

## CM2

### Declaration and consent form

**This form should be completed by:**

- **every person who is to look after children with a registered childminder (unless that person has already completed a CM2 or DC2 form)**
- **every person aged 16 or over who lives or works on the premises where childminding takes place or is to take place (unless that person has already completed a CM2 or DC2 form).**

Please complete this consent form as fully as possible. If you need any help completing this form, please telephone Ofsted on 08456 404040.

This form will be computer scanned, therefore please complete it in black ink and block capitals and only write on the right-hand pages. Please use the additional information sheet on page 15 if necessary.

Please leave blank for Ofsted use



## Notes on completing section A – Details of the registered childminder or applicant to childmind

**(A1–A3)** We need to know about the person who is registered as a childminder or who is applying to become a registered childminder.

## Notes on completing section B – Personal details

**(B1–B10)** This section asks for basic information about you. We hold this information about you to help us to carry out checks to establish if you are suitable to work with or be in regular contact with children and to make sure that we do not mistake you for anyone with a similar name.

We need to know your current name and address. We also need details about any other names you use or have ever used and where you have lived for the last five years, including dates you moved in and out of each address. This helps us to carry out the checks we have to make on your suitability to be in regular contact with children. It is important that you give the full postal address including the postcode wherever you can.



**A Details of the registered childminder or applicant to childmind**

<b>A1</b>	Childminder/applicant's full name								
<b>A2</b>	Full postal address								
		Postcode							
<b>A3</b>	Ofsted unique reference number (URN) if known								

**B Personal details**

<b>B1</b>	Title (please tick one or specify)	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
<b>B2</b>	First name(s) (in full)					<b>B3</b>	Surname (family name)											
<b>B4</b>	Surname at birth (if different from above)					<b>B5</b>	Any other names ever used											
<b>B6</b>	Date of birth		D		D		M		M		Y		Y		Y		Y	
<b>B7</b>	Sex					<input type="checkbox"/>	Male	<input type="checkbox"/>	Female	<input checked="" type="checkbox"/>								
<b>B8</b>	I will be looking after children (as a childminding assistant); or					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>								
	I am living or working on the premises where childminding takes place, or is to take place, but not looking after children					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>								
	Please state your relationship to the childminder/applicant.																	
<b>B9</b>	Current full postal address.	I have lived here from		D		D		M		M		Y		Y		Y		Y
			Postcode															



## Notes on completing section B (continued)

**(B10)** Please provide the details of all other addresses where you have lived in the last five years. Please use the additional information sheet on page 15 if necessary.

## Notes on completing section C – Contact details

**(C1–C4)** This section asks for information about other ways we can get in touch with you. Please tell us your main telephone contact number and the most suitable time to contact you. Ofsted will increasingly use email to contact people. Please let us know if you do not want us to contact you in this way.





## Notes on completing section D – Past registration details

**(D1 + D2)** These questions ask if you have previously held or still hold a registration to provide childcare with Ofsted or any other organisation in the UK or abroad. We use this information to check the details of that registration. This may help us process your application more quickly.

**(D3–D4)** These questions ask about any past involvement with the armed forces. Military base includes RAF, Army or Navy. We use this information to check about your suitability with Ministry of Defence (MoD)-accredited organisations:

- the British Forces Early Years Service (BFEYS)
- the Soldiers, Sailors, Airmen and Families Association – Forces Help (SSAFA).



## D Past registration details

**D1** Have you previously been registered with or are you still registered with:

Ofsted?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
a local authority?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
another regulatory authority in the UK?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
another regulatory body in a European Union member state?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

**D2** If you have answered 'Yes' to any of the above questions, please give:  
the name of the regulatory or local authority

your registration reference number

the dates of your registration

From         To

**D3** Have you/your partner/spouse lived or worked on a military base:

- in England in the last five years?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
- elsewhere in the UK or in an overseas command in the last five years?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

**D4** Have you previously been registered or cleared to work with children and/or vulnerable people by MoD-accredited organisations in the last five years?

Yes  No

Please give the reference number and date of issue of your SSAFA clearance.

Ref	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Notes on completing section E – Health details

**(E1–E6)** We ask for details about your medical history and your GP. Normally this information will not affect you working with or being in contact with children. Where there are concerns, our medical screening unit assesses the information and may contact you or your doctor for further details. Our medical screening unit assesses this information to make sure you are medically fit to look after or be in contact with children.



