

# Childcare Information Pack

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# **The Business Development Advisor**

**Our purpose is to help your child care business remain sustainable both now and into the future.**

**We can offer you the following support:**

- **Help you to evaluate your business performance using industry-standard measures and proven diagnostic tools (treating your information as confidential at all times).**
- **Provide training materials, templates and guidance for all aspects of business planning including marketing research, marketing communications and financial management.**
- **Document recommendations and suggestions for improving your business skills and practices.**
- **Encourage you to implement on-going business changes so that your setting remains competitive and sustainable.**
- **Support the development of your business planning skills.**
- **Act as a critical friend for business related issues.**
- **Signpost you to other business support services e.g. HMRC, NDNA, PLA, PACEY and when appropriate, sources of funding.**

**We can be contacted on:**

**Praksha Bathia     T: 0116 305 6816 E: [praksha.bathia@leics.gov.uk](mailto:praksha.bathia@leics.gov.uk)**

**Remember: most sustainability issues tend to appear over a long period of time. The sooner you share the issues the more chance we have of helping you to resolve them and remain sustainable.**

*Securing Sufficient Childcare - Guidance for Local Authorities Childcare Act 2006.*

7.13. The local authority must secure information, advice and training to support the economic sustainability of providers, including business planning, financial management and marketing.

**Description of the Business Support Service available to  
Leicestershire's Childcare Providers**

We will support your economic sustainability by:

- Helping you to evaluate your business performance using industry-standard measures and proven diagnostic tools (treating your information as confidential at all times).
- Documenting recommendations **and** suggestions for improving your business skills and practices.
- Encouraging you to implement on-going business changes so that your setting remains competitive and sustainable.
- Supporting the development of your business planning skills with a place on our Practical Business Planning course.
- Providing training materials, templates and guidance for all aspects of business planning including marketing research, marketing communications and financial management.
- Providing workshops on specific business topics.
- Acting as a critical friend for business related issues.
- Signposting you to other business support services e,g, HMRC, NDNA, PLA, PACEY and when appropriate, sources of funding.

## **Contact list**

**Early Years Inclusion and Childcare Service Telephone: 0116 305 7136**

<https://resources.leicestershire.gov.uk/education-and-children/early-years>

<https://resources.leicestershire.gov.uk/childcare-jobs>

## **Local Planning Department**

It is important to check whether planning permission and/or building regulations are needed. Contact your local planning department, details can be found in your local telephone directory.

## **Ofsted**

[www.gov.uk/ofsted](http://www.gov.uk/ofsted)

**Telephone: 0300 123 1231**

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## **Public Liability Insurance**

[www.mortonmichel.com](http://www.mortonmichel.com)

**Telephone: 020 8603 0900**

<https://www.eyalliance.org.uk/>

**Telephone: 020 7697 2500**

<https://www.pacey.org.uk/>

**Telephone: 0300 003 0005**

**You can also search for others which are available on the internet.**

## **Policies and procedures | Membership**

**Out of school Alliance:**

[www.outofschoolalliance.co.uk](http://www.outofschoolalliance.co.uk)

**Telephone: 01638 744056**

**National Day Nursery Association:**

[WWW.ndna.org.uk](http://WWW.ndna.org.uk)

**Telephone: 01484 407070**

### **Fire Safety**

Central Fire Department - Leicestershire

**Telephone: 0116 2105 555**

### **Her Majesty's Revenue and Customs**

[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

### **Tax free Childcare**

For information and to sign up to receive tax- free childcare payments

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **Environmental Health**

All settings registering with Ofsted will need to contact their district Environmental Health Officer to register as a food business. **Contact** details for each district council can be found below:

Blaby	0116 272 7555
Charnwood	01509 634636
Harborough	01858 828282
Hinckley and Bosworth	01455 251137
Melton	01664 502502
North West Leicestershire	01530 454545
Oadby and Wigston	0116 288 8961

### **Safeguarding**

**Guidance** for Safer Working Practice for Adults who Work with **Children and Young** people. <http://lrs.cb.proceduresonline.com>

### **Health**

Health Protection in schools and other childcare facilities guides & documents. can be accessed via the Public Health England website.

