

## Committee roles and responsibilities - linking to the Statutory Framework for the Early Years Foundation Stage 2014 (EYFS) and Ofsted documents

It is important that both the committee and the staff are clear about their roles and responsibilities as this supports good working relationships and contributes to the best opportunities for children.

Below are roles and responsibilities of the committee with the links to Ofsted documents and the relevant pages, however it is important to remember that roles and responsibilities vary from group to group.

Responsibility/tasks	Ofsted Document and Page No	Suggested role
<p><b><u>Charitable Status.</u></b></p> <p>The provision should register as a charity. It is important to review the legal structure of the charity to protect the personal liability of committee members. See the charity commission website <a href="https://www.gov.uk/guidance/change-your-charity-structure">https://www.gov.uk/guidance/change-your-charity-structure</a></p>		Chairperson and committee
<p>The Chair should ensure the group is working to their governing document or “constitution”. All committee members must understand and sign the constitution which outlines the rules of how the charity must operate, the objects it is trying to achieve and the powers available to the trustees when running the charity. <i>(a copy of your constitution is available from the charity commission)</i> <a href="https://www.gov.uk/government/organisations/charity-commission">https://www.gov.uk/government/organisations/charity-commission</a></p>		Chairperson and committee
<p>Complete and submit an annual return to Charity Commission; including annual report, annual statement of accounts and personal details of committee members. <a href="https://www.gov.uk/send-charity-annual-return">https://www.gov.uk/send-charity-annual-return</a></p>		Chairperson and committee
<p>Parents and committee liaison: Parent meetings. Information and marketing to parents and the community (e.g. newsletter, parish magazine and setting website). NB websites must be kept up to date.</p>		Chairperson and committee
<p>Recruitment of new committee members: never assume that parents understand the voluntary nature of how the group runs. Take every opportunity to inform them <b>e.g.</b> use a regular newsletter to inform, but remember most parents will not read them so make them attention seeking! Give an explanatory handout, when a new child joins.</p> <p>New committee members should have a full induction to ensure each person understands their roles and responsibilities.</p>		Chairperson and committee



<ul style="list-style-type: none"> <li>• Ensure that confidentiality is maintained by the committee and staff. All committee and staff must understand the need to protect the privacy of children in their care.</li> <li>• Provide line management to Manager/supervisor. This includes appraisal and supervision sessions. Also support supervisor with other staff supervision and appraisals.</li> </ul> <p><i>Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.</i></p> <ul style="list-style-type: none"> <li>• Oversee Grievance and disciplinary procedures and deal with any issues that arise. Bear in mind <b>confidentiality</b> if discussion includes the committee/others.</li> <li>• Support and authorise work of the treasurer; receive duplicate bank statements from the bank.</li> </ul>	<p>EYFS 2014 page 29</p> <p>EYFS 2014 page 20</p>	
<p><b>Treasurer:</b></p>		
<ul style="list-style-type: none"> <li>• To oversee the implementation of the Charity’s financial systems. Ensure financial records are accurate and up to date.</li> <li>• Complete end-of-year accounts and arrange for them to be independently examined/inspected/audited.</li> <li>• To contribute to annual Charity Commission return – including annual report, annual statement of accounts and personal details of committee members.</li> <li>• Provide financial reports and copies of bank statements regularly to the chair and committee (annual report to all at AGM). NB the Chair should receive duplicate bank statements independently and directly from the bank.</li> <li>• Complete and return all funding entitlement applications and records.</li> <li>• Assess forward budget planning and monitor the financial sustainability of the setting. This includes developing and maintaining financial reserves to enable the setting to run during periods of low income, or to cover the costs of closing the setting. Financial planning tools are available at <a href="#">Business development and financial planning</a></li> </ul>		<p>Treasurer</p> <p>(Setting can pay for a book-keeper but this should not generally be a committee member (refer to constitution re payments to trustees)</p>

