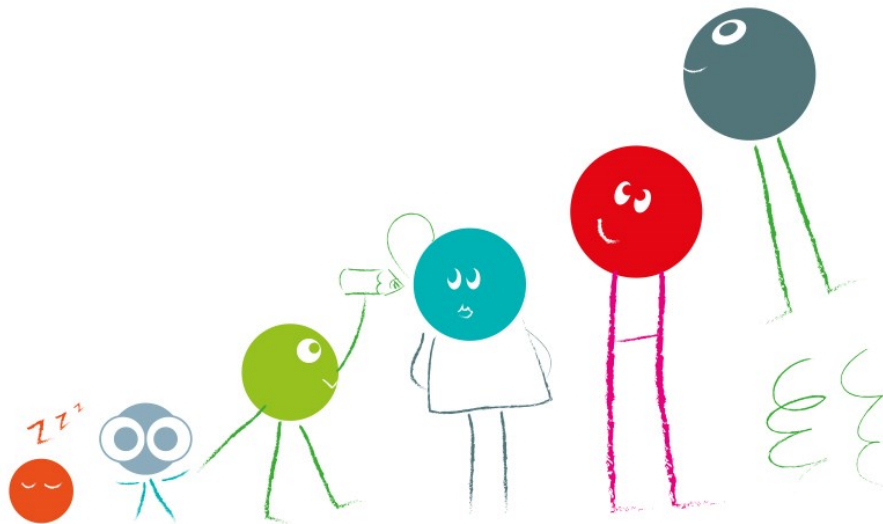


Early Years and Childcare Bulletin

November 2016

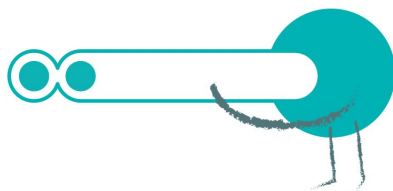


Kent County Council

Early Years and Childcare Service

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Welcome and Introduction Alex Gamby

30 Hours of Free Childcare

You will be aware that 30 Hours of Free Childcare becomes an entitlement for the eligible working parents of three and four year old children with effect from September 2017. You may also be aware that we are expecting confirmation of funding to deliver this towards the end of the year. In order for the 30 hours to be delivered in Kent, in addition to the level of Government funding being appropriate, there is some information KCC needs to collect to inform conversations with settings and effectively plan for this very challenging agenda. This information includes:

- The number of three and four year olds attending your provision for more than 15 hours who may be eligible for 30 Hours of Free Childcare
- The number of three and four year olds attending your provision for 15 hours only but who may be eligible for 30 Hours of Free Childcare
- Any different or additional workforce development needs you might have, including providing for *children with additional needs*

We are mindful that we do approach you periodically for a wide range of information; however if you could find the time to assist us by completing **a simple Audit Questionnaire which will be sent to you shortly** we would be very grateful. We anticipate the survey will take you no longer than 10 minutes.

Government Response - 30 Hours Delivery Consultation

The government has issued their response to the 30 hours delivery consultation which ran between 3rd April and the 6th June 2016.

The consultation asked respondents for views on:

- increasing flexibility of the Free Entitlement to better meet the needs of working parents
- improving access to the Free Entitlement for disabled children and those with additional needs
- making the local delivery model more efficient, and
- improving parents' access to information about childcare.

This [document](#) summarises the responses to the consultation and outlines the government response to the issues raised. Please note that the Statutory Guidance will not be issued until early in 2017.

Kent Early Years and Childcare Provider Association

In the previous version of this [Bulletin](#) we included the Terms of Reference for the newly formed Kent Early Years and Childcare Provider Association. We are now able to confirm that the membership of the Association is as follows:

Representing	Member	Provision
Ashford District	Brigitte Watkins	St Michael's Pre-School
Canterbury District	Michelle Jones	Little Acorns Pre School
Dartford District	Siobhan Mason	Lollipops Pre-School
Dover District	Karla Tabony	Choochoos Nursery
Gravesham District	Glynis Christopher	Scallywags Pre-School
Maidstone District	Lucy Gill	Smarties Nursery
Sevenoaks District	Sarah Shewell	Plaxtol Nursery School
Shepway District	Lisa Evans	Abacus Nursery and Childcare Ltd
Swale District	Jim Duncan	Sheerness Neighbourhood Nursery
Thanet District	Zen Stedman	Little Learners Nursery
Tonbridge and Malling District	Jackie Dearden	St Peter's and St Paul's Pre-School, Ditton
Tunbridge Wells District	Bev Pearce	St Luke's Nursery School
Early Years Teaching Schools	Panna Nagar	Northfleet Nursery School
Maintained Nursery and Reception Provision	Liz Thomas-Friend	Herne C of E Infant and Nursery School
Childminders	Gwenderlyne Southall	Prospects Services

