

Early Years Inclusion
and Childcare Service

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 7136

E: 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.



Useful Contact List

Early Years Inclusion and Childcare Service

Telephone: 0116 305 7136

[Early Years](#)
[Childcare Jobs](#)

Nursery Milk Scheme

Registered Childminders can claim 1/3 pint of milk for each day children under the age of 5 years. To access a claim form, go onto www.nurserymilk.co.uk. You may be approached by companies that also do this, but you will have to pay. This is the official Nursery Milk Reimbursement Unit [NMRU] website.

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

Telephone: 0300 123 1231

Public Liability Insurance

www.mortonmichel.com

Telephone: 020 8603 0900

www.eyalliance.org.uk

Telephone: 020 7697 2500

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

Telephone: 0345 3142008

National Day Nursery Association:

www.ndna.org.uk Telephone: 01484 407070

Fire Safety

Central Fire Department - Leicestershire

www.leics-fire.gov.uk

His Majesty's Revenue and Customs

www.hmrc.gov.uk

Tax free Childcare

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

www.childcarechoices.gov.uk

Safeguarding

Guidance for Safer Working Practice for Adults who Work with Children and Young People.

[LLRSCB Procedures Online](#)

Health

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

[Infectious Diseases Schools and Other Childcare](#)

SEND Information Advice and Support Service (SENDIASS).

[SEND Information Advice and Support Service SENDIASS](#)

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 District Council

www.blaby.gov.uk

Charnwood Borough Council

www.charnwood.gov.uk

Harborough District Council

www.harborough.gov.uk

Hinckley and Bosworth Borough Council

www.hinckley-bosworth.gov.uk

Melton Borough Council

www.melton.gov.uk

North West Leicestershire District Council

www.nwleics.gov.uk

Oadby and Wigston Borough Council

www.oadby-wigston.gov.uk

[Settings](#)

Risk Assessments

Health and Safety Executive:

www.hse.gov.uk

Road Safety Information - such as 'walking buses'

[School Transport](#)

www.think.gov.uk

Child Accident Prevention Trust:

www.capt.org.uk

A selection of guides and handbooks are available online www.gov.uk/ofsted.

Education inspection framework: education

Inspecting safeguarding in early years, education and skills settings

Early years inspection handbook for Ofsted registered provision



The Early Years Foundation Stage (EYFS)

The Early Years Foundation stage is the statutory framework that childcare providers need to follow if children will be attending aged from birth to 31st Aug following their fifth birthday.

The Early Years Foundation Stage consists of the following documents:-

Statutory

- **The Statutory Framework for the EYFS**
[Early years foundation stage framework](#)

Non-Statutory

- **Development Matters in the EYFS**
[Development matters](#)
- **Birth to 5**
www.birthto5matters.org.uk

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

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

[Childminders and childcare on domestic premises registration](#)

Information to help parents find out more about how their child is learning and developing in relation to the Early Years Foundation Stage:

[Parents understanding how your child will develop and learn](#)



Services available from Early Years Inclusion and Childcare Service Workforce Development

Training and Professional Development

[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;

[Early years](#) 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;

[Childcare jobs](#)

www.gov.uk/jobsearch



Safer Recruitment Guidance

Local Safeguarding Children Partnership
Leicestershire and Rutland

[LLRSCB procedures online](#)



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Appendix 1; DBS Fact Sheet – Relevant Offences



Early years foundation stage the safeguarding and welfare requirements

Risk Assessments

3.76

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.

Vehicles in which children are being transported and the driver of those vehicles must be adequately insured.

