and disqualification Print Spell check Save Exit << Back Next >>

Items marked * must be completed
Questions not applicable to you will be hidden

- Introduction
- A: Type of provision
- B: Applicant's details
- D: Setting details
- E: Suitability
- G: Home Childcare
- H: Consent

E1) Do any of the circumstances listed in the section guidance on suitability and disqualification apply to you? This can be found in the compliance handbook which can be found on our [website](#).

Yes
 No

*** E2) Have you recently completed a DBS through the Security Watchdog-Capita service?**

Yes
 No

*** E2b) Have you received your DBS Disclosure certificate?**

Yes
 No

*** Please provide your Disclosure Number.**

Question E2 is asking if your DBS check was completed using the Ofsted/Capita system

www.OfstedDBSapplication.co.uk

If you did obtain your DBS check that way, then select Yes for question E2 and question E2b will appear. Here you enter in your certificate number as it appears on your DBS certificate. You MUST be signed up to the DBS Update Service and this must be done during the application stage of the DBS check or immediately when the certificate arrives.

If you obtained your DBS check via a nanny agency or by working in a nursery, then select No for question E2. Question E2a will then appear which explains which checks Ofsted will accept.

This is part of the form which often raises queries. If you get an error, then double check that you have answered question E2 correctly. If you get an error about the disclosure number being too long, then count how many digits long the number is on your certificate. If it is 12 digits long and the first two digits are zeros the try entering the remaining 10 digits.

Further questions in section E are asking about your criminal record, involvement with social services and about any other situation which may make you unsuitable for registration.

The next section is Section G. Here you will confirm that you will meet the requirements for registration. The full requirements can be found in this document:
<https://www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england>

Read each of the requirements carefully. Part of the requirements for registration cover qualifications and insurance. As a Home Childcarer you are required to have liability insurance in place at all times when caring for children throughout your period of registration.

Before you register you must have completed a qualification at level 2 or above in an area of work relevant to childcare OR training in the common core skills for the childcare workforce. You must also hold 'an appropriate First Aid qualification' obtained within the past three years.

Finally section H is to give Ofsted consent to carry out checks using the information you have provided. These checks can take quite a long time to complete. Ofsted state that they aim to complete the process in 3 months, it can be quicker than that and it can be longer.

Once you submit the form, you will get notification of there being a message to read. This message can be found on the Messages tab of the Online Applications section of the Ofsted online portal. Ofsted will allocate you a temporary URN (Unique Reference Number) which is used if you need to send Ofsted any additional information that they request.

Keep an eye on the messages section, checking in every few days and if Ofsted request to see any documents, send those quickly to Ofsted.

PAYMENT

Once checks are complete Ofsted will send an Invoice to your Contact Address. This invoice can be paid via the online system, follow the instructions provided on the invoice. It is always a good idea to print out (or save to PDF) the payment confirmation page, plus keep e-mail from the payment processor.

You are not registered until you receive your Ofsted Certificate. This certificate contains your URN (Unique Reference Number) which is the reference that is needed for parents to be able to use Childcare Vouchers, Tax Credits or the Tax-Free Childcare Scheme to pay part of your wages. This is often the same as your temporary URN but it could be different so only use the URN that is printed on your certificate.