

THREADS

OF

SUCCESS

Early Years and Childcare Excellence



NEW PROVIDER

START-UP PACK

**Information for new Early Years Providers
on the Ofsted Early Years Register**

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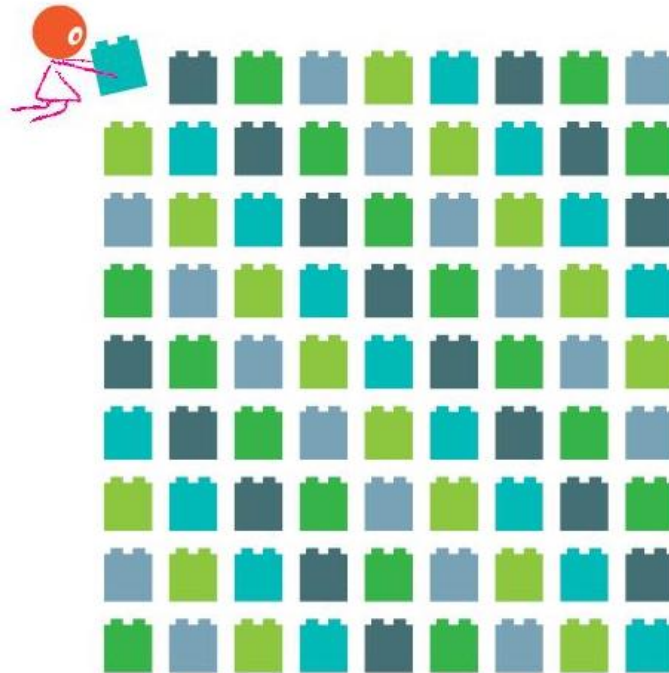
Kent County Council's Early Years and Childcare Strategy 2016 - 2019

'Education is central to improving the life chances of children and young people. Kent County Council (KCC) works in partnership with schools, early years and post-16 providers to deliver an outstanding education offer to Kent children and young people from the very earliest years.'

'Every child and young person has the right to go to a good or outstanding early years setting and school and to have access to the best support for their learning and achievement. They should also benefit from schools and other providers working in partnership with each other to share best practice as they continue to improve together. No child should be disadvantaged by not being able to attend a good quality early years setting or school.'

The aim of this information pack is to share with prospective providers what KCC can offer to support you in developing a high quality early years and childcare setting.

The full document is available [here](#).



Kent Children and Families Information Service (CFIS)

The Kent Children and Families Information Service provides free, confidential and impartial information and advice to parents, carers and members of the public around childcare, early education, parenting, family life and issues that affect young people up to the age of 25.

The Kent CFIS is also the **first port of call for prospective providers** looking to set up a new childcare setting within Kent. We can provide you with information that may help you decide on the type of childcare that you wish to set up and provide other questions for you to consider. Through our referral procedure we are able to put you in touch with the relevant teams who will support you in the process of setting up a childcare provision within Kent.

For newly registered providers we can **advertise** your setting's details to parents and carers looking for childcare via our online childcare directory, through our advice line or email.

Keeping your details up to date will ensure parents have the relevant information to access your service.

We can discuss the best options for providing your setting's details to parents and carers and we are able to add events that you may be running through our Facebook page.

The Kent CFIS support all childcare providers no matter how big or small their enquiry. We are happy to offer advice, information and assistance as required.

Kent Children and Families Information Service

03000 412323

kentcfis@kent.gov.uk

Monday to Friday 9am – 5pm

<http://www.kent.gov.uk/education-and-children/childcare-and-pre-school>

Regulatory Information

Statutory Framework for the Early Years Foundation Stage March 2017

The [Early Years Foundation Stage statutory framework](#):

- sets the standards that all Early Years providers must meet to ensure that children learn and develop well
- ensures children are kept healthy and safe
- ensures that children have the knowledge and skills they need to start school

Statutory guidance is issued by law, you must follow it unless there is a good reason not to.

[Early Years Outcomes](#) is a non-statutory guide for practitioners and inspectors, to help inform understanding of child development through the Early Years.

Supporting material is also available on the Foundation Years website.