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 [Risk Assessment](#)



Risk Assessment Template

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? Or has been taken following any incident: (record date)

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 Partnership which are available on [lrsb.org.uk](https://www.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
- How you keep yourself and staff up to date with national and local Safeguarding procedures and regular training (every 3 years)
- Where and how do keep or refer to relevant guidance and documents
- Any allegations made about you or a member of your staff will be reported to Ofsted and the Local Authority Designated Officer CFS-LADO@leics.gov.uk
- Use of mobile phones, cameras and internet.
- Prevent Duty [Protecting children from radicalisation the prevent duty](#)
Additional information for Leicester and Leicestershire can be found at www.leicesterprevent.co.uk
Whistleblowing 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

- 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: www.leicestershire.gov.uk/report-abuse-of-a-child and www.leicestershire.gov.uk/firstresponse 0116 305 0005
 - Professionals requiring safeguarding advice: 0116 305 5500
 - Leicester City Social Care Duty Team: 0116 454 1004
 - Leicestershire Police: 101
 - Ofsted: 0300 123 1231
- 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 3.6 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 Out Of School clubs 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.

Information for parents, setting managers 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:

[Safeguarding children and protecting professionals in early years settings online safety considerations](#)



Protocol between Ofsted and Other Organisations

Protocols between ofsted and other organisations in relation to childcare

Published: June 2013 updated Sept 2023

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.

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Manchester
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Textphone: 0161 618 8524
E: enquiries@ofsted.gov.uk
W: www.ofsted.gov.uk
Reference no. 070144
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Leicestershire County Council Complaints Policy Guidance

For further information see Statutory Framework for the Early Years Foundation Stage, Section 3, 3.83 and 3.84

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.



Provider complaints record and how to complete the complaints record

Provider complaints record

Date of complaint:

A: Source of complaint

Parent (in writing, including email) <input type="checkbox"/>	Anonymous <input type="checkbox"/>
Parent (in person) <input type="checkbox"/>	Ofsted (include complaint number if known) <input type="checkbox"/>
Parent (phone call) <input type="checkbox"/>	Other (please state) <input type="checkbox"/>
Staff member <input type="checkbox"/>	

B: Nature of complaint (please tick all boxes that the complaint relates to)

EY Register	Compulsory Register <input type="checkbox"/>
Section 1: The Learning and Development Requirements <input type="checkbox"/>	Voluntary Register <input type="checkbox"/>
Section 2: Assessment <input type="checkbox"/>	
Section 3: The Safeguarding and Welfare Requirements <input type="checkbox"/>	

Please give details of the complaint:

C: How it was dealt withInternal investigation ☐Investigation by other agencies (please state) ☐Investigation by Ofsted ☐

Please give details of any internal investigation or attach any outcome letter from Ofsted:

D: Actions and outcomesInternal actions ☐Other action taken by Ofsted ☐Actions agreed with Ofsted ☐No action ☐Changes to conditions of registration ☐Actions imposed or agreed with other agencies
☐

Please give details:

Has a copy of this record been shared with parents?

Yes / No

Outcome notified to parent (within 28 days for EY Register and
Voluntary/Compulsory Registers):

Yes / No

Date:

Name of recorder:

Date Completed:

Position:

Name:

Signature:

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

[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.

Parental Responsibility

The Statutory framework for the early years foundation stage , asks that providers hold information on persons who have parental responsibility. For further clarification see Section 3 ‘The safeguarding and welfare requirements’ 3.81.

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

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.Tearn@leicester.gov.uk

Police

Non emergencies, call 101 In emergencies, always dial 999

Leicestershire County Council

0116 305 0005

childrensduty@leics.gov.uk

ChildLine

0800 1111

www.childline.org.uk

Rutland County Council

01572 758407

dutyteam@rutland.gcsx.gov.uk

NSPCC

0808 800 5000

help@nspcc.org.uk

The Leicestershire and Rutland Local Safeguarding Children Partnership procedures are available from:
www.lrsb.org.uk

Working together to safeguard children

A guide to inter-agency working to safeguard and promote the welfare of children
December 2023

This document is available online at;

[Working together to safeguard-children](#)



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

Advice for practitioners March 2015

This document is available online at

[What to do if you're worried a child is being abused](#)



Leicester, Leicestershire & Rutland's Safeguarding Children Learning

What is the Competency Framework?