<https://www.gov.uk/government/publications/infectious-diseases-schools-and-other-childcare-settings>

**Risk Assessments**

**Health and Safety Executive:** [www.hse.gov.uk](http://www.hse.gov.uk)

**Road Safety Information** - such as 'walking buses' <https://www.rosipa.com/school-college-safety/Teaching-Safely/School-Transport>

<https://www.think.gov.uk/>

**Child Accident Prevention Trust**  
[www.capt.org.uk](http://www.capt.org.uk)

**A selection of guides and handbooks are available online [www.gov.uk/ofsted](http://www.gov.uk/ofsted) .**

## **Education inspection framework: education**

Published: May 2019

## **Inspecting safeguarding in early years, education and skills settings**

Published: May 2019 last updated Sept 2019

## **Early years inspection handbook for Ofsted registered provision**

Published: 14 May 2019 last updated sept 2019



## **The Early Years Foundation Stage Pack (EYFS)**

The Early Years Foundation Stage consists of the following documents:

### **The Statutory Framework for the EYFS(2017) Development Matters in the EYFS A Know How Guide - the EYFS progress check at two**

These can be downloaded **FREE** from:

<http://www.foundationyears.org.uk/evfs-statutory-framework/>

<https://resources.leicestershire.gov.uk/education-and-children/early-years>

You can also subscribe free to updates from the foundation years and any new documents will be on this site too.

### **Your Early Years Register application forms are available to download from Ofsted**

You must apply for Ofsted registration online via the following website link:

<https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/childminders-and-childcare-on-domestic-premises-registration>

## **The Revised Early Years Foundation Stage (EYFS); a Parent's Guide**

**The *Parent's Guide to the Early Years Foundation Stage Framework* illustrates how parents/carers can effectively support their child during the foundation years.**

**The following key questions are answered succinctly and effectively within the eight page document;**

- **What is the Early Years Foundation Stage?**
- **What is the EYFS Framework - why do we have one?**
- **What does it mean for me as a parent?**
- **As a mum or dad, how can I help with my child's learning?**
- **How can I find out how my child is getting on?**
- **Where can I go for further information?**

**To ensure messages are consistent and accessible, it is the intention that all providers share this guidance with parents. Parents overwhelmingly expressed a need to be able to access this document electronically. The guide has therefore been designed to be available as a downloadable file and also a printed copy.**

**Providers can personalise the document and can add further information in 'free text boxes' - e.g. by inserting their own logos, aims and messages. This is to give parents more relevant details about the implementation of the EYFS in their child's setting.**

**The *Parents 'Guide to the Early Years Foundation Stage Framework* can now be downloaded from the website;**

**[https://www.foundationyears.org.uk/files/2014/08/EYFS  
Parents\\_Guide- amended.pdf](https://www.foundationyears.org.uk/files/2014/08/EYFS_Parents_Guide-amended.pdf)**

**Providers are advised to download a copy, personalise it and save it, making it available to parents, electronically as well as in the form of a printed copy. Settings may already have a website where they can make the document available for parents to download or alternatively parents could be emailed a copy of the document as an attachment.**

**Also available; What to expect, When? - a parent's guide. This will help parents to find out more about how their child is learning and developing during their first 5 years in relation to the EYFS. This will enable you to fulfil part of your statutory duties as outlined in the EYFS.**

**[https://www.foundationyears.org.uk/files/2015/03/4Children\\_ParentsGuide\\_2015\\_WEB.pdf](https://www.foundationyears.org.uk/files/2015/03/4Children_ParentsGuide_2015_WEB.pdf)**

## **Services available from Early learning & Childcare Service Workforce Development**

### **Training and Professional Development**

<https://resources.leicestershire.gov.uk/education-and-children/early-years/training-and-professional-development>

For information on professional development, funding, short professional development courses and online payment.

There is a wealth of sample job descriptions and recruitment/retention information for you to download free of charge from our website please visit;

<https://resources.leicestershire.gov.uk/education-and-children/early-years>

and click on the box named Training & Professional Development or the box named Recruitment and Retention of staff.

The links below will direct you to the government job match and job search sites;

<https://resources.leicestershire.gov.uk/childcare-jobs>

[www.gov.uk/jobsearch](http://www.gov.uk/jobsearch)

## **Local Safeguarding Children Board**

### **Leicester, Leicestershire and Rutland**

<http://llrscb.proceduresonline.com/index.htm>

### **Safer Recruitment Guidance**

#### Contents

1. Introduction
2. Choice of Candidate
3. Disclosure and Barring Service Checks
4. Recording
5. Induction and Review
6. Supervision and Support
7. Recording Systems for Unsuitable Staff

Appendix 1; DBS Fact Sheet – Relevant Offences

## **EARLY YEARS FOUNDATION STAGE THE SAFEGUARDING AND WELFARE REQUIREMENTS**

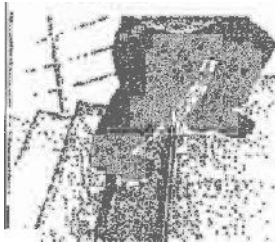
### **RISK ASSESSMENTS 3.64 AND 3.65**

Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks. Providers must determine where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks if asked by parents and/or carers or inspectors. Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.

Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios. The risk assessment does not necessarily need to be in writing; this is for providers to judge.

The following risk assessment audit and templates may be useful where you have identified a written risk assessment is required.