From 2017, at least one Association member will be at each Early Years and Childcare Briefing and Networking Session and will be pleased to take any views on key issues back to the Association.

Early Years Representative—KCC School Funding Forum

Hello – my name is Tracey McCartney and I have been elected to the KCC School Funding Forum (SFF) to represent Early Years settings across Kent. I am the Deputy Manager of a small PVI setting in north Kent. I volunteered to take on this role when the vacancy was advertised in a past Bulletin as I believe it is important that settings have a ‘voice’ on the SFF to ensure that, when relevant, early years views are able to be put forward and considered. I have to confess that until that moment, I’d never heard of the SFF or knew what its role was but I’m gradually learning more each time I attend a meeting! Currently, my role also involves me in being a part of the working group set up by KCC (many of you will have heard that mentioned if you attended one of the recent Network meetings across the county) in relation to the Government’s Early Years National Funding Formula consultation. I am pleased and excited about being an Early Years representative voice on the SFF going forward.

Thank you

Tracey McCartney

News and Updates

Reminder – Early Years Census and Childcare Provider Survey due January 2017

Please be aware that the Early Years Census and Provider Survey is coming up in January. If you haven’t received an email reminder by 9th January 2017 please call 03000 422828 or email eyfe@kent.gov.uk.

The Survey opens on the web Monday 9th January 2017.

Census Day is Thursday 19th January 2017.

Closing date for submissions is Friday 3rd February 2017.

In line with the Provider Agreement please be aware that it is a statutory requirement for providers registered onto the Kent PVI Directory to complete the DfE Early Years Census, otherwise you will not be able to offer Free Early Education for two, three and four year olds.



The DfE has advised that from January 2017 all settings must record the ethnicity for all children. Other data items we are collecting are first language, country of birth and nationality. To facilitate this we have included the additional boxes on the parental declaration forms for settings to start completing the information as soon as possible. We will collect these data items in each termly headcount starting in Spring 2017. If you have already completed a parental declaration for this academic year please visit KELSI where you can download an additional form for the parents to complete. Parents have the right to refuse but this still has to be recorded.

Department for Education: Clarification on medicines in Early Years settings

The DfE seeks to clarify the current guidance on administering medicines in Early Years settings. Paragraph 3.45 of the EYFS states that ‘medicines must not usually be administered unless they have been prescribed’. It must not, therefore, be the practice for an Early Years provider to administer medicines without permission to do so. This includes prescribed and non-prescribed medicines. For example, a provider cannot decide for themselves that a particular child needs to have a pain or fever reliever.

Both prescription and non-prescription medicines can only be administered where written permission has been obtained from the child’s parent or carer. Providers should not expect parents to make unnecessary appointments with their child’s doctor to obtain prescriptions for medicines (other than for medicines containing aspirin) that can normally be obtained directly from a chemist. When the EYFS is next amended the DfE will use the opportunity to clarify the section on medicines so that this is clear.

There is new guidance which sets out how long children need to be excluded, when treatment or medication is required and where to get further advice. This useful guidance can be found [here](#).

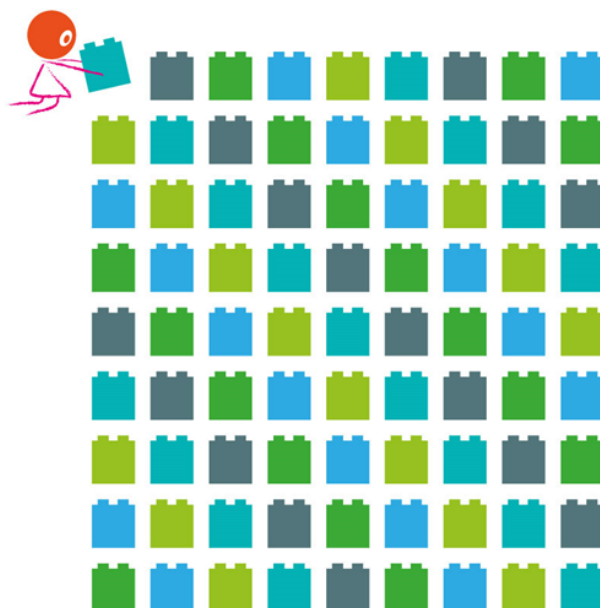
Early Years Pupil Premium

Additional guidance and frequently asked questions have been added to the EYPP page.