<ul style="list-style-type: none"> <li>• To maintain the bank account and change names and signatories as necessary. (NB cheques should have two signatories to prevent concerns about fraud. <b>DO NOT</b> sign blank cheques).</li> <li>• Collect fees, pay cash/cheques into bank, sign and issue cheques, pay bills when due, keep receipts and records of invoices for reference.</li> <li>• Organise petty cash and provide floats for any fundraising initiatives.</li> <li>• Pay staff wages and deal with PAYE regulations. Settings often use a payroll service to ensure legal requirements are met.</li> <li>• Renew insurances annually, checking whether it gives sufficient cover for the group's activities and legal obligations.</li> <li>• Pay membership fees as appropriate. Including Ofsted registration fee.</li> </ul>		
<p><b>Secretary:</b></p>		
<ul style="list-style-type: none"> <li>• To respond appropriately to all setting correspondence in in timely way.</li> <li>• Keep comprehensive records of all correspondence for the group including policy and procedure updates</li> <li>• Update (with chair and committee), distribute and keep copies of Prospectus/Welcome Pack, staff handbook/induction, appraisal and supervision forms and guidance, staff contracts, committee induction records. Also keep copies and distribute policies and procedures and the group's Constitution.</li> <li>• Maintain parent and child contact information: ensuring <b>confidentiality is strictly maintained.</b> NB certain paperwork must be kept on the premises and will be looked at during an Ofsted inspection (refer to the <i>Statutory Framework for EYFS</i>)</li> <li>• Inform all of term dates, dates of occasional activities (e.g. the Christmas Party or Nativity) and outings in newsletter, parish magazine and on notice board and website.</li> <li>• Book and notify all of meeting dates, times, agendas and</li> </ul>		<p>Secretary</p>

<p>venues.</p> <p>Notification of an AGM should be sent out a month (minimum two weeks) prior to meeting (date, time, detail of business, invitation for proposals of resolutions, requests for nominations for election). These should be displayed on notice boards, local shops, website etc.</p> <ul style="list-style-type: none"> <li>• Take minutes of meetings (separating fact from opinion), verify with Chair, type up and distribute to all Committee members. (Distribute to staff and parents and display only after they have been agreed at the following committee meeting).</li> <li>• Book session venue if appropriate (e.g. village hall, community centre or parish/church hall/room).</li> <li>• Manage waiting list and inform parents when places become available; feed into overall financial forecast. (or ensure this is fulfilled by a designated member of committee/staff)</li> <li>• To contribute to annual Charity Commission return – including annual report, annual statement of accounts and personal details of committee members.</li> </ul> <p>It is advised that personal emails are not used for committee purposes. (To maintain confidentiality). The setting should have an email address for correspondence that can be accessed by all committee members.</p>		
<p><b><u>The Committee is the “registered person” with Ofsted.</u></b></p>		
<p>The registered person has overall responsibility for the provision of childcare and is legally responsible for ensuring compliance with the requirements of the Early Years Register or Childcare Register, regulations and any conditions of registration that Ofsted impose. Where Ofsted have to take action against a registered person who fails to meet the requirements set out in law, this can include taking action against individual members of an organisation, such as the committee members.</p> <p>It is important that those people who make up the registered person (the committee) have a full understanding of the registration requirements, the responsibilities of their roles and the implications arising from these.</p> <p>All Committee must read the following Ofsted documents:</p> <ul style="list-style-type: none"> <li>• <a href="#">Statutory framework for the early years foundation stage (2014)</a></li> </ul>	<p>Early years and childcare registration handbook <a href="#">Reference no: 150150</a> Page 13</p>	<p>All Committee</p>

