

Role Guidance

Which role should I select as part of my DBS application?

Ofsted undertake Disclosure and Barring Service (DBS) checks on a number of people working in different roles within the childcare and children's social care remits. Our DBS application system allows for applicants to apply for a DBS check for one of nine roles. We appreciate that some people may have more than one role, or do not fit neatly into one of the roles stipulated. This guidance has been put together to help applicant's establish which role they should select within the online DBS application portal.

The eleven roles available to applicants are:

- Childminder
- Living at childminding premises
- Working at childminding premises
- Nominated / Responsible Individual
- Director / Committee / Trustee etc.
- Lives and works with childminder
- Sole Proprietor
- Registered Manager
- Home-childcarer (Nanny)
- Child Minder Agency
- Live in Nanny/Au Pair
- Registered Service Manager

Childminder

A childminder looks after one or more children to whom they are not related on domestic premises for reward. This is usually in the childminder's own home but might be in someone else's home, as long as it is not the children's own home. You will need to apply for this role if you are:

- a childminder
- a co-childminder, working in your own or someone else's home
- an individual providing 'childcare on domestic premises'

Living at childminding premises

A person living at childminding premises is defined as someone who lives on the premises where childminding or childcare on domestic premises takes place. They do not need to be present whilst childcare takes place, they need only live at the same address. This includes:

- spouses or partners,

- sons and daughters over the age of 16
- other family members
- lodgers
- live in students
- anyone else living on the premises

If the person also works at the childminding premises, please see the below position 'Lives and works with childminder'.

Working at childminding premises

A person working at childminding premises is defined as someone who works on the premises where childminding or childcare on domestic premises takes place. This includes:

- Childminding assistants
- Childcare workers/staff members working on domestic premises
- Gardeners
- Cleaners
- Cooks
- Maintenance people
- Anyone else who carries out work on the premises whilst children are present

A person is not considered to be working on the premises if they only work whilst children are not there.

If the person also lives at the childminding premises, please see the below position 'Lives and works with childminder'.

Lives and works with childminder

A person who lives and works with childminder is defined as someone who not only lives, but also works at the childminding premises.

For example, a childminder's daughter may live at a childcare setting on domestic premises; however she may also work at the childcare setting as an assistant. In such instances the applicant should apply as 'Lives and works with childminder'.

Sole Proprietor

A sole proprietor is the sole owner of a childcare or children's social care setting. They have overarching legal responsibility for meeting the legal requirements in relation to that setting.

Director / Committee / Trustee

This role is to be used by individuals who, in conjunction with other people, form the organisation providing care. This would include:

- committee members
- trustees
- directors
- partners

Nominated / Responsible Individual

The Responsible Individual is the individual who represents an organisation providing childcare or children's social care in its dealings with Ofsted.

These individuals must have clear authority to speak on behalf of the organisation they represent, be able to demonstrate that the organisation members are aware of their regulatory responsibilities, and would normally be the most senior person with clearly identifiable delegated and direct responsibility for managing, monitoring and planning the care.

Registered Manager

A Registered Manager is the individual who has day to day charge of a particular children's social care establishment or agency. He or she must demonstrate that they have the skills, knowledge and experience to meet the requirements of each establishment or agency. This includes managers of:

- Adoption support agencies
- Children's homes, including secure children's homes
- Independent fostering agencies
- Residential family centres

This applies to children's social care only. If you are the manager of a childcare setting Ofsted are not responsible for completing your DBS check. Please discuss this matter with your employer.

Home-childcarer (Nanny)

A home-childcarer cares for children from birth up to the age of 18 at the home of one of the children they are caring for. This includes:

- Nannies
- au pairs

If at any time a home-childcarer cares for children outside of the children's own home they must register as a childminder.

Home-Childcarer (Live in Nanny)

A live in home-childcarer cares for children from birth up to the age of 18 at the home of one of the children they are caring for. A live Home-childcare lives at the premises where care is being provided This includes:

- Live in Nannies
- Live in au pairs

Childminder Agency (CMA)

This role is to be used by individuals who are applying to register a Childminder Agency.

CMAs register childminders and providers of childcare on domestic premises (a group of 4 or more childminders) and help them with training, business support, advice and finding parents.

Registered Service Manager

This role is specific to supported accommodation services. All types of supported accommodation provider must have a registered service manager. This person must meet the requirements of the role as set out in the regulations, quality standards and guidance. They will have operational oversight of all the addresses where children will be living. The registered service manager is responsible for the running of the service and accountable for all elements of service delivery. They may delegate day-to-day oversight of individual settings to other managers or staff.

IMPORTANT: For this role, please ensure you select Registered Service Manager when completing your DBS application form.