The Safeguarding Children [Competency Framework](#) is for use by Leicester, Leicestershire and Rutland Children's Workforce. Its purpose is to support individuals and organisations to undertake their safeguarding roles and responsibilities in a confident and competent manner.

The Framework is for everyone who works or volunteers with children, young people and their families, or who is responsible for improving their outcomes. However, if your organisation has a mandatory Safeguarding Framework, the training will meet the requirements of the SCPs if it generally aligned with this framework. Therefore, it is not necessary to complete this framework in addition to your agency standards.

However, if your organisation does not have a Safeguarding Framework in place, meeting the competencies would support an environment to meet the safeguarding expectations of the SCP.

The [Training Strategy](#) sets out the vision and mechanisms to ensure the successful delivery the Multi-Agency Training Programme.

[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. 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

Exclusion table Infection	Exclusion period	Comments
Meningococcal meningitis*/septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ www.nhs.uk). 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 @ www.nhs.uk). 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 @ www.nhs.uk). 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 @ www.nhs.uk). 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 childminders and guide to food regulations' go to:

[SFBB caterers pack fixed](#)

Eat Better, Start Better

Voluntary food and drink guidelines for Early Years settings in England

[Eat Better Start Better](#)



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. This is aimed at working parents and is means tested by the HMRC.

Currently eligible working parents / carers of 3- and 4-year-olds can access up to 30 hours per week for 38 weeks or 1,140 hours annually of funded childcare, this is referred to as the extended offer.

As announced in the 2023 Spring Budget, the early education and care entitlements will be expanded to children aged 9 months and over (this is referred to as the expanded offer), in the following stages:

From April 2024, working parents of two-year-olds will be able to access 15 hours of free early education and care per week (over 38 weeks a year) from the period after their child's 2nd birthday.

From September 2024, working parents of children aged 9 months and up will be able to access 15 hours of free early education and care per week (over 38 weeks a year) from the period after their child's reaches 9 months old.

From September 2025, working parents will be able to access 30 free hours per week (over 38 weeks a year) for children aged 9 months up until 1st September following their 5th birthday.

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.

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: [FEEE headcount and funding payment dates Calendar](#). 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 and guidance please see the [Early Years Provider Portal](#)

For further information, please visit:

[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. You will also find Fact Finding Feee information on the following link for quick and easy answers to queries or questions

[FEEE fact sheets](#)

For any **FEEE** queries, please contact the FEEE helpline on 0116 305 5788 or email us at: 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 per hour (up to 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:

[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 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 and children aged two and under in receipt of a free entitlement place from 2024-25. 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 per eligible child.
- 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: [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 [AnyComms+](#) 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 AMAdminSystemsSupport@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 [Early help](#)