<ul style="list-style-type: none"> <li>• <a href="#">Early years and childcare registration handbook</a></li> </ul> <p>During the registration visit, the (proposed) registered person must provide sufficient evidence that they understand the requirements of the Early Years Foundation Stage and associated regulations.</p> <p>This does not mean that they must have a detailed and thorough knowledge of how their intended provision will deliver all the requirements of the Early Years Foundation Stage, as this will normally be the role of their appointed manager.</p> <p>However, the (proposed) registered person must ensure that they have sufficient knowledge and understanding of the requirements <b>to ensure that they can appoint a manager</b> who is suitably qualified, experienced and knowledgeable about the requirements of the Early Years Foundation Stage to deliver all of them. (See recruitment of staff below). To check qualifications are “full and relevant” go to <a href="http://www.education.gov.uk/eypqd/">http://www.education.gov.uk/eypqd/</a></p> <p>Where the registered person is an organisation (committee), it must appoint a <b>“nominated individual”</b> who will be responsible for all matters relating to the registration and who will act on behalf of the organisation in its dealings with Ofsted. The nominated individual must be a member of the organisations governing body (the committee). This person cannot be the appointed manager, unless the manager is also a member of the governing body.</p> <p>New Committee members or Nominated individuals are required to complete a Disclosure and Barring Service (DBS) check online <b>before</b> they can be added to an Ofsted registration. They are also required to join the DBS update service.</p>	<p>EYFS 2014 Page 20 (3.23)</p> <p>EYFS 2014 Page 20 (3.77)</p>	
<p>Uphold the statutory requirements as stipulated in the <i>Statutory Framework for the Early Years Foundation Stage</i>.</p>		<p>All Committee</p>
<p>Ensure any Ofsted ‘Actions’ arising from an inspection are fully planned, supported, implemented, monitored and evaluated in conjunction with the lead practitioner (supervisor/manager) and staff.</p> <p>Template action plans are available from the <a href="#">Early Education toolkit</a> under leadership and management.</p> <p><b>Musts Audit: specific EYFS requirements providers must fulfil</b> available via the <a href="#">Early Education toolkit</a></p>	<p>Settings Ofsted Inspection report.</p>	<p>Chairperson or appointed Committee member with supervisor/man ager</p> <p>Chairperson or appointed Committee</p>

<p>Use "MUSTS" audit to check registration requirements for the EYFS 2014 are met. The musts audit is generally completed twice a year by the manager/supervisor but the committee must have an overview of how the requirements are met, and have input into any action planning resulting from the audit.</p> <p>Use Self-evaluation form (SEF) to ensure all areas of the EYFS are covered and to produce a development/action plan for improvement. (work with staff)</p> <p><b>Please ensure all annual action plans have dates/names to ensure all of the above happen regularly.</b></p>	<p>Early Years Self Evaluation Form and Guidance <a href="#">Reference 102332</a></p>	<p>member with supervisor/manager</p> <p>Chairperson or appointed Committee member with supervisor/manager</p>
<p>Support staff with risk assessments. Ensure the group is a safe place for both children and adults. Work closely with manager/supervisor and buildings manager.</p> <p>Staff training plan: work with supervisor <i>re</i> training and development. Ensure mandatory training is updated regularly i.e. paediatric first aid (including medical interventions such as epi pen training), relevant safeguarding training and food hygiene training. Food Hygiene Course for staff. Level 2 is recommended by the Local Authority.</p> <p>Equipment and toys – support staff cleaning, clearing out old equipment, repairs and acquiring new items. Link equipment to the Early Years Foundation Stage learning outcomes.</p>	<p>EYFS 2014 page 28</p> <p>EYFS 2014 (3.24 3.48 3.6)</p> <p>EYFS 2014 page 27</p>	<p>Health and Safety committee member</p>
<p>Inclusion Co-ordinator, Special Educational Needs or Additional Support Committee member / understand this area and policy to support the staff.</p> <p>Have an overview of the government and county perspectives on inclusion, particularly with regard to the social model of disability.</p>		<p>Designated Committee member to support staff</p>
<p><b><u>Changes that must be notified to Ofsted.</u></b></p>		
<p>(Where it is reasonably practicable to do so, notification must be made in advance. In other cases, notification must be made as soon as is reasonably practicable, but always within 14 days).</p> <p><b>Self-service notification</b></p> <p><a href="https://online.ofsted.gov.uk/OnlineOfsted/default.aspx">https://online.ofsted.gov.uk/OnlineOfsted/default.aspx</a></p> <p><b>Ofsted must be notified of</b> any change in the address of the premises; to the premises which may affect the space available to children and the quality of childcare available to them; in the name or address of the provider, or the provider's other contact information; to the person who is managing the early years provision.</p>	<p>EYFS 2014 page 31 (3.77)</p>	<p>Nominated individual</p>