These documents can be found [here](#).

Specialist Teaching and Learning Service

The Early Years [LIFT](#) paperwork and [SCARF](#) processes have been updated and refined. Please ensure that you use the latest documentation when making referrals.



Children's Centres: Early Help Notification Form - Revised Form and Guidance

A revised version of the Early Help Notification form and updated guidance is now available in the Early Help Toolkit on [KELSI](#).

Please use the revised version (updated September 2016) of the Early Help Notification form (DOCX, 140.0 KB) when submitting notifications. This might mean replacing saved versions you may hold locally. Old style forms will not be accepted after 1 October 2016.

The Kent Family Support Framework Guidance for Schools and Partners (PDF, 434.0 KB) was updated in September 2016. This is also available together with a summary of the changes to the Early Help Notification form.

There are four main changes to the Early Help Notification form as summarised below:

1. The year group column has been replaced with school attendance rate on the first page.
2. The consent statement has been expanded to include family agreement to be registered with their local Open Access Children's Centre and Youth Hub provision.
3. There is a new opt-out option for the family to state that they do not wish to receive literature regarding events and activities at their local Open Access provision. If this is not ticked we will assume that the family are happy to receive information via the contact details provided.
4. The notifying person checks on the final page have been made clearer and easier to use.

We would also like to remind all persons completing these forms that it is vital that the form is completed fully and accurately. The updated guidance supports schools, settings and partners by detailing the approach to be taken when requesting support for children and families and the essential information that is required to ensure access to the right services at the right time. Missing information such as UPN numbers, dates of birth and consent confirmation cause delay and may lead to your form being returned to you.

Any queries, please contact: earlyhelpimprovement@kent.gov.uk

Coming soon: New Recruitment Website

Some of you will be aware from the October 2016 Briefing and Networking sessions that we are developing a new Early Years and Childcare **Recruitment Website**.

The site will be designed to support both Early Years and Childcare settings with their recruitment and workforce needs, as well as individuals who are looking for a career within the sector.

Information and support available on the site will include a dedicated area to advertise and view job vacancies, access to support with sector specific recruitment and workforce needs and links to information on career progression opportunities.

Feedback from the Briefing and Networking sessions has been very valuable in helping us shape the new site and ensuring that the contents meet the needs of the sector and is effective in supporting you to develop a strong high quality workforce.

Further information will be communicated in due course. Moving forward, we would welcome your feedback and comments to help us shape this service and evaluate the impact.

Free Early Education for two, three and four year olds

Calendars

You should by now have set your Free Early Education calendars for 2016/17 and be thinking about your calendars for 2017/18. Following recent compliance visits it has become apparent some providers have become confused about publishing their pattern of delivery.

Children receiving Free Early Education are entitled to 570 hours over their funded year so if a child starts at the setting in April, for example, their funded year will run from April until the end of March the following year.

To help you set your dates we have produced sample calendars for both the 38 week and 48 week calendar (if you are offering stretched funding). We had previously advised settings that if you set your calendar to have 38 or 48 weeks this would guarantee each child received their full entitlement. However, with Easter changing each year and fewer weeks

available in some funding periods this does not always ensure all children receive the correct number of hours. You are not required to follow these calendars but they do provide the correct number of days per term to fit with the funding being paid which means you do not have to track individual children.

The table below shows the number of weeks funding paid by Management Information and the FF2 Team for each funding period which is broadly in line with the Kent term dates.

As a business, you can set your dates anytime between the 1st September and 31st December for the autumn, 1st January to 31st March for the spring and 1st April and 31st August for the summer but you will only be paid for the number of weeks listed below. If you need any help setting your dates please do not hesitate to contact your Childcare Sufficiency Officer (CSO).

