

99071008261000

Notification of staff changes in a day-care center Receipt

Heruntergeladen am 26.07.2025

<https://fimportal.de/xzufi-services/S1000020010000011900/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99071008261000
Leistungsbezeichnung I	Notification of staff changes in a day-care center Receipt
Leistungsbezeichnung II	Report staffing changes at a childcare facility
Typisierung	3a - Bundesaufsichtsverwaltung: Regelung, Land: Vollzug
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">day care center</div> , <div lang="en-x-mtfrom-de">KiTa</div> , <div lang="en-x-mtfrom-de">daycare</div> , <div lang="en-x-mtfrom-de">personnel change</div> , <div lang="en-x-mtfrom-de">staff report</div> , <div lang="en-x-mtfrom-de">Report to educational staff</div> , <div lang="en-x-mtfrom-de">All-day care in schools</div>
Leistungstyp	

Modul	Sachverhalt
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	27.06.2022
Fachlich freigegeben durch	
Handlungsgrundlage	<p>§ 47 Social Code – Book Eight (SGB VIII)</p> <p>www.gesetze-im-internet.de/sgb_8/_47.html State framework agreement for child care in day care facilities</p> <p>www.hamburg.de/contentblob/1830150/b8337d215892d2861e954709450630ca/data/landesrahmenvertrag-n eu.pdf State framework agreement for all-day education and care at schools in cooperation with child and youth welfare providers</p> <p>www.hamburg.de/contentblob/3293528/8ad7a239ecd37066d4ffc180ba2e6537/data/gbs-landesrahmenvertr ag.pdf Educational staff in daycare centres and all-day education and care at schools (positive list)</p> <p>www.hamburg.de/contentblob/14929010/f058756fb7fc c9ccc5f090d97f36a748/data/positivliste-040121.pdf Key points for a temporary opening of the daycare professional field for an additional group of staff (key points paper)</p> <p>www.hamburg.de/contentblob/11545784/0d4ee20a65 a72312f763a3e1a6daab51/data/beschluss-vertragsko mmission-kita-2018-04-18.pdf</p>
Teaser	If you wish to make a change in personnel in a child day care facility or for all-day education and care at schools (GBS), you must report this immediately after starting employment.
Volltext	As the operator of a day care facility or facility for all-day education and care (GBS) at schools, you must report any changes in personnel to the responsible authority. The reporting requirement applies to all

Modul
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persons who work with or on children within your facility. The following events are counted as changes in personnel: Entry into employment Leaving an employment relationship Change of workplace within the facility Continued employment as a parent after completing training Starting vocational training as a child care worker Hiring 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 daycare professional field for an additional group of staff". For example: University graduates with a degree in education Speech therapists with further qualification in pedagogy Employment with a special permit

Erforderliche Unterlagen

No

Voraussetzungen

As the operator, you have an operating license for the facility. There has been a personnel change

Kosten

Gebühr: Es fallen keine Kosten an

Verfahrensablauf

You can submit the report in writing or using the online service. The procedures differ in determining responsibility. Written procedure: You prepare a written notification of the personnel change in your facility. Then send your notification by post to the responsible authority. The responsible authority will carry out a formal review upon receipt. If formal errors or missing documents are found, they will contact you and ask you to make corrections. You must make the correction and submit an updated report. After receipt of the update, the competent authority carries out an assessment procedure in which the professional suitability and reliability of the person to be hired are checked. If the test is positive, the personnel change will be confirmed. If the test is negative, the responsible authority will contact you and explain how employment is still possible. For example, the person may need to obtain additional qualifications. Online process: You create a written report in the online service. The online service carries out an automatic determination of responsibility. Once created, the notification is automatically forwarded to the responsible authority. The remaining procedural steps correspond to the written procedure.

Modul	Sachverhalt
Bearbeitungsdauer	case-by-case
Frist	There is an obligation to report immediately. As soon as the new employee has started work, you must report.
weiterführende Informationen	https://www.hamburg.de/politik-und-verwaltung/behoerden/sozialbehoerde/themen/familie/kinderbetreuung/fachinformationen/kita-aufsicht-35344 https://www.hamburg.de/kita-aufsicht-hamburg/
Hinweise	There are no special features
Rechtsbehelf	No legal remedy is provided.
Kurztext	<p>Providers of child day care facilities or all-day care at schools must report the following personnel changes</p> <p>Entry into employment Leaving an employment relationship Change of workplace within the facility Continued employment as a parent after completing training Starting vocational training as a child care worker Hiring 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 daycare professional field for an additional group of staff". For example: University graduates with a degree in education Speech therapists with further qualification in pedagogy Employment with a special permit</p>
Ansprechpunkt	
Zuständige Stelle	Department of Health, Social Affairs and Integration
Formulare	
Ursprungsportal	Hamburg Service, Hamburg Service (Currently this link is only available in german)