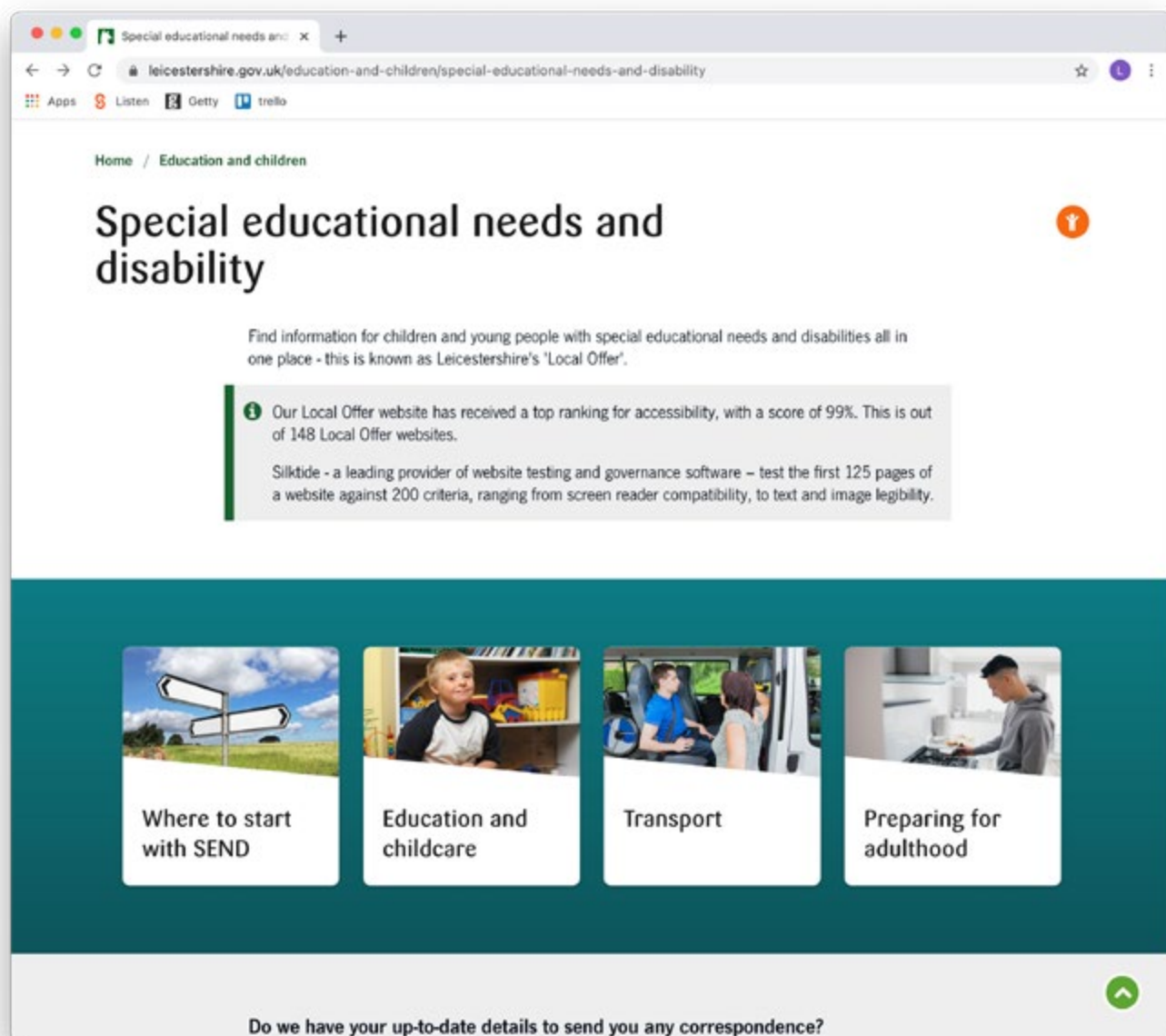
This means that the form can be completed on the County Council website and it is passed securely to the First Response team. For support and advice on Early Help approaches please contact First Response - Children's Duty on 0116 3050005 and ask for the P3 Desk. Early Help takes place within Priority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

Special educational needs and disability



Local Offer Information and Support Directory

[Information and support directory](#)

The screenshot shows a web browser window with the URL leicestershire.gov.uk/popular-now/directories/information-and-support-directory. The page title is "Information and support directory". Below the title, there is a welcome message and a search bar. The search bar contains the text "Postcode or organisation" and has "Find" and "Reset" buttons. Below the search bar, it says "722 results, sorted by Relevance". To the left of the results, there is a "Filter your results" section with three categories: "All audiences" (889), "All directories" (780), and "All services" (1829). Each category has a list of sub-items with counts. To the right of the filters, there is a map of Great Britain with a red dot indicating the location of Leicestershire. Below the map, there is a "Help with your bookmark" section and a link to "Above & Beyond - Developing Potential CIC".

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

722 results, sorted by

Filter your results

All audiences	✓ 889
Adults	454
Families and children	435
All directories	✓ 780
Social care, health and education	582
Leisure and activities	198
All services	✓ 1829
Health and wellbeing	380

Help with your bookmark

[Above & Beyond - Developing Potential CIC](#)