38 week non stretched		48 week stretched	
Autumn Term	14 weeks	Autumn Term	16 weeks
Spring Term	11 weeks	Spring Term	14 weeks
Summer Term	13 weeks	Summer Term	18 weeks

The calendars can be found [here](#).



Kent Provider Agreement

The Kent Provider Agreement provides the framework around which Free Early Education is delivered in Kent. In signing the agreement you are agreeing to be bound by the terms and conditions contained within it. Recent compliance visits have shown that some providers are not completing paperwork in accordance with the Provider Agreement.

Parental Declarations

Please ensure these are completed and signed by parents before the start of each new term to clearly show what hours and days they wish their child to attend **before** submitting claims to either Management Information or the FF2 Team. The first term a child claims is entered in the section at the top of the form and subsequent terms entered in the boxes below.

Registers

Registers should be completed for every child attending the setting each day and clearly show their times in and out. Not only is this a requirement of the EYFS and Safeguarding, it also provides evidence that a child has attended their Free Early Education session.

Invoices

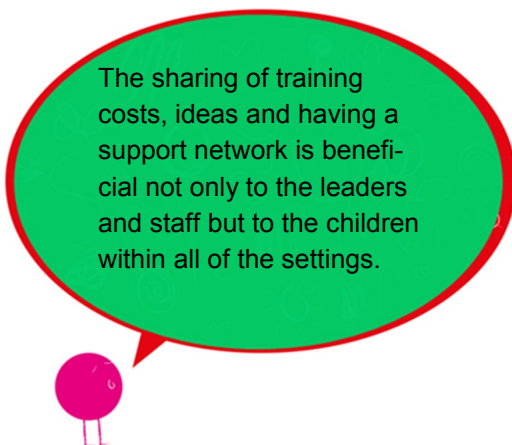
You cannot charge parents a fee for their child's Free Early Education place. KCC has a duty to ensure that places are delivered completely **free**.

You must make charges clear in a Fee Structure and ensure that parents are aware of any charges for additional services before they take up their free place. You cannot charge a deposit, administration or registration fee for a child's free place and you must not show the amount of money paid to you by KCC as a deduction on any invoice given to parents. The child's entitlement is to hours and these hours have no monetary value.

If you have individual queries about any of the above or require further advice and support please do not hesitate to contact your CSO who will be pleased to help.

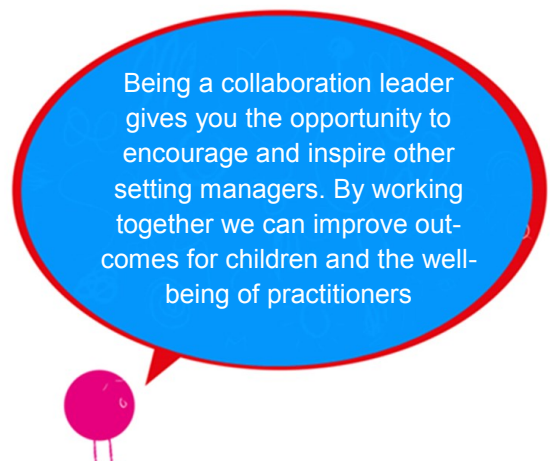
The benefits of collaborating with other settings

Over 417 Early Years settings currently benefit from collaborating with each other. Collaboration leaders and members have commented on the benefits of doing so.

