

# Reporting changes in the staff of a day care center

If you want to make a personnel change in a child day care facility, you must immediately report this to the responsible supervisory authority (state youth welfare office).

## Competent Department

- [Die Senatorin für Kinder und Bildung | Referat 30 Qualitätsentwicklung und Aufsichtsfunktionen in der Kindertagesbetreuung – Landesjugendamt](#)

## Basic information

As the provider of a child day care facility, you must report a change in personnel to the responsible office.

The following events are counted under personnel changes:

- Entry into an employment relationship
- Leaving an employment relationship
- Change of facility within a daycare provider
- After change of qualification of further persons in the Kita, like e.g. apprentices, Praktikant:innen or the like.
- Hiring of persons on the basis of the "Eckpunktevereinbarung der Kita-Trägervertretungen mit der Senatorin für Kinder und Bildung zur Personalgewinnung von dem Hintergrund des aktuellen Fachkräftemangels in der institutionellen Kindertagesbetreuung" (Quereinsteiger:innen) with an exceptional approval by the state youth welfare office according to 6.2 RiBTKe.

In general, you must note that the notification applies to all persons who work with or on the child.

## Requirements

As a provider, you operate a child day care facility that requires an operating permit.

## Procedure

You can create the notification in writing using the form stored here (personnel notification) or using the online service.

Online procedure:

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

Written procedure:

- You create a written notification of the personnel change for the respective child day care facility (KiTa) of your provider.
- You then send your notification by mail to the State Youth Welfare Office.
- After receipt, the State Youth Welfare Office will carry out a formal check. If formal errors or missing documents are found, it will contact you and ask for rectification.
- You must perform the rectification and send an updated notification.

If the review is negative, the state child welfare agency will contact you and explain how or if employment is still possible. For example, the person may need to be re-qualified.

## Legal bases

- [§ 47 Sozialgesetzbuch - Achtes Buch \(SGB VIII\)](#)
- [§72a SGB VIII](#)
- [Richtlinien für den Betrieb von Tageseinrichtungen für Kinder im Land Bremen – RiBTK](#)