

99071008261000

# Reporting changes to the staff in a childcare facility

Heruntergeladen am 26.07.2025

<https://fimportal.de/xzufi-services/219573208/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99071008261000
Leistungsbezeichnung I	Reporting changes to the staff in a childcare facility
Leistungsbezeichnung II	Reporting changes to the staff in a childcare facility
Typisierung	3a - Bundesaufsichtsverwaltung: Regelung, Land: Vollzug
Quellredaktion	Thüringen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	methodisch freigegeben
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Kindertagespflege (071)
Verrichtungskennung	Entgegennahme (261)
SDG-Informationsbereich	
Lagen Portalverbund	Mitarbeiterbezogene Meldepflichten (2030400)
Einheitlicher	

Modul	Sachverhalt
Ansprechpartner	Nein
Fachlich freigegeben am	27.06.2022
Fachlich freigegeben durch	Free and Hanseatic City of Hamburg Ministry of Labor, Health, Social Affairs, Family and Integration (Social Authority)
Handlungsgrundlage	§ 47 Social Code - Eighth Book (SGB VIII)  <a href="https://www.gesetze-im-internet.de/sgb_8/_47.html">https://www.gesetze-im-internet.de/sgb_8/_47.html</a>
Teaser	If you wish to make a change in staff at a childcare facility or for all-day education and care at schools (GBS), you must notify the responsible supervisory authority immediately after taking up employment.
Volltext	<ul style="list-style-type: none"> <li>• As a provider of a child day care facility or a provider of all-day education and care at schools, you must report a change in personnel to the responsible office.</li> <li>• The following events are counted as personnel changes: - Entry into an employment relationship - Leaving an employment relationship - Change of place of work within a daycare center (KiTa) provider or GBS provider - after completing training as an educator - when trainees take up employment for vocational training as a carer - Recruitment of lateral entrants with the professional or academic qualifications defined in the positive list and the key points paper "Key points for a temporary opening of the professional field of daycare centers for an additional personnel group". For example: University graduates with a degree in pedagogy, speech therapists with post-qualification in pedagogy - with an exemption permit from the social welfare authority</li> <li>• In general, you must note that the notification applies to all persons who work with or on children.</li> </ul>
Erforderliche Unterlagen	None
Voraussetzungen	As the responsible body, you have an operating license for the daycare facility.
Kosten	There are no costs.
Verfahrensablauf	You can create the notification in writing or using the

## Modul

## Sachverhalt

online service. The procedures differ in terms of who is responsible.

Written procedure:

- You create a written notification of staff changes in your childcare facility (KiTa).
- You must find the responsible authority yourself.
- You then send the notification by post.
- Upon receipt, the authority will carry out a formal check. If formal errors or missing documents are found, the authority will contact you and ask for rectification.
- You must carry out the rectification and send an updated notification.
- Once the update has been received, the authority will carry out an assessment procedure in which the professional suitability and reliability of the person to be recruited will be checked.
- If the check is positive, the change of personnel is confirmed.
- If the check is negative, the competent authority will contact you and explain how employment is still possible. For example, the person may need to undergo further training.

Online procedure:

- You create a written notification in the online service.
- The online service automatically determines who is responsible.
- Once the notification has been created, it is automatically forwarded to the authority.
- The remaining procedural steps correspond to the written procedure.

## Bearbeitungsdauer

The processing time depends on the individual case.

## Frist

Obligation to notify: There is an immediate obligation to notify. A notification must be submitted as soon as the new employee has taken up employment.

## weiterführende Informationen

## Hinweise

There are no indications or special features.

Modul	Sachverhalt
Rechtsbehelf	None
Kurztext	<ul style="list-style-type: none"> <li>• Notification of staff changes in a child daycare facility Acceptance</li> <li>• Staff changes in child day care facilities and all-day education and care at schools (GBS) apply to the following situations: - Entry into an employment relationship - Leaving an employment relationship - Change of workplace within a daycare center (KiTa) provider or GBS provider - after completing training as a parent - when trainees take up employment for the purpose of vocational training as a carer - Recruitment of lateral entrants with the professional or academic qualifications defined in the positive list and the key points paper "Key points for a temporary opening of the professional field of daycare centers for an additional personnel group". For example: University graduates with a degree in pedagogy, speech therapists with post-qualification in pedagogy - with an exemption permit from the social welfare authorities</li> <li>• In general, please note that the registration applies to all persons who work with or on children.</li> <li>• Registration: online or in writing</li> <li>• Responsible: Supervisors of childcare facilities in the federal states</li> </ul>
Ansprechpunkt	
Zuständige Stelle	
Formulare	<ul style="list-style-type: none"> <li>• Forms available: No</li> <li>• Written form required: Yes</li> <li>• Informal application possible: Yes</li> <li>• Personal appearance necessary: No</li> </ul>
Ursprungsportal	Reporting changes to the staff in a childcare facility, Änderungen des Personals in einer Kindertageseinrichtung melden