# Guide to Risk Assessment



**This leaflet aims to help you assess health and safety risks in the workplace**

A risk assessment is an important step in protecting your workers and your business, as well as complying with the law. It helps you focus on the risks that really matter in your workplace - the ones with the potential to cause real harm. In many instances, straightforward measures can readily control risks, for example ensuring spillages are cleaned up promptly so people do not slip, or cupboard drawers are kept closed to ensure people do not trip. For most, that means simple, cheap and effective measures to ensure your most valuable asset - your workforce - is protected.

The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'. This guide tells you how to achieve that with a minimum of fuss.

This is not the only way to do a risk assessment, there are other methods that work well, particularly for more complex risks and circumstances. However, we believe this method is the most straightforward for most organisations.

## **What is risk assessment?**

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

Accidents and ill health can ruin lives and affect your business too if output is lost, machinery is damaged, insurance costs increase or you have to go to court. You are legally required to assess the risks in your workplace so that you put in place a plan to control the risks.

Single free copies of this leaflet are available at

<https://books.hse.gov.uk/Risk-Assessment/>

**Risk Assessment** for childminding setting name: \_\_\_\_\_ on (date)

Name of person completing: \_\_\_\_\_ Childminder's Signature

Activity/ Aspect of environment	What are the Hazards to Health & Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk? <b>Or has been taken</b>
						<b>following any incident:</b>
						<b>record date)</b>



## **Leicestershire County Council Safeguarding Children Policy Guidance**

It is a requirement of the Childcare Register to have a written safeguarding policy and good practice for the Early Years Register.

Points to include in your safeguarding policy:

- Your priority is to ensure that children in your care are kept safe from harm.
- Inform parents how you will keep children safe whilst in your care. Include information about what records you keep: accident, incident and pre existing injuries.
- How you will act if you have concerns about a child in your care.
- You follow procedure of your Local Safeguarding Children Board which are available on <https://lrsb.org.uk/> and have copies of the national publication: What to do if you are worried a child is being abused and local safeguarding children's board leaflets. You will keep updated with any changes in legislation.
- Your awareness of the signs and symptoms of abuse by undertaking regular safeguarding training (every 3 years) and keeping copies of relevant books and guidance.
- Any allegations made about you or a member of your staff will be reported to Ofsted and the Local Authority Designated Officer 0116 305 7597.
- Use of mobile phones, cameras and internet.
- Prevent Duty  
<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>
- Additional information for Leicester and Leicestershire can be found at: [www.leicesterprevent.co.uk](http://www.leicesterprevent.co.uk)
- Whistleblowing <https://www.gov.uk/whistleblowing>

The procedure you will follow (how you will act) if you have concerns about a child in your care. For further information see Statutory Framework for the Early Years Foundation Stage — Section 3 — The Safeguarding and Welfare Requirements, Pages 16 and 17.

- Inform parents that you have a responsibility to report concerns not to investigate the situation.
- Any concerns about a child will be reported for advice and assessment to:

Leicestershire First Response:	0116 3050005
<a href="http://www.leicestershire.gov.uk/firstresponse">www.leicestershire.gov.uk/firstresponse</a>	
Professionals requiring safeguarding advice	0116 305 5500
Leicester City Social Care Duty Team:	0116 4541004
Leicestershire Police:	101
Ofsted :	0300 1231231

- When you would or wouldn't discuss your concerns with parents.
- What you will do if a child tells you that they, or another child, is being abused.

- What you will do if you, or a member of your family, have an
- allegation of abuse made.

## **Guidance on producing policies on the use of mobile phones, cameras and Internet in your setting**

**Statutory Framework for the Early Years Foundation Stage 3.4 Child Protection.**

Having a statement about the settings use of mobile phones, cameras and Internet does not prevent child abuse. Staff still need to have knowledge and the responsibility for the Safeguarding policy of the setting, including whistle blowing.

**What your policy could include:**

- **Staffs use of their own personal mobile within the setting.**
  - Where are they to be kept when at work?
  - When can staff make personal calls?
  - What if they are expecting an emergency call?
- **If the setting has no land line and uses a mobile phone or a mobile phone us used for outing, how is this used/stored?**
- **Camera's - How/why/when photos will be taken of children/where stored and for how long. Is setting camera used?**
  - Photo permission form to be produced for parents?
  - Special events/open days
- **Parents use of their mobiles in the setting**
  - Are long/loud conversations an issue?
  - Parents taking photos on their phone of children, other than their own, are around
- **Children bringing their own phones to the setting. Children in OOS should be part of the process in putting together a policy.**
- **Children taking their own photos. Either on the setting camera(s) or using their own phone. Information for parents and children about how to keep children safe when using the Internet; what to do if you have concerns about what children are viewing and how children can keep themselves safe.**

**This list is not exhaustive and your policy must reflect what happens in your setting. Consultation with children and parents on policies is good practice, providing an opportunity for feedback on areas you might not have thought of.**

**Guidance available** <https://resources.leicestershire.gov.uk/education-and-children/early-years/out-of-school-providers-oos/oos-resources>

# Ofsted

Raising standards improving lives

## Protocol between Ofsted and Other Organisations

<https://www.gov.uk/government/publications/protocols-between-ofsted-and-other-organisations-in-relation-to-childcare>

**Published:** Jan 2018

**Reference no:** 170049

This protocol is between fire and rescue authorities and Ofsted with regard to childcare provision.