The Common Inspection Framework and the Framework for the Regulation of Provision on the Early Years and Childcare Register

The Common Inspection Framework sets out how Ofsted inspects maintained schools and academies, non-association independent schools, further education and skills provision and registered Early Years settings in England.

The Framework for the Regulation and Inspection of providers on the Childcare Register sets out the registration and inspection process for services registered only on the Childcare Register and any enforcement action Ofsted may take.

The Early Years and Childcare Registration Handbook provides guidance for the registration of Early Years and childcare provision in England, under the Childcare Act 2006 and its associated regulations.

Early Education and Childcare Funding Information

Guidance for Early Years Providers on Free Early Education and Childcare for two, three and four year olds

The [Kent Provider Agreement](#) sets out the terms and conditions which providers need to meet in order to register on the Kent Directory and to receive funding to deliver Free Early Education and Childcare places. Free Early Education and Childcare can be delivered through a range of providers including private and voluntary sector providers, childminders, maintained schools with a nursery class and independent schools.

Free Early Education and Childcare applies to the 15 hour entitlement for the most disadvantaged two year olds (The Two Year Old Entitlement), the 15 hour entitlement for parents of three and four year olds (The Universal Entitlement) and

the 30 hours entitlement for working parents of three and four year olds (The Extended Entitlement).

Free Early Education for the most disadvantaged two year olds and universally for all three and four year olds, is based on a core offer of 570 hours a year over no fewer than 38 weeks and up to 52 weeks per year. The extended entitlement for children of working parents is an additional 15 hours free also over no fewer than 38 weeks and up to 52 weeks per year.

Providers are encouraged to offer flexible packages of free hours with:

- no session longer than 10 hours
- no minimum session length
- no session commencing before 6.00am or finishing after 8.00pm
- children accessing no more than two sites in a single day

Please be aware that families cannot be charged for accessing a Free Early Education and Childcare place for two, three and four year olds. However, if families wish their child to attend for more hours per week than they are entitled to, charges can be made. In these cases you **must** ensure that families are made aware of any additional costs from the outset to avoid any misunderstanding.

If you do not have the full hours available at your setting, you may offer less and, if required, the remaining hours can be taken with other KCC registered EY providers or KCC registered childminders.

Providers must, for audit purposes, have a written record of the Free Early Education hours that a parent/carer wants to claim for their child at your setting. KCC provides a Parental Declaration for this purpose. This document should be kept at the setting for audit purposes.

The current base rate for Free Early Education and Childcare for three and four year olds is £3.96 per child per hour. For two year olds the funding is £5.02 per child per hour. Providers may also be entitled to Deprivation and Qualified Staff supplements.

Management Information

Management Information EYPS (MI) maintains the Kent Directory of Private, Voluntary and Independent Providers (known as the Kent PVI Directory) delivering the Free Early Education to two, three and four year olds. Any provider wishing to register with Kent County Council to join the Kent PVI Directory should contact MI by either email to eyfe@kent.gov.uk or by phone on 03000 422828.

Management Information will send you the relevant paperwork for completion and return. You **must** include a copy of your Ofsted certificate and, where applicable, evidence of the ownership type of the setting when applying. When your paperwork has been received and is in order, your registration will be completed and you will be issued with a Department for Education Unique Reference Number (DfE URN). MI is responsible for the termly data collection of three and four year olds claiming the

Free Early Education and for calculating payments due to providers. MI is also responsible for the data collection for the Statutory Annual Early Years Census.

Free Early Education and Childcare Registration for two year olds

Once you have registered with Management Information to offer three and four year old funding, you can then register to become a Free For 2 (FF2) provider. In Kent, Free Early Education for two year olds is known as the Free for 2 (FF2) Scheme. Please contact the FF2 team at eyfreefor2@kent.gov.uk or call 03000 413700 for full details.

Early Years Pupil Premium (EYPP)

Once you are able to offer three and four year old funding, you will be able to use the EYPP. The EYPP started in April 2015 and is **additional funding** that aims to improve outcomes for disadvantaged three and four year olds who are receiving Free Early Education. The **eligibility criteria** are similar but not identical to the criteria for Free for 2 funding.