**E Health details**

<b>E1</b>	GP name	<b>E2</b>	GP telephone number

<b>E3</b>	GP postal address (in full)
	Postcode

<b>E4</b> Please give details of any serious illness you have had within the last five years.		
Illness	From	To

<b>E5</b> Please give details of any hospital admissions in the last two years.		
Reason for admission	From	To

<b>E6</b>	Are you currently being treated by your GP, another doctor or a hospital? If so, please give details below.
	Nature of illness



## Notes on completing section F – Suitability and disqualification

**(F1)** You must complete this section in full, otherwise the form will be returned to you. We need to check if there are certain circumstances that will prevent you from working with or being in regular contact with children, or bring into doubt your suitability. This section helps us decide if you are qualified to apply or if there are any other circumstances that might affect your suitability. It is an offence to knowingly make a statement that is false or to withhold information. Please use the additional information sheet on page 15 if necessary.

The **Guide to registration for childminding** (paragraphs 14–16) gives more information about the circumstances that disqualify you from working with or being in regular contact with children. The guide also tells you how you can apply for a disqualification to be waived (paragraph 17).

**(F2)** Ofsted makes a decision about your suitability by carrying out a series of checks, including with the Criminal Records Bureau. This question relates to any criminal record you might have. Not all offences prevent you from working with or being in regular contact with children. In F2 you need to give details of:

- the nature of the offence
- the place where the offence occurred
- the name of the court which gave the conviction
- the penalty imposed.

Please note that exemption under the Rehabilitation of Offenders Act 1974 does not apply. You must include details of spent convictions, including those related to juvenile offences. Please use the additional information sheet on page 15 if necessary.



## F Suitability and disqualification

- F1** Do any of the circumstances listed in the **Guide to registration for childminding** (paragraph 15) on suitability and disqualification apply to you?  Yes  No

If you have answered 'Yes', please specify which circumstances (listed in the guide) apply:


- F2** Have you ever been convicted of any criminal offences or been given a caution?  Yes  No

If you have answered 'Yes', please complete the table below.

Date of offence	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Details	<input type="text"/>
Date of offence	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Details	<input type="text"/>
Date of offence	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Details	<input type="text"/>

- F3** Do you already hold an Enhanced Criminal Records Disclosure Notice from the Criminal Records Bureau?  Yes  No

If you have answered 'Yes', please attach the original Disclosure Notice to this form, unless Ofsted has already seen this.

- F4** Are you aware of any other circumstances that might affect your suitability to be a childminder?  Yes  No

If you have answered 'Yes', please give details below.




## Notes on completing section G – Consent and declaration

This section seeks your consent to carry out a series of checks to establish your suitability to work with or be in regular contact with children. As part of the checks we ask other authorities/people to share with us information that they hold about you. Ofsted uses the information from checks and any interviews to make a decision about your suitability to work with or be in regular contact with children. It may be necessary to repeat these checks from time to time in order to assess your ongoing suitability. The checks we carry out are listed in the **Guide to registration for childminding** (paragraphs 28–30). By signing the form at G1 you give your consent to these checks.

If you give false information on this form it may affect the application to childmind or the registration of the childminder.



## **G** Consent and declaration

**I consent to Ofsted carrying out checks and using information provided from the checks and this consent form as described on pages 12 and 14.**

**I declare that all the information I have given on this form is true to the best of my knowledge and belief.**

<b>G1</b>	Signed														
	Print name														
Date of birth				Date of signature											
D	D	M	M	Y	Y	Y	Y	D	D	M	M	Y	Y	Y	Y
<input type="checkbox"/>	<input checked="" type="checkbox"/>	I do not agree to Ofsted contacting me in connection with Ofsted-approved research projects.													



## What happens to the information provided?

Ofsted processes your personal information in accordance with the Data Protection Act 1998. Under the Act you have certain rights regarding access to the personal information that Ofsted holds about you. You can request to see the personal information that Ofsted holds about you. You should contact Ofsted if you wish to make such a request.

We may get information about you from others, or we may give information to them. We will only do so in accordance with the law. We may check information we receive about you with what is already in our records. This can include information provided by you as well as by others such as other government departments and agencies. We will not give information about you to anyone unless the law permits us to do so.

The law states that we can give information to the following people or organisations:

- to parents (using that childcare service), we can give information about the setting, conditions of registration, quality of care, and any enforcement action on request
- to childcare organisations, that is, Children's Information Service, we can give details of childcare providers in their area, including names, addresses, registration dates, telephone numbers and information relating to enforcement activity as appropriate, on a regular basis
- to child protection agencies and the police, we can give information about particular child protection cases and enforcement activity
- to other government departments and local authorities, we can give information about individual providers and all the providers in the relevant area on receipt of a written request.

This duty is placed on Ofsted by The Child Minding and Day Care (Disclosure Functions) (England) Regulations 2004.





Please do not write on this page