<p>If the nominated individual is changing then the current NI needs to advise Ofsted of their replacements name, date of birth, telephone number and the date they are taking over from. They need to start the DBS within 14 days <b>failure to do so is a breach of the welfare requirements and may result in enforcement action</b> and the possible impact on future judgement should this not be done.</p>	<p>EYFS 2014 page 32 (3.78)</p>	
<p>The new nominated individual needs to submit an EY2 form. If they are already known to Ofsted they will use the current checks carried out on them so there is no need to apply for a new DBS check but they do need to submit another EY2 form as the nominated individual.</p>		
<p>Registered providers must inform Ofsted of any <b>allegations of serious harm or abuse</b> by any person living, working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Registered providers must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of allegations being made.</p>	<p>EYFS 2014 page 17 (3.8)</p>	<p>Registered provider - Nominated individual</p>
<p>A provider must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided.</p>	<p>EYFS 2014 page 19 (3.16)</p>	<p>Registered provider - Nominated individual</p>
<p>The provider must give Ofsted information about themselves or about any other person who lives in the same household as the registered provider or who is employed in the household, relating to any determination, conviction or grounds for disqualification from registration under regulations made under section 75 of the Childcare Act 2006.</p>	<p>EYFS 2014 page 19 (3.17) for further details</p>	<p>Registered provider- Nominated individual</p>
<p>The information must be provided to Ofsted as soon as is reasonably practicable, but at least within 14 days of the date the provider became aware of the information.</p>	<p>EYFS 2014 page 19 (3.18) for further details</p>	<p>Registered provider- Nominated individual</p>
<p>Registered providers must notify Ofsted of any food poisoning affecting two or more children cared for on the premises. Notification must be made as soon as is reasonably practicable, but at least within 14 days of the incident. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.  (Contact -<a href="http://www.hse.gov.uk/riddor/">http://www.hse.gov.uk/riddor/</a> RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)</p>	<p>EYFS 2014 page 26 (3.49)</p>	<p>Registered provider- Nominated individual</p>

<p>Registered providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notifications must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.</p>	<p>EYFS 2014 page 26 (3.51)</p>	<p>Registered provider</p>
<p><b><u>Safeguarding/child protection.</u></b></p>		
<p>Committees and staff must comply with Local Safeguarding Children Board requirements.</p> <p>There should always be a committee member who is responsible for Safeguarding/Child Protection, who must undertake OSCB (Oxfordshire Safeguarding Children’s Board) required Designated Lead training. All other committee members should undertake OSCB Generalist Safeguarding training. <a href="#">OSCB</a></p> <ul style="list-style-type: none"> <li>• At least two members of staff to undertake OSCB required Designated Lead training (usually Manager and Deputy) and to take lead responsibility for safeguarding children in the setting. All other staff members to undertake OSCB required Generalist training.</li> <li>• Understand that:</li> <li>• OSCB Designated Lead training is to be undertaken every <b>2 years</b></li> <li>• OSCB Generalist training is to be undertaken every <b>3 years</b></li> <li>• Oversee any incident or issues that arise. (Ensuring confidentiality is maintained).</li> <li>• Deal with allegations made about staff/ committee members</li> <li>• Reporting concerns to LADO (refer to Whistleblowing and complaints policies) <a href="http://www.oscb.org.uk/professionals/lado/">http://www.oscb.org.uk/professionals/lado/</a></li> <li>• Providers must also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm. (Section 35 of the Safeguarding Vulnerable Groups Act 2006)</li> <li>• Ensure that safeguarding policies and procedures (including mobile phones and cameras) are regularly updated and fully</li> </ul>	<p>(EYFS 2014 page 16)</p> <p>EYFS 2014 Section 3 – The safeguarding and welfare requirements</p> <p>EYFS 2014 page 16</p> <p>EYFS 2014 page 18</p>	<p>Chairperson/ Appointed committee member for safeguarding.</p> <p>Registered provider</p>