Further information can be found on the [KELSI](#) website and the [Department for Education website](#). For further information on claiming, consult the Management Information team. For support on spending strategies and how Ofsted will assess spending effectiveness, complete the Equality and Inclusion Team's 'request for support' form available from the KELSI website. You can also consult the Education Endowment Foundation [Early Years Toolkit](#).

The Early Years and Childcare Service

Sufficiency and Sustainability

Kent's Early Years and Childcare Service is committed to improving the sufficiency and sustainability of Early Years provision for children aged 0 – 4 and Out of School childcare for school aged children (universally up to 14 and up to 18 for those with Special Educational Needs and Disabilities and/or who are in the care of the local authority). Our county wide team of Childcare Sufficiency Officers are available to offer advice, support and guidance to new providers on a range of matters including:

- Statutory and legal requirements
- Business Planning
- Financial Management
- Marketing
- Committees

If you would like more information on setting up and managing an Early Years and/or childcare provision please contact sufficiencyandsustainability@kent.gov.uk

Improvement and Standards

Where a setting is newly registered this will trigger bi-monthly support from the local authority. The Senior Early Years and Childcare Improvement Adviser will allocate an

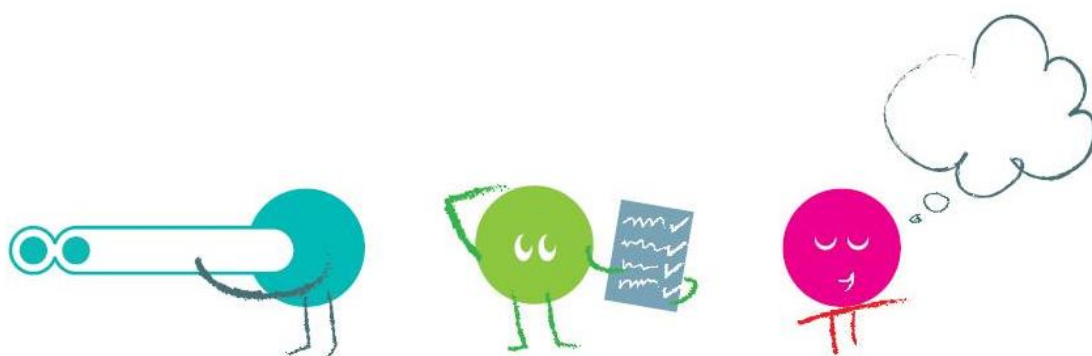
Improvement Adviser who will contact the settings and undertake the visits up until the first inspection. The visits will focus on your self-evaluation. Your allocated Improvement Adviser will provide further details through our [delivery plan](#).

In addition to the support outlined in our delivery plan we can **support your improvement agenda** and act as a critical friend with the offer of regular chargeable structured visits through Threads of Success.

Strategic Improvement visit

This is our most requested piece of support. It is a three or six hour visit that is carried out by a knowledgeable Early Years adviser. The focus of the visit is bespoke and tailored to the individual needs of your provision. It can be agreed in consultation with the adviser and include support with writing policies, audit your provision to bring about improvements, or preparing for an Ofsted visit.

For more information please visit www.threadsofsuccess.co.uk.



Equality and Inclusion

Inclusion underpins good and outstanding practice and is threaded throughout the Statutory Framework for the Early Years Foundation Stage (EYFS 2014). The requirements within the **Special Educational Needs and Disabilities (SEND) Code of Practice (2015)**, **EYFS (2017)** and **Equality Act (2010)** must be demonstrated in practice to ensure that **all** children reach their full potential.

An Adviser from the Equality and Inclusion Team can provide advice and support to promote and embed equality of access and inclusive practice to ensure that all children have their needs met.

Support from the Equality and Inclusion Team will enable providers to:

- meet the requirements of the Special Educational Needs Code of Practice 2015 and Equality Act 2010. This includes supporting the setting's Special Educational Needs Co-ordinator to participate in the **Kent Early Years Local Inclusion Forum Team (EY LIFT)** process
- understand the nature of **achievement gaps**, to make timely interventions on both a setting wide and small group/individual child basis to ensure that achievement gaps progressively close

- **analyse and review assessment** and other relevant data to identify priorities and target interventions to individuals and groups at risk of under achievement including support to access and monitor the impact of Early Years Pupil Premium funding
- **review provision and practice** to address the needs of identified vulnerable individuals and groups of children through clear action planning and the implementation, monitoring and evaluation of the impact of action plans
- provide an **inclusive and accessible provision** to support all children and families within the community.