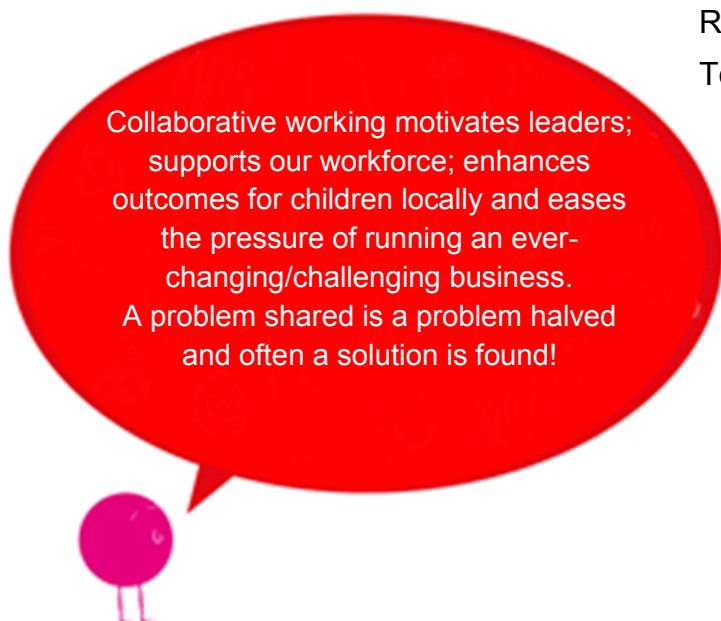


Kate Sheppard
St Margarets and Burgoyne Heights Collaboration

Sheelagh Fuller
Maidstone Mayflowers Collaboration



Rachel Carlow
Tonbridge Trailblazers Collaboration



Collaborative working motivates leaders;
supports our workforce; enhances
outcomes for children locally and eases
the pressure of running an ever-
changing/challenging business.
A problem shared is a problem halved
and often a solution is found!

If you are interested in leading or joining a collaboration please email
eycollaborations@kent.gov.uk.

Charity News

The Charity Commission, in collaboration with members of the Charity Sector Counter Fraud Group, has recently launched www.charitiesagainstfraud.org.uk, a new website dedicated to helping charities in the fight against fraud. It provides an initial point of reference for trustees, staff and volunteers who want to find out more about tackling fraud in their charity, and includes guidance, top tips, case studies, as well as signposting users to other organisations tackling charity fraud.

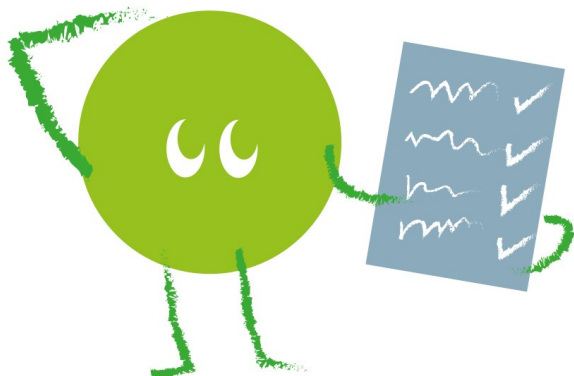
Please email sufficiencyandsustainability@kent.gov.uk if you require committee support where your enquiry will be passed to your local Childcare Sufficiency Officer.

What is Tax-Free Childcare?

Tax-Free Childcare is a new government initiative which is due to be slowly rolled out from early 2017, and will replace the existing Childcare Voucher Scheme in April 2018. For eligible families, Tax-Free Childcare offers to cover 20% of childcare costs (up to £2,000 per child, per year), for children up to the age of 12 or 17 for children with disabilities.

In April 2018 the existing Childcare Voucher Scheme will close to new entrants. However, parents who currently use Childcare Vouchers will be able to choose whether they switch to Tax-Free Childcare or remain on the existing scheme, so providers can continue to accept Childcare Vouchers with confidence.

Childcare Providers will need to sign up to Tax-Free Childcare



During September and October 2016, letters were sent to regulated and approved childcare providers across the UK, asking them to sign up online for Tax-Free Childcare.

Only childcare providers registered with a regulator (such as Ofsted) can receive Tax-Free Childcare payments.

Once a provider has signed up, they will appear on a new digital tool which lets parents search for childcare providers who can be paid using Tax-Free Childcare.

Childcare providers, registered with Ofsted or an equivalent body, will be able to accept payment via Tax-Free Childcare when it becomes available from early 2017.

Please click on [link](#) to Government site.

Kent Children and Families Information Service can help providers

Do you offer any of the following?

Before and/or after school care
Holiday club
Breakfast club

Are you advertising these services with the Kent Children and Families Information Service allowing parents to find your after school care facility? Are the details of your nursery or preschool up to date?

The information is made available via our telephone number 03000 412323 which is available Monday to Friday 9am-5pm and through our [website](#)

If you are not sure please contact the Kent CFIS on 03000 412323 or email us at kentcfis@kent.gov.uk

If you are holding a special event we can advertise this on our [Facebook](#) page.

We support all childcare providers no matter what the enquiry and are happy to offer advice, information and assistance whenever needed.