<p>understood by all. Policies should explain the duty the setting has to report any incidents and concerns.</p> <ul style="list-style-type: none"> <li>• Ensure Safer Recruitment practices are followed. (see section on Recruitment below)</li> <li>• Ensure that the Oxfordshire Safeguarding Children Board (OSCB) safeguarding information is available and guidance followed. <a href="#">Safeguarding Children Child protection guide</a></li> <li>• Providers must have regard to the Government’s statutory guidance <a href="#">Working together to safeguard children guidance 2015</a></li> <li>• You should also have a copy of <a href="#">what to do if you’re worried a child is being abused Advice for practitioners 2015</a> (reference number Ref: DFE-00124-2015).</li> <li>• In partnership with manager complete a <b>safeguarding self-assessment</b> to help you check your responsibilities are met. <i>This is a requirement for NEF funding. (Summer term)</i> available at: <a href="#">Safeguarding Audit for Early Years and Childcare Settings</a></li> </ul>	<p>EYFS 2014 page 17</p>	
<b>Safe Recruitment of staff.</b>		
<p>The registered person (committee) must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable.</p> <p><i>Oxfordshire County Council advise:</i></p> <ul style="list-style-type: none"> <li>• <i>The committee/chairperson has the overall responsibility when appointing new staff and needs to have full knowledge of the safer recruitment process; and know how to support other committee members when recruiting staff.</i></li> <li>• <i>The chairperson completes Safer Recruitment Training.</i></li> <li>• <i>At least one person involved in recruitment process must have completed Safer Recruitment training.</i></li> <li>• <i>It is good practice for another member of the committee to have done this training.</i></li> </ul> <p>Visit <a href="#">OSCB</a> to access training at no charge. The Manager/Supervisor may be acting as line manager to new staff and could be included in the interview panel.</p> <p>All employment and employment related legislation must be met when recruiting and managing employees.</p>	<p>EYFS(2014) page 18</p> <p>Early years and childcare registration handbook <a href="#">Reference no: 150150</a> Para 77</p>	<p>Chairperson and committee (secretary may help specifically with paperwork)</p>

<p><u>Safer Recruitment practice includes the following documentation for all new staff :</u></p> <ul style="list-style-type: none"> <li>• Application Form,</li> <li>• Job description/Selection Criteria</li> <li>• Staff Contract,</li> <li>• Staff handbook, (including Induction record and guidelines (grievance, confidentiality and behaviour at work issues).</li> <li>• DBS Disclosures,</li> <li>• Staff suitability self-declaration, (Suitability under Childcare Act 2006)</li> <li>• References (in place before start date)</li> </ul>	<p>EYFS 2014 page 19</p>	
<p><i>DBS - All Ofsted's Disclosure and Barring Service (DBS) checks are processed by Capita using their webpage.</i></p> <p>Instructions on how to apply for the DBS check and join the Update Service can be found at the following link: <a href="http://ofsteddbapplication.co.uk/home">http://ofsteddbapplication.co.uk/home</a></p> <p>It is advisable to register with the update service on application for the DBS check. (Failure to do so at this point will result in you having a 19 day window from the date on the DBS check certificate to register. If the DBS check gets lost in the post or you are away on holiday you can miss the deadline and <u>will have to reapply</u>).</p> <p>The Capita website provides guidance on how to apply for a check <b>including information about the online subscription service.</b> <a href="http://ofsteddbapplication.co.uk/home">http://ofsteddbapplication.co.uk/home</a></p> <p><b><u>The update service is now mandatory</u></b></p> <p><b>Committee members will not be charged for any DBS disclosures; however there will be an admin fee of £8.10. The update service is currently free of charge. The capita website is very informative, for queries contact the Capita Recruitment Vetting Service. <a href="mailto:OfstedEnquiries@capita.co.uk">OfstedEnquiries@capita.co.uk</a> Tel: +44 (0)870 850 2516</b></p> <p><a href="http://ofsteddbapplication.co.uk/FAQ">http://ofsteddbapplication.co.uk/FAQ</a></p>	<p><a href="#">Disclosure and Barring Service (DBS) checks for childcare providers who register with Ofsted.</a> <a href="#">Reference no: 090103</a></p> <p>Early years and childcare registration handbook <a href="#">Reference no: 150150</a> Page 9</p>	

The Early Years Team is committed to the highest standard of quality information and all information is accurate at the time of publishing and will be reviewed annually or sooner when major changes occur.

The Preschool Learning Alliance <https://www.pre-school.org.uk/> and offer a range of publications that committees will find useful. Out of School Alliance <http://www.outofschoolalliance.co.uk/> offers support to members running out of school clubs.