A wide range of training and support can be accessed through the [Threads of Success website](#) which encompasses all aspects of diversity, tracking and monitoring of progress, communication and language and special educational needs and disability.

Partnership and Integration

Kent's Partnership and Integration Team provides a range of information and support in order to promote strong partnerships both within and between Early Years and childcare settings, schools and childminders. The ways in which we share information with providers include:

- Early Years and Childcare Bulletin which is made available via [Threads of Success](#) and [KELSI](#) on a termly basis
- Briefing and Networking Sessions which are run three times a year. These are free sessions offering the opportunity for providers to hear important and relevant information and updates, together with the chance to network with each other
- Information regularly updated on [Threads of Success](#) and [KELSI](#).

Early Years Collaborations

The Partnership and Integration Team will support you in working collaboratively with other local settings in order to **drive improvement and narrow achievement gaps**. Currently 70% of settings have told us they are part of or are in the process of joining a collaboration. Collaborations are run by individual members from Early Years settings (not by Kent County Council) and each collaboration has an agreed leader (or leaders) who coordinate the work within the group. Terms of Reference are agreed which set out the aims and objectives of the collaboration, together with the expectation of what is involved in being part of the group.

Collaborations enable practitioners to **learn with and from each other** and **share good practice** which in turn will improve outcomes for children. Examples of some of the work being undertaken in collaborations include:

- Learning walks in each other's settings
- Sharing of policies and procedures
- Standardising planning and observation documentation
- Sharing staff training to reduce costs

If you would like more information about joining a collaboration please email eycollaborations@kent.gov.uk or visit the [Threads of Success](#) website.

Kent Education, Learning and Skills Information (KELSI)

[KELSI](#) is a website aimed at county council employees, school staff and other professionals working in the field of education and/or wider children's services. It is an information resource and communications channel, containing information KCC needs to make freely available to this audience. On a weekly basis during term time, an e-bulletin linked to the KELSI site is also sent to a large distribution list (mainly to Kent schools) promoting certain content, key events and the latest views from the Director of Education.

Foundation Stage Forum

- For more than seven years, the [Foundation Stage Forum](#) has been the platform for a vibrant online community of professionals involved with the Early Years Foundation Stage. With the advent of the new EYFS this community has become more active than ever. Come and join a warm and personal support network of reception teachers, nursery practitioners and registered childminders. Discuss issues, seek (and give) advice, find and download articles and resources – or just put your feet up and have a chat.
- Whether experienced or new to the profession, members find inspiration, a place to share ideas, and a personal and friendly environment to meet with like-minded colleagues from around the country.
- Kent Early Years has arranged free access to this resource for all its providers. As Kent practitioners you will also find your own local forum area, and your Early Years team will be able to keep in touch with you via email, letting you know of events and news from your local authority. There are separate areas for Early Years collaborations to network too.

Threads of Success

Kent County Council's Early Years and Childcare Service is committed to supporting excellence across the whole range of Early Years, School and Out of School childcare provision, including early education. To do this to best effect, we have developed [Threads of Success](#), which is an easily accessible framework of services and products, dedicated to ensuring excellence and meeting the early education and childcare related needs of children, young people and families.

Some of the services and products available to Kent registered settings through Threads of Success are Centrally Funded by KCC, others are chargeable. Services can also be accessed by individuals or purchased by the setting in a venue of their choice.

www.threadsofsuccess.co.uk

Threads of Success Recruitment Hub

At 'Threads of Success' we are committed to supporting you in developing a well-qualified and skilled workforce, to ensure you are fully equipped to effectively deliver the EYFS, to meet the needs of and provide the best possible outcomes for children in Kent.