Threads of Success Training and Services

Strategic Improvement Visits

The Strategic Improvement Visit can be tailored to offer a range of strategies to support your continuous improvement and is suitable for both Early Years and Out of School providers. A range of options are available which include (but are not limited to): action planning, monitoring systems, policies and procedures, Safeguarding and Welfare requirements, Ofsted grade descriptors, preparing for Ofsted, workforce development support and a range of audits.

Included in the range of audits we offer is the Sustained Shared Thinking and Emotional Wellbeing (SSTEWE) scale. This tool considers the practice that supports children between two and five years of age in developing skills in sustained shared thinking and emotional wellbeing as well as developing strong relationships, effective communication and aspects of self-regulation.

To arrange a visit from one of our advisers please access the 'Strategic Improvement Visit' from The Leadership and Management thread on our website: www.threadsofsuccess.co.uk

Annual Conversations

Early Years and Out of School Childcare providers are welcoming the centrally funded Annual Conversations. The principle aim of these visits is to reduce the risk of providers falling below a 'good' judgement. The purpose of this visit is to explore and understand your setting's approach to the monitoring of the quality of provision, the safeguarding and welfare requirements and their place within the self-evaluation and setting improvement planning processes.

Ofsted inspection cycle

Ofsted is continuing with the inspection cycle and is currently inspecting new registrations and settings previously judged as satisfactory in Kent. In addition the new inspection cycle began in September 2016.

Please visit the Threads of Success website or call the Threads of Success Co-ordinator for information on current strategic improvement visits and training packages that will meet your needs

Ofsted inspection reports – common recommendations

Common recommendations following inspections of both Early Years and Out of School Childcare settings have not changed significantly during the past year. For both setting types, a common recommendation has been the improvement of self-evaluation and monitoring systems. You can find full details of common recommendations in the [July 2016](#) edition of this Bulletin.

Visit the Threads of Success website to find out about the full range of support and training packages available. To discuss your requirements contact the Threads of Success mailbox.



Supporting and Meeting the Needs of Two Year Olds

We have a comprehensive suite of training opportunities to meet the needs of your whole workforce and support the delivery of high quality provision for two year olds.

This framework will enable your setting to provide high quality experiences and a rich and inspirational learning environment which is focused on the specific developmental needs of your two year olds.

- Leading on learning for two year olds
- Leading on and supporting the emotional needs of two year olds
- Leading on the communication and language needs of two year olds
- Leading on the physical needs of two year olds
- Walking in the shoes of giants
- Heuristic and exploratory play
- Open-ended and sensory play
- Outdoor play for two year olds
- Once upon a story
- A place to explore
- Butterflies and bees: Understanding and supporting the schematic exploration of two year olds

For full details on any of the above training programmes please visit our website

www.threadsofsuccess.co.uk



Briefing and Networking Sessions

Our regular centrally funded Briefing and Networking Sessions provide a good opportunity to keep your setting and staff up to date and to network with colleagues from other settings.

We run sessions specifically for Early Years settings and schools together and also specifically for settings providing Out of School care including schools.

Those attending the October Early Years sessions found the update on 30 hours Free Entitlement and the opportunity to network with others useful. The majority of delegates felt they were going to implement something in their setting having attended, for example, a setting improvement plan around EYPP, talking to parents to begin planning for 30 hours and to start linking more with other local schools and settings. Information about our next round of Briefing and Networking Sessions will follow separately.

Contact Us

Threads of Success	www.ThreadsofSuccess.co.uk ThreadsofSuccess@kent.gov.uk
Sufficiency and Sustainability	Sufficiencyandsustainability@kent.gov.uk
Free for 2 (FF2) Team	Eyfreefor2@kent.gov.uk
Improvement and Standards	EYImprovementServices@kent.gov.uk
Equality and Inclusion	EYInclusion@kent.gov.uk
Collaborations	EYCollaborations@kent.gov.uk
Emporium Plus	Emporiumplus@kent.gov.uk
Workforce Development	Earlyyearsworkforce.ask@kent.gov.uk
Kent Children and Families Information Service	Kentcfis@kent.gov.uk
Management Information	eyfe@kent.gov.uk
KELSI	http://www.kelsi.org.uk
Schools e-bulletin	http://www.kelsi.org.uk/ working_in_education/news.aspx

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