

Practice Guidance for Informing Ofsted of a Required Variation to Registration

Purpose This guidance outlines the procedure for notifying Ofsted regarding a necessary variation to the registration of a children's home. It explains how to communicate requested changes, the required documents, and the process for submitting the application.

Step 1: Prepare to Inform Ofsted

When a change is needed in your children's home, such as variations in capacity, type of care, or operational procedures, it is imperative to inform Ofsted promptly. Typically, these changes might involve:

- Changes in the number of children accommodated.
- Changes to the conditions of registration
- Alterations to the Statement of Purpose
- Staff or operational adjustments

Step 2: Draft Your Email to Ofsted

1. Open a new email message.
2. Use the following format to draft your email.

Example Email

text

Subject: Application to Vary Registration Conditions

To: sc.admin@ofsted.gov.uk

Dear Ofsted Team,

I am writing to inform you of a required variation to our registration for [Name of Children's Home]. Our reference number is [Your Reference Number].

We wish to apply to vary the following conditions of registration:

1. [Specify the current condition(s) to be removed or varied]
2. [Specify any new conditions being proposed]

We believe these changes are necessary due to [provide a brief explanation of why the variation is needed and how it will impact the operation of the children's home. For instance, "to transition from short-break services to full-time residential care for a maximum of three looked-after children."]

Please send us the appropriate application form, and let us know the associated fee for this request.

Thank you for your assistance.

Best regards,

[Your Name]
[Your Position]
[Children's Home Name]
[Your Contact Information]

Step 3: Complete the Application Form

Once you receive the response from Ofsted, complete the attached application form (e.g., SCR101). Below is an example based on hypothetical changes:

Application Example

Ofsted

Piccadilly Gate
Store Street
Manchester
M1 2WD

Date: 09/19/2024

Our Reference: SC437069

Application to Vary Conditions of Registration

Current Conditions of Registration:

- Must ensure that a placement of any child or young adult accommodated is made under short break arrangements and not as a permanent placement. *Remove*
- May only provide care and accommodation for up to 6 children. *Vary*
- The name "The Getaway." *Remove*

New Conditions of Registration:

- May only provide care and accommodation for up to 3 children to live permanently.
- New Name: "Robin's Nest."

Proposed Start Date for Changes: 01/10/2024

Supporting Information for Application:

1. **Statement of Purpose:** Attached.
2. **Explanation of Changes:**
 - Transitioning to full-time residential care with a capacity for 3 children.
 - Extending operational hours to seven nights per week.
 - Revising staffing structures and responsibilities to ensure appropriate care and support.
3. **Risk Assessment:** Attached, detailing the safety and welfare measures to be implemented.
4. **No Structural Changes:** No physical alterations will be made to the premises.

5. **Staffing Changes:** Additional night staff to ensure constant supervision and adherence to safety protocols.
6. **Management of Changes:** Procedures will be updated to reflect changes in service delivery.

Variation Fee:

- The fee for this variation is £910. Payment will be made electronically as per the provided instructions.

Declaration:

Signed by: [Responsible Individual Name]

Position: [Your Position]

Date: 09/19/2024

Step 4: Submit Your Application

1. **Email your completed application form** to sc.admin@ofsted.gov.uk along with all required supporting documents.
2. **Ensure payment of the variation fee** is made via BACS, quoting your reference number.

BACS Payment Information:

- **Sort Code:** 60-70-80
- **Account Number:** 10001379
- **Account Name:** Ofsted - SC437069 – Major (example only; this will be unique to you application)

Note: Your application will not be considered until the payment has been processed.

Conclusion

Notify Ofsted of any required changes as soon as possible to ensure the provision of quality care for children remains uninterrupted. Following the outlined steps and ensuring thorough and complete submissions will facilitate a prompt review of your application. For any further questions, please contact Ofsted directly at 0300 123 1231.