The Office for Standards in Education, Children's Services and Skills (Ofsted) regulates and inspects to achieve excellence in the care of children and young people, and in education and skills for learners of all ages. It regulates and inspects childcare and children's social care, and inspects the Children and Family Court Advisory Support Service (Cafcass), schools, colleges, initial teacher training, work-based learning and skills training, adult and community learning, and education and training in prisons and other secure establishments. It assesses council children's services, and inspects services for looked after children, safeguarding and child protection.

If you would like a copy of this document in a different format, such as large print or Braille, please telephone 0300 123 1231, or email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).

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# **Leicestershire County Council Complaints**

## **Policy Guidance**

**For further information see Statutory Framework for the Early Years Foundation Stage, Section 3, pages 33.**

**Points to include:**

- **Work in partnership with parents to meet the needs of the children and aim to establish good relationships with parents through open communication.**
- **Parents are encouraged to discuss any concerns they may have with you to hopefully resolve any issues.**
- **Inform parents that it is a condition of registration that you will investigate all written complaints within 28 days.**
- **Let parents know that if a complaint cannot be resolved or is of a serious nature they should contact Ofsted on 0300 1231231.**
- **You will keep a written record of all complaints and the outcome for at least 3 years if it applies to the Early Years Register or 2 years for the Childcare Register.**
- **Any records of complaints will be made available to parents and Ofsted on request.**
- **Details of how to contact Ofsted directly will be displayed in the childcare setting.**



<b>C: How it was dealt with</b>		
Internal investigation Investigation by Ofsted Investigation by other agencies (please state)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Please give details of any internal investigation or attach any outcome letter from Ofsted:		
<b>D: Actions and outcomes</b>		
Internal actions Actions agreed with Ofsted Changes to conditions of registration Other action taken by Ofsted No action Actions imposed or agreed with other agencies	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Please give details:		<b>Yes / No</b>
<b>Has a copy of this record been shared with parents?</b>		<b>Outcome notified to</b>
<b>Name of recorder:</b>	<b>Date Completed:</b>	
<b>Position:</b> <b>Name:</b> <b>Signature:</b>		

## **How to complete the complaints record**

You are not required to use this complaints record. If you wish to use a different form it must include all of the information held in this record. Ofsted may check your complaints record.

When completing the record you should bear in mind it must be shared with any parent who asks to see it as well as with Ofsted. It is important to maintain appropriate confidentiality when filling in the record. This means that you should not name the person making the complaint or any persons (adults and children) that relate to the complaint.

### **A. Source of complaint**

You need to record here who made the complaint. Where people complain to Ofsted, we will normally refer all such complainants to you in the first instance. Where Ofsted carries out an investigation into your continued suitability to provide childcare following a complaint, we will tell you of the outcome of our investigation. Where we do this, you should enter Ofsted as the source and the Ofsted complaint number, if known.

### **B. Nature of complaint**

You must record here one or more of the welfare requirements to which the complaint refers. If you are unsure, you should refer to your EYFS pack or the requirements of the childminder registration. You must record all details associated with the complaint, taking care not to name individuals. For example, use 'child A, staff member B'.

### **C. How it was dealt with**

You must provide information on how you investigated the complaint. You will need to record:

- the process that you took to ensure that the complaint was fully investigated, such as interviews, reviews of records.
- who was involved in the investigation without identifying any individuals names in the complaint, including staff or any child.
- any referrals you made to an external agency, for example local authority environmental health departments or social services.

### **D. Actions and outcomes**

You must provide details about the outcome of your investigation. You will need to record:

- any action(s) identified by you.
- any actions set or taken by Ofsted,
- any action taken by another external agency, where you have their permission to do so.
- the outcome of your investigation, identifying any areas where you feel you could make improvement to your provision.

if you dismissed any members of staff following the investigation and if so, under what circumstances. If you have dismissed a member of staff for misconduct, because they placed a child at risk of significant harm, You will need to notify the Disclosure and Barring Service

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

You must share an account of the findings of your investigation and the actions, if any, that you took or you intend to take as a result of your investigations with the parents who made the complaint, and at the request of any parent of a child in your care at the setting. You must do this within 28 days from the date the complaint was made. You can do this by sharing this record. If they ask you to do so, or if you think it is appropriate, you should send a separate letter to the parent who made the complaint, giving more detail.