For those looking to enter the early years and childcare workforce or further their career in the sector, we have information and opportunities to support you in making an informed decision about your future and to build a high quality and well qualified workforce.

www.threadsosuccessrecruitment.com

Enhancing Family Involvement in Children's Learning (EFICL)

Threads of Success has developed an award winning and useful toolkit to support practitioners in developing sound practice which enhances the involvement of families in their children's learning. This includes:

- An audit and reflection tool for settings to undertake
- A wall planner for settings sharing 14 strategies to engage families together with an accompanying booklet
- An 8 minute DVD introducing The Power of Schemas, which can be shared with staff and parents to support their understanding of how children learn
- Details of the 'SmarterPlay' App which settings are encouraged to share with parents to download and use.

To access an EFICL toolkit and training to support you in enhancing family involvement in your setting visit [Threads of Success](#). To promote the SmarterPlay app to families visit [KELSI](#) for more information.



Safeguarding

It is a statutory requirement for Early Years providers and their staff to access training on safeguarding.

We know that children learn best when they are healthy, safe and secure. All registered providers have a duty to:

- safeguard children;
- ensure the suitability of adults who have contact with children;
- promote good health;
- manage behaviour; and
- maintain records, policies and procedures.

Information and access to specific good practice guidance on safeguarding can be accessed on [KELSI](#). This information is updated on a regular basis and includes contact details for the **Education Safeguarding Team** that provides a **consultation service to designated staff** in schools and Early Years settings. Additional support services including chargeable bespoke training can also be commissioned by settings as appropriate.

The **Kent Safeguarding Children Board (KSCB) [procedures](#)** can be accessed online. The revised version of the Kent and Medway Threshold Criteria for Children in Need - which helps to determine thresholds for intervention when considering a referral to children's social services or the Early Help Team is also available on both the Education Safeguarding Team and KSCB web pages.

Early Years settings will be well aware of the EYFS that helps inform practice as evaluated by Ofsted. This now expects settings to have supervision arrangements in place for all. Supervision guidelines have been published and these are available on the web page. Training has also been made available subject to demand.

Safer Recruitment training for schools is mandatory but this can also be accessed via CPD Online by settings in addition to training for designated staff and basic awareness-raising sessions delivered across the county by the Education Safeguarding Team. Providers also need to be aware of the Disqualification Regulations 2009 (under the Child Care Act 2006) when vetting staff as any appointment should be conditional on satisfactory checks being received.

From 1 July 2015 all schools and registered Early Years and childcare providers are subject to a duty under Section 26 of the Counter-Terrorism and Security Act 2015, to have "*due regard to the need to prevent people from being drawn into terrorism*". This is known as the "**Prevent Duty**". Government [guidance](#) to this duty is available.

In order for schools and childcare providers to fulfil the Prevent Duty, it is essential that staff are able to identify children who may be vulnerable to the influence of radicalisation and know what to do when they are identified. Protecting children from this risk should be seen as part of schools' and childcare providers' wider safeguarding duties and is similar in nature to protecting children from other harms, whether these come from within their family or are the product of outside influences.

All schools and Early Years and childcare providers in Kent have been advised to complete a **self-assessment toolkit** developed by the South East Counter Terrorism Unit (SECTU) to consider whether they have processes in place to fulfil the Prevent Duty. This includes the need to be mindful of the purpose of external organisations or individuals using the school or setting site.

All staff, volunteers, governors and committee members are also strongly advised to complete an **online general awareness training package** developed by The National Counter Terrorism Policing Headquarters (NCTPHQ), in conjunction with the College of Policing. The package includes information on how Channel, the multi-agency approach to protect people from being drawn into terrorist-related activity, links to the Government's Counter-Terrorism Strategy, CONTEST. It covers the Prevent strategy, and guidance on how to identify people who may be vulnerable to being drawn into terrorism and how to refer them into the Channel process.

If staff or volunteers have a concern about potential radicalisation influences, the school or setting's normal safeguarding procedures, including discussing with the Designated Safeguarding Lead (DSL), should be followed.

The **mandatory reporting of concerns** relating to female genital mutilation is another key safeguarding priority. A list of key documents is available on [KELSI](#), including the government document Mandatory Reporting of Female Genital Mutilation – procedural information.

See Safeguarding in Education contact