

# Early years provider update email

6 November 2017

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### **Congratulations.....**

To Childminder, Lorraine Lee who has achieved an Outstanding Ofsted grade.

## FEEE

### **Provider Portal**

As you will all be aware as of the spring term 2018 we will be collecting and processing the FEEE funding via the provider portal. Some information has already been released including a user guide and log in details. Please ensure you start to familiarise yourself with the portal – you can currently complete your 30 hours DERN validation checks and assisted 2 year old checks for parents.

### **Funding information for parents**

Providers can use this [Communication to parents](#) which describes the implications for all funding processes including: 2 year old FEEE, 3 and 4 year old universal FEEE, the extended entitlement, EYPP and Disability Access Fund (DAF).

### **2 Year Old Checks for out of county children**

This is a quick reminder to all providers that where you are supporting 2 year old funded places to an out of county looked after child (i.e. not a Leicestershire child), you can claim for that child on your headcount form. Those with parental responsibility for the child will need to complete a non-economic check via the citizen portal. They may be required to upload evidence of their looked after status and should ensure they have this available electronically at the point of application. Parents / carers can access the citizen portal at [www.leicestershire.gov.uk/apply-for-2s](http://www.leicestershire.gov.uk/apply-for-2s).

Funding is then paid following headcount submission and by the final payment date.

## Final payment

Your final payment should have been made on the 27<sup>th</sup> October 2017 and should by now have received a final payment breakdown. Please check this carefully and raise any concerns with us. If at the time of processing there was an outstanding query in relation to the 30 hours we will have reduced your claim to no more than the 15 hours per week. If the query has been resolved and you are confident that a parent has a valid claim for the autumn term 2017 you will be able to increase their funding via the midterm adjustments.

## Claiming funding for relatives

This is a gentle reminder to all Childminders that in accordance with the statutory guidance and the childcare act, that you are not able to claim 2, 3 or 4 year old funding for children you are related to. Specifically this includes blood relatives (i.e. your own child, a grandchild, niece or nephew etc.), but also a relative through marriage (i.e. a step family etc.) This rule also applies to extended family such as cousins, and foster parents. This rule is not applied to early years settings as an individual is not considered solely responsible for the care of the child. If you do claim and this is picked up, not only will the funding be removed but you will also be in breach of your provider agreement and may be liable for fraud.

## 30 Hours

### 30 hours DERN validation

Please remember that you are now able to validate a parents 30 hours DERN through the provider portal. You will have recently received an email with some hints and tips for making the process as smooth as possible. Please refer to this when completing the checks.

## Training Courses

### Spring Term Training Courses - Available to book now!

The latest subsidised training courses are now available to book at <http://leicestershiretradedservices.org.uk/Article/25254>

The EYFS 3i Events are being replaced in the Spring term with '**The Big Conference**'. Held over two separate days in March, this is an excellent opportunity to hear from leading professionals and add to your continual professional development. The focus of the event is Speech, Language and Communication. It will involve key speeches, three workshops per day, numerous information stands, lunch and refreshments and the opportunity to network with other providers.

To enable as many practitioners to attend as possible, we are heavily subsidising the cost which allows us to **price this full day conference at half day rates**. Full details are available in the [new training booklet](#).

For this term we are continuing with the very well received range of new courses including Music and Movement in the Early Years, Jumping over the Paint Pots, Maths through play and Coaching and Mentoring to enhance team performance. We also have the rearranged Childminder Pop up Event in February.

A new addition is the short yet practical course Completing the Jigsaw – Building a picture of the whole child. The course is aimed at Level 3 practitioners and will consolidate your existing knowledge of developmental milestones and will look at the skills children will need to ensure these milestones are met. More information is in the [online training booklet](#)

## External Training / Qualifications

There is an excellent article in [Nursery World](#) regarding significant numbers of early years job applicants who have undertaken online childcare courses and mistakenly believe they have full and relevant Level 3 qualifications.

A search by NW revealed a variety of childcare courses available, including the NCFE CACHE Level 3 Award in Childcare and Education, the Nursery Nurse Diploma, and Child Care Level 3. Unlike the full and relevant Level 3

Early Years Educator qualifications, these courses are 'knowledge-based' and do not require any practical work experience or GCSEs/functional skills.

Many of the courses highlighted in the NW article offer 'special discount' off the cost of the course. The real cost of a full and valid Level 3 EYE will be in the region of £1,000, therefore anything less than this figure should be approached with extreme caution.

To check whether a qualification is full and relevant, use the [Ofqual Register of Regulated Qualifications](#) ; or the [DfE-approved qualifications list, pre- and post-2014](#).

## **The University of Northampton launch their Early Years Teacher Network**

On Wednesday 15<sup>th</sup> November 2017, from 5:30pm until 8:00pm the University of Northampton are holding their inaugural Early Years Teacher Network for anyone who holds Early Years Teacher Status (EYT) or Early Years Professional Status (EYP). The Network aims to provide opportunities to exchange knowledge and best practices with colleagues, contribute to local, national and international debates and promote collaborative opportunities for research. Please refer to the [this flyer](#) for more information and the agenda for this event.