## **Parent Responsibility**

The Statutory framework for the early years foundation stage 2017, asks that providers hold information on persons who have parental responsibility. For further clarification see Section 3 'The safeguarding and welfare requirements' 3.72.

Therefore, could you please complete the form below, prior to your child(ren) being admitted into my care. If there are subsequent changes to these details please let me know immediately.

Name of child: .....

Date of birth: .....

### **Parent / Carer 1**

Name: .....

Relationship: .....

Legal contact                      Yes ☐                      No ☐

Parental responsibility        Yes ☐                      No ☐

### **Parent / Carer 2**

Name: .....

Relationship: .....

Legal contact                      Yes ☐                      No ☐

Parental responsibility        Yes ☐                      No ☐

### **Parent / Carer 3**

Name: .....

Relationship: .....

Legal contact                      Yes ☐                      No ☐

Parental responsibility        Yes ☐                      No ☐

**Form completed by:** .....

Information regarding **Parental responsibility** can be found on the Government website:  
[www.gov.uk/parental-rights-responsibilities](http://www.gov.uk/parental-rights-responsibilities)





# **Keeping children safe is everyone's responsibility**

## **What should you do?**

If you think a child is being abused or harmed, take action straight away. The longer abuse or harm goes on, the longer it will take for a child to recover.

If you have concerns about a child, help is available 24 hours a day, seven days a week.

Contact:

**Leicester City Council**  
**0116 454 1004**  
[DAS.Team@leicester.gov.uk](mailto:DAS.Team@leicester.gov.uk)

**Leicestershire County  
Council 0116 305 0005**  
[childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk)

**Rutland County Council**  
**01572 758407**  
[dutyteam@rutland.gcsx.gov.uk](mailto:dutyteam@rutland.gcsx.gov.uk)

**Police**  
**Non emergencies, call 101**  
**In emergencies, always dial 999**

**ChildLine 0800 1111**  
[www.childline.org.uk](http://www.childline.org.uk)

**NSPCC**  
**0808 800 5000**  
[helpOnspcc.org.uk](http://helpOnspcc.org.uk)

The Leicester City, Leicestershire and Rutland Local Safeguarding Children Board procedures are available from: [www.lrsb.org.uk](http://www.lrsb.org.uk) and [www.skitylscb.org](http://www.skitylscb.org)



# **HM Government**

# **Working together to safeguard children**

**A guide to inter-agency working to  
safeguard and promote the welfare of  
children**

**July 2018**

**This document is available online at;**

**<https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>**



**HM** Government

# **What to do if you're worried a child is being abused**

**Advice for practitioners**

**March 2015**

**This document** is available online at

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

# **Leicester, Leicestershire & Rutland's Safeguarding Children Learning**

## **What is the Competency Framework?**

### **Introduction & Flowchart**

The Safeguarding Children Competency Framework is for use by the Leicester, Leicestershire and Rutland Children's Workforce to support individuals and organisations to undertake their safeguarding roles and responsibilities in a committed, confident and 'competent manner.

There is an expectation that organisations will ensure that all staff providing a service are able to respond to concerns in line with local and national agendas.<sup>1</sup>

Some individuals will work in settings which provide both universal and specialist services for Children and Adults. It is the responsibility of the organisation to determine the knowledge and learning that is required..

This Competency Framework is for use by:

- The Children's Workforce defined as "....everyone who works or volunteers with children and young people and their families, or who is responsible for improving their outcomes." <sup>2</sup>
- Adult Workforce Practitioners who may be in a position to contribute to assessments of parenting capacity."
- Workforces that support a 'Whole Family' approach.<sup>3</sup>
- Wider workforce' and other individuals, who have contact with children and their families in their role, however do not work directly with children or their families: i.e. Housing maintenance staff, environmental health officers, receptionists of community centres etc, where there is a responsibility to safeguard both adults and children.

<http://lrsb.org.uk/competency-framework-overview>

## **The Information Commissioners Office [ICO]**

### **Who are they?**

**They are an independent public body set up to uphold information rights in the public interest promoting openness by public bodies and data protection for individuals.**

**The ICO will help organisations comply with the General Data Protection Regulation (GDPR)**

### **What do I need to do?**

**Go on to the ICO website — [www.ico.org.uk](http://www.ico.org.uk).  
This will tell you if you need to register or not.**

### **How much will it cost?**

**£40 per year or £35 if you choose to pay by direct debit.**

## Health Protection for schools, nurseries and other childcare facilities

Exclusion table Infection	Exclusion period	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken pox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	See section in chapter 9
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances
Head lice	None	Treatment recommended only when live lice seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff.

		Pregnant staff contacts should seek prompt advice from their GP or midwife
Meningococcal meningitis*/septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ) Your local HPT will advise on any action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff.
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Four days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local health protection team.
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.

