

Guide to Roles & Responsibilities

Nominated Individual

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.

Nominated Individual

For organisations only

Who needs to appoint a Nominated Individual?

If the Registered Provider is an organisation, the organisation must appoint a Nominated Individual to act as a point of contact with Ofsted. If the provider wishing to register is an individual or a partner (not including limited liability partnerships known as LLPs), there is no need to appoint a Nominated Individual.

What is the Nominated Individual responsible for?

The Nominated Individual is responsible for representing the organisation in its dealings with Ofsted and acting as a single point of contact for the organisation.

What are the requirements for this role?

It is possible for one individual to hold the roles of Registered Service Manager and Nominated Individual, providing they meet both sets of requirements.

They must also complete a separate SC2 form for each role.

The Nominated Individual must:

- be a director of the organisation carrying on the supported accommodation undertaking in respect of which they are the Nominated Individual. If they are not a 'director' by job title, they must be someone who performs the functions of, or functions equivalent or similar to the functions of, a director, by whatever name called in the organisation.
- have the capacity, appropriate experience and skills to represent the organisation in its dealings with Ofsted
- undertake, from time to time, such training as is appropriate to ensure that they have the experience and skills necessary to represent the supported accommodation undertaking in its dealings with Ofsted.

The Nominated Individual must be able to provide:

- Proof of identity, including a recent photograph.
- A valid Enhanced with Barred List(s) DBS check.
- Two written references, including a reference from most recent employer.
- If they have previously worked in a position involving work with children or vulnerable adults, verification of the reason why the employment ended.
- Documentary evidence of any qualifications which the person considers relevant for the position for which they are applying to register.

- A full employment history, together with a satisfactory explanation of any gaps in employment, in writing.