## **Safeguarding**

### **First Response Consultation Line**

In order to ensure that correct Safeguarding procedures are always followed, there have been some changes to the First Response Consultation Phone Line:

- Providers may still call the professional consultation line number but it will, in the first instance, be directed through their main switchboard, where there continues to be access to social work advice if this is required;
- First Response has tightened up their responses to ensure that they are recording advice provided for specific cases. The consultation line is not to be used for existing cases (those that are open to Social Care). In these instances, please contact the allocated social worker or team directly;
- When calling the consultation line, professionals need to be prepared to act on the advice provided, which may be to use the online referral for non-urgent cases. Advice provided in relation to specific children will be recorded so that the issues and responses can be evidenced on the child's file.
- Before using the consultation line, professionals may wish to consider the [Thresholds Document](#) to discuss worries with a line manager or use supervision within their own agency if they are unsure of what action to take about specific children;
- The consultation line does not replace the need to make appropriate and timely referrals using the online form or, for immediate Child Protection concerns, using the main First Response phone number.

Leicester City, Leicestershire and Rutland Local Safeguarding Children Board's Procedures Manual has been updated. It can be accessed at: <http://lrsccb.proceduresonline.com/index.htm>

### **NSPCC**

Follow this link to access the [NSPCC Services](#). From this page you can find resources from their Knowledge and Information Service, register for regular Safeguarding updates from CASPAR, find contact information for advice or sign up to the NSPCC library. All of which is definitely worth five minutes of your time.

The NSPCC Cymru (Wales) and Swansea University, have launched an anti-grooming online activity pack. The pack is called Stop TIME Online and is designed to be used in one to ones or small groups to help young people in their awareness of the strategies used by online groomers to gain trust and build relationships. Access to this pack can be found [here](#)

### **DART Blog (Domestic Abuse Recovering Together)**

Follow the NSPCC's Domestic Abuse, Recovering Together [DART](#) service to help children aged 7 to 14 recover from the immediate and long-term effects of exposure to domestic abuse. The blog discusses how the NSPCC worked with partner organisations to scale up the DART service so they are able to take on the service themselves and reach more mothers and their children.

## Children Missing Education in the Early Years - Best practice guidance for early years providers

New and updated best practice guidance for all early years providers is now released. This replaces previous guidance from June 2016. Please ensure that all practitioners are made aware.

All early years providers should be aware of and give consideration to the new and updated recommended processes, steps and procedures for **Children Missing Education in the Early Years**, including monitoring, recording and retaining records relating to children's attendance.

The new and updated Best practice guidance for Early Years Providers now includes the following:

- non-attendance at the setting
- recording and retaining information
- transition to the reception year in school
- key questions

Additional templates have been added to further support early years providers including:

- referral form and risk assessment template
- good practice pathway
- flowchart for absent and missing early years children

There is no national guidance for children of non-statutory school age, but this document has been developed in line with statutory guidance for local authorities on children missing education (DfE 2015). In being aware of and following this guidance you are helping to keep children safe and ensuring that they receive an appropriate education.

Any questions relating to the document should be emailed to [childcare@leics.gov.uk](mailto:childcare@leics.gov.uk)

### Have you considered how appropriate group safeguarding training is for your apprentices/staff aged 18 and under?

Do you send staff aged 18 and under 21 onto generic safeguarding children/child protection training?

As this is safeguarding children training being delivered to 'children', do you hold a discussion with them prior to attending the training in relation to the content of the training and how this may affect their wellbeing?

Have you considered how appropriate group safeguarding children/child protection training is for **all** your younger staff members?

Managers have a duty of care to their staff and particularly their staff aged 18 and under. The line manager must ensure they make special consideration for under 18's and prepare them for the content expected during safeguarding training. It is vitally important that all staff caring for children have up-to-date knowledge of safeguarding, however how they access this knowledge can vary.

## Local News

### NHS Flu Campaign

Literature has been created to promote the NHS flu campaign. The poster and leaflet can be downloaded by providers.

### Data Protection

Providers are reminded that as private, voluntary and independent businesses – you are responsible for the appropriate collection, handling and disposal of data.

We are aware that due to changes in the systems used for processing funding information and due to the amount of funding streams available that you are required to collect more personal data from parents than in previous years.

Please ensure that you refer to the relevant data protection legislation, ensuring you have appropriate systems in place for the safe storage and disposal of information. You should also ensure that parents are aware of your privacy notices. For more information on data protection legislation please visit [here](#).

## National News

### General Data Protection Regulation (GDPR)

The GDPR is the new legal framework in the EU that replaces the current EU Data Protection Directive and Data Protection Act 1988. It takes effect from May 2018 meaning that organisations need to be preparing for [compliance](#) now. A [preparing for GDPR 12 steps guide](#) can be downloaded.

### Health protection in schools and other childcare facilities

A [practical guide](#) for staff on managing cases of infectious diseases in schools and other childcare settings. This [guidance](#) provides advice on:

- preventing the spread of infections
- which diseases to vaccinate for
- how long to keep children away from school
- managing infectious diseases
- cleaning the environment

**Latest news including the Fortnightly Provider E-Blasts can be found at <https://resources.leicestershire.gov.uk/elc-news>**