Slapped cheek /Fifth disease/Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing necessary



## **Safer Food, Better Business for Caterers**

This is a pack for registered childcare on non-domestic premises, where meals and dinners are provided for children. It has been developed by the Food Standards Agency. Ofsted is aware of this pack.

To obtain a free copy of 'Safer food, better business for Caterers and guide to food regulations' go to:

<https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers>

<https://www.actionforchildren.org.uk/resources-and-publications/information-guides/eat-better-start-better-pack/>

## **Eat Better, Start Better**

**Guide to the Voluntary Food and Drink Guidelines for Early Years  
Settings in England.**



## Recording progress from the start

[https://resources.leicestershire.gov.uk/sites/resource/files/field/pdf/2017/1/11/card\\_5-documenting\\_children\\_s\\_learning.pdf](https://resources.leicestershire.gov.uk/sites/resource/files/field/pdf/2017/1/11/card_5-documenting_children_s_learning.pdf)

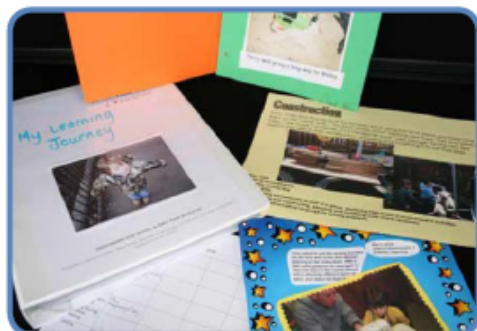
CARD  
**5**

### Documenting Children's Learning

This card gives guidance on celebrating and documenting children's achievements and progress, involving parents/carers and children. *Documenting children's learning* refers to the recording of a child's significant learning and development.

#### Why do we document children's learning?

- By documenting children's learning over a period of time we can clearly see the progress children are making across all areas of learning and their own personal characteristics of learning (See *Development Matters, Characteristics of Effective Learning* – p.4-7)
- We record how children engage with other people and their environment so that we can plan for them to be effective and motivated learners
- We are also showing children that we value and celebrate their learning at home and in the setting
- It gives children the opportunity to consolidate their learning by revisiting previous experiences which have been recorded
- It is used to inform the planning of provision.



#### How do we effectively document children's learning?

Children's learning can be documented in a variety of ways

- The *Learning Journey* is just one way to collate all the information you may have gathered on a child's learning
- Such information could consist of a variety of the following:
  - » Learning stories, spontaneous observations, photographs, audio recordings and video, children's creations, etc.
  - » This information may also at times be displayed in a different way – e.g. on a wall, in a group scrapbook, in a group photograph, electronic format.
- Regularly update documentation and present in chronological order
- Avoid jargon
- Link observations to *Development Matters* and *Characteristics of Effective Learning*
- Ensure documentation is easily accessible at all times for children, practitioners and parents/carers
- Ensure children have ownership of the documentation, are given opportunities to contribute to it, and that their voice is evident. Consider how to do this.
- Celebrate children's achievements through documentation which should also reflect their interests
- Regularly review children's interests e.g. *All about me*, *'Knowing me, Knowing you'*
- Strive for consistent contribution from all parents/carers
- Ensure documentation reflects the voices of other significant adults
- Use trackers in order to ensure observations cover all areas of learning (use the *Observations Tracker*) and each child's progress is clearly visible (use the *Individual Progress tracker*)

**CARD  
5****Key points for practitioners to remember**

- Quality is key, not quantity
- Observations should be of significant learning
- Photographs should be meaningful and show children involved in learning experiences
- Documentation does not have to be 'perfect' – it should be a living document
- Make time to share the learning journeys with the child and give them opportunities to comment on their experiences. Record these in an appropriate way for each child
- Evidence should inform planning
- Observations should follow the 3 stage process: Notice, Recognise, Respond
- Engage in communications with all parents/carers and encourage their contribution throughout their child's learning experience and record these where appropriate
- Ensure the Learning Journey is unique to the child
- Use documentation for transition

*"Assessment should not entail prolonged breaks from interaction with children nor require excessive paperwork. Paperwork should be limited to that which is absolutely necessary to promote children's successful learning and development."*

*Statutory Framework for the EYFS 2.2*

**Leaders and Managers must ensure that:**

- parental permissions are in place
- they monitor learning journeys - e.g. through appraisals/regular supervisions
- there is consistency in documentation across the setting
- the quality of the provision enables all practitioners to make effective observations of what children can do and how they do it
- practitioners have adequate opportunity to observe children in the day and are familiar with practical methods to document learning within a realistic time frame
- learning journeys are personal and unique to the child

## **Free Early Education Entitlement (FEEE)**

Funding is available from the Department for Education (DfE) to enable every 3 & 4-year-old, and 2-year olds whose parent's meet a certain criteria, to receive a free part time place of up to 15 hours per week. This can be accessed over 38 weeks of the year until they reach statutory school age (i.e. the term after a child's 5th birthday). This equates to a maximum of 570 hours per year. Some parents of 3- and 4-year old's will be eligible for the extended entitlement of 30 hours (1140 over the year). This is aimed at working parents and is means tested by the HMRC.

