

Notification of changes to relevant authorities

The Chair or for Ofsted the nominated person is responsible for notifying the necessary authorities of any relevant changes in a timely manner to comply with any time limits applied by the authority. Examples of such notifications include:

Ofsted

- Change of nominated person
- Change of manager
- Addition/removal of Trustees
- Change of conditions of Early Years Register
- Serious accident, injury or death of a child whilst in the Pre-school's care
- Any safeguarding issues

Charity Commission

- Addition/removal of Trustees
- Change of chair
- Trustee's Annual Report (TAR) and accounts

The chair will keep a record of when the authority was notified.