

This resource has been prepared and produced by the National Children's Bureau, the provider of the Department for Education funded Sector Awareness and Provider Preparedness programme, based on the information published directly by [Department of Education](#) and [Ofsted](#). It is highly recommended that you refer to the Department of Education and Ofsted's most up-to-date guidance to support the application and registration process.

Stage 1A: Completing the SC1 Application Form

When you complete the SC1 form, you will need to know and input the following information.

How many services you are registering

Single service

As a single service, you can apply to run one, or more than one, category of supported accommodation, on one or more premises, across a large or small geographical area, under one registration.

Smaller separate services

Or you may choose to split up your provision into smaller, separately registered services. For example, you may choose to run each geographical area as a separate service.

Each service will need its own registered service manager and you will need to go through a separate registration process for each service. To register a service, you must complete one SC1 form for each service you want to run.

Which type of provider you are

1. An organisation

- companies or limited liability partnerships (LLPs)
- statutory bodies or schools, for example a local authority or a trust of a school
- charities
- committees, for example a social care committee of a local community
- unincorporated associations
- individuals who have registered their business as a company

2. A partnership

A business where 2 or more people share the profits and liabilities. This is usually under a written partnership agreement. However, a business registered as an LLP, or a company does not count as a partnership.

3. An individual provider

This can be one person or more than one person. An individual provider can provide a service, without having to set up a partnership, a company or an organisation.

Which of the 4 categories of supported accommodation you offer

[NB: You can apply to be registered to one or more category]

Single occupancy

This accommodation is designed for the sole use of the child placed there. Others may live there with the child, for example their partner, sibling or children, if that is in the child's individual care plan.

Shared accommodation (ring-fenced)

This accommodation is for looked after children and care leavers only. There may be care leavers over the age of 18 living at the accommodation. Each child will have their own bedroom but will share communal areas.

Shared accommodation (non-ring-fenced)

Looked after children and care leavers aged 16 to 17 may be living in this accommodation with other people who are not care-experienced and aged over 18. Each child will have their own bedroom, but will share communal areas (for example, a kitchen or a living area)

Supported lodgings

Children are accommodated in a private residence. This is accommodation hosted by an individual (or individuals), such as supported lodgings.

Which individuals in your service will be named as specific roles

Registered Service Manager

All types of supported accommodation provider must have one registered service manager for each registered service. This person must meet the requirements of the role.

They will be responsible for the running of the service and accountable for all elements of service delivery. They may delegate day-to-day oversight of individual premises to other managers or staff.

Nominated Individual or 'Point of Contact'

When you register a service, you must have either a nominated individual or a point of contact, depending on the type of provider you are.

Organisations

The nominated individual will represent the organisation and act as a point of contact with Ofsted. They must be a director of the organisation, or the equivalent.

Partnerships and individual providers

In partnerships, the point of contact must be a partner.

If you are an individual provider, the point of contact must be the person who is solely responsible and accountable for the provision.

Who will have a 'role of responsibility' in your service

If you are registering with Ofsted for the first time

Ofsted needs to know about everyone with a 'role of responsibility' and you must list them on your SC1 form. A 'role of responsibility' means a governance or management role in a supported accommodation service.

- directors of an organisation
- an individual provider
- all partners in a partnership
- a nominated individual
- a registered service manager

Each of these people will need to complete a separate SC2 form to be 'connected' to your supported accommodation service.

If you are already registered with Ofsted

You only need to complete an SC2 form if you are applying to be the registered service manager, or you are a new partner or a new nominated individual.

Stage 1B: Completing the SC2 application form

When completing an SC2, each individual will need to:

Provide personal and professional information including:

Unique reference number (URN) if already registered with Ofsted
Details of two referees
Employment history

Upload specific documents including:

Suitability questionnaire
Health declaration certificate
DBS Certificate

If all the required information and documents have been provided, Ofsted will send a request for the application fee and, when paid, your application will be complete and it can proceed to stage 2

Stage 2: Checks and references

Ofsted will assess your application and the information you have submitted.

If necessary, with any other person or organisation who has relevant information about you, such as your GP or other medical professional

DBS

They will collect references and conduct required checks, including:

Local authorities in all the areas you have lived in the last five years

If you have been the subject of any child protection inquiries, including whether you have had a child removed from your care.

If there is any other information held about you that might affect your ability to be part of a registered provider.

Any relevant information about any previous applications you have made, even if you withdrew the application before a decision was made.

Stage 3: Site visit, interviews and decision making

Ofsted will always interview the registered service manager.

Pre-interview questionnaire

Documents will need to be shown at interview including:

They may also interview:

- partners (if in a partnership)
- owners (in an individual provider)
- the nominated individual
- directors in an organisation
- any other individuals who complete an SC2 form.

- A copy of DBS check
- Government-issued photographic identification, such as a current passport or driving licence
- 2 pieces of evidence (dated within the last 12 months) confirming current address, for example a utility bill, bank or mortgage statement
- Qualification certificates (if relevant)

Potential outcomes

Application refused

If Ofsted are not satisfied that you can meet the regulatory requirements for registration, they will issue you with a notice of proposal to refuse your registration.

Notice of proposal to register

If Ofsted do not agree with the conditions that you have asked for, or if they have decided to propose additional conditions, they will issue you with a notice of proposal.

Notice of decision to register

The notice of decision to register confirms that you have completed the registration process and Ofsted now considers you registered. Ofsted will send you your certificate of registration.

Unable to progress application

In some situations, Ofsted may be unable to progress your application to the next stage or make a decision, due to issues such as missing information.