All Early Years Providers registered with Ofsted can access the FEEE funding. At the first inspection, providers are expected to gain at least a 'Good' judgement in order to keep the FEEE funding; those who do not achieve this risk having the funding withdrawn. If you were to receive a 'Requires Improvement' judgement you would be able to retain 3 and 4-year-old funding but would have 2-year funding removed.

**3 and 4 year old base rate:** £4.10

**2 year old base rate:** £5.00

**Possible deprivation supplement:** Maximum of £0.08 p/h based on the child's address

There are two tasks that providers need to complete each period. The Headcount Task is mandatory, and the Mid-Term Amendment task will also need to be completed if you need to notify us of any changes that have occurred since completing the Headcount Task. If you are signed up to deliver FEEE at the start of a period then you can complete the Headcount Task. If you start mid-way through a period then you will have to complete the Mid-Term Adjustment Task. If information is correctly submitted on the Headcount task, you will be paid mid-way through the period. If it is submitted correctly on the Mid-Term Adjustment Task, payment will be made at the end of the period.

More information about payment dates can be found at:

<https://resources.leicestershire.gov.uk/sites/resource/files/field/pdf/2020/1/2/FEEE-headcount-and-funding-payment-dates-2020.pdf> It is important that you have sufficient funds to support the on-going costs of providing childcare during this first period (i.e. staffing / resources / rent / utilities etc) until your payment is due. Once you have completed your first period we are then able to generate an initial payment for the subsequent period to support the on-going sustainability of providers.

For further information, please visit:

<https://resources.leicestershire.gov.uk/education-and-children/early-years/feee-information-for-providers/feee-guidance-and-policies> where you will find guidance documents, good practice tools, an application form as well as further information regarding the 2 year old funding and the extended entitlement to 30 hours for those eligible parents/carers.

For any **FEEE** queries, please contact the FEEE helpline on 0116 305 5788 or email us at: [FEEE@leics.gov.uk](mailto:FEEE@leics.gov.uk).

## **The Early Years Pupil Premium (EYPP) in Leicestershire**

### **What is Early Years Pupil Premium?**

EYPP is additional funding to support disadvantaged 3 and 4 year old's receiving the Free Early Education Entitlement (FEEE). EYPP is paid to Local Authorities through the Dedicated Schools Grant (DSG). Local Authorities will be required to pass it onto early years providers for each eligible child at 53p per hour (up to 15 hours). This equates to around £300 for a full-time place of 15 hours.

All registered early years providers that take children for the FEEE • including private, voluntary and independent providers; and childminders — will be able to claim the EYPP for eligible 3 and 4 year old's.

Children will be eligible if they are 3 or 4 years old and receiving Government funded FEEE in any OFSTED registered provider and their parents are in receipt of one or more of the benefits outlined on the following EYPP webpage, which also outlines how EYPP is claimed:

<https://resources.leicestershire.gov.uk/education-and-children/early-years/childcare-practice/leadership-and-management/early-years-pupil-premium-eypp/eypp-guidance-and-resources>

## **Disability Access Fund (DAF)**

The disability access fund (DAF) is designed to support children with disabilities or special educational needs (SEN).

The DAF aids access to early years places by, for example, supporting childcare providers in making reasonable adjustments to their settings to enhance access and inclusion for all children.

Childcare providers who have free entitlement children who are eligible for the DAF will be entitled to receive a single, one off payment of £615 per year.

Children do not have to take up the full 570 hours of free entitlement to receive the DAF.

Who is eligible for disability access fund?

3 and 4 year olds will be eligible for the DAF if they meet the below criteria:

- The child is in receipt of child Disability Living Allowance (DLA) and
- The child attends an early years childcare provider for the universal free entitlement.

How to identify eligible children

Childcare providers are responsible for identifying children who are eligible for the DAF. Parents/carers of children qualifying for Disability Living Allowance (DLA) are required to provide documented evidence of this allowance.



## **How to claim the DAF funding**

Providers need to supply the necessary evidence no later than one week after the Headcount deadline date to ensure payment is made in that period.

How you will receive DAF funding for your setting

- LCC will fund all OFSTED registered childcare providers providing a place for each child eligible for the DAF in their area at the fixed annual rate of £615 per eligible child.
- The DAF will not be offset against any other funding, i.e. High Needs Funding.
- The DAF is payable as a lump sum once a year per eligible child. If a child eligible for the DAF is splitting their Free Entitlement across two childcare providers, the parent/carer will need to nominate the main childcare provider who will receive the DAF funding.
- If a child receiving the DAF moves from one childcare provider to another, the new childcare provider is not eligible to receive the DAF funding for this child within a 12 month period. DAF funding received by the original setting will not be recouped.
- Where a child lives in one authority area but attends a childcare provider in a different local authority, the childcare provider's local authority is responsible for funding the DAF for the child and eligibility checking.
- All childcare providers who are eligible to receive funding for the Free Entitlement for 3 and 4 year olds are eligible to receive the DAF for any eligible children
- An email will be sent confirming the DAF payment to providers who have made a claim
- Payment will appear on the headcount final payment or adjustment breakdown sent to you via your provider portal.

Please visit our webpage for more information about DAF:

<https://resources.leicestershire.gov.uk/education-and-children/special-educational-needs-and-disability/funding/disability-access-fund-daf>

# **AnyComms+**

## **Secure File Transfer System**

**AnyComms+ is a secure file transfer system which enables Childcare Providers to send information to the Local Authority safely and securely. This may include evidence to support a funding claim, a letter of enquiry or feedback for the Service. It will also allow Providers to send files to each other, to schools, and to other AnyComms+ users (e.g. Health, SENA, etc.).**

### **Accessing AnyComms+**

**Log into <https://filetransfer.leics.gov.uk/LooIn.aspx> and follow the User Guide which gives full details on how to use the system.**

**All Providers will be sent their username/password/memorable word in separate emails once registered.**

**In order to receive a password & memorable word reset please email [AMAdminSvstemsSupport@leics.gov.uk](mailto:AMAdminSvstemsSupport@leics.gov.uk) or phone 0116 305 7423**

# Early Help

The term Early Help is used to describe the process of taking action early and as soon as possible to tackle problems emerging for children, young people and their families or with a population most at risk of developing problems. Effective help may occur at any point in a child or young person's life.

This definition includes both help early in life (with young children including pre-natal interventions) and help early in the development of a problem (with children or young people of any age). It includes universal help that is offered to an entire population to prevent problems developing, and targeted help that is offered to particular children, young people and families with existing risk factors, vulnerabilities or acknowledged additional needs in order to protect them from developing problems or to reduce the severity of problems that have started to emerge.

Please use the Request for Services e-form available by following the link on the webpage <https://resources.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/early-help>

This means that the form can be completed on the County Council website and it is passed securely to the First Response team. For support and advice on Early Help approaches please contact First Response — Children's Duty on 0116 3050005 and ask for the P3 Desk. Early Help takes place within Priority 3 of the Children's social care priority levels.

First Response will help to ensure that there is 'no wrong front door' - that any request for help where needs are adequately identified will be responded to appropriately.

## Leicestershire's Local Offer

<https://www.leicestershire.gov.uk/education-and-children/special-educational-needs-and-disability>

[Home](#) / [Education and children](#)

### ● Special educational needs and disability

Find information for children and young people with special educational needs and disabilities all in one place - this is known as Leicestershire's 'Local Offer'.



Where to start  
with SEND



Education and  
childcare



Transport



Preparing for  
adulthood

**Do we have your up-to-date details to send you any correspondence?**

[Update young person's contact details](#)



Health



Information and  
support



Money matters



Sharing your  
views

## Local Offer Information and Support Directory

<https://www.leicestershire.gov.uk/popular-now/directories/information-and-support-directory>

[Home](#) / [Popular now](#) / [Directories](#)

### Information and support directory

Welcome to our online directory where you can find care and health services as well as advice and support for children, young people, families and adults in the Leicestershire area. The directory is impartial which means the council does not endorse or recommend any organisation listed. Read the [terms of use for this directory](#) (PDF, 149KB)

When searching by postcode, the directory will list service providers that fall within a 25 mile radius of the postcode entered.

Organisations can [request to be included in this directory](#). Read the [terms and conditions for providers included in the directory](#) (PDF, 40KB)

Search by

Find

Reset

717 results, sorted by

#### Filter your results

<b>All audiences</b>	870
Adults	437
Families and children	433
<b>All directories</b>	775
Social care, health and education	775
Leisure and activities	207
<b>All services</b>	1767
Health and wellbeing	320
Advice and support	264
Leisure and recreation	234
Education, learning and employment	126
<b>+ 22 Show more</b>	
<b>All needs</b>	2599
Social, emotional and mental health	388



#### Help with your bookmark

##### 'Time Out' Young Carer's Group - Loughborough and South Charnwood

[Add bookmark](#)

##### 2m Health and Homecare

D8 Leicester Business Centre LE4 5HH

[Add bookmark](#)

##### 4th Shephed Scout Group

Forest Street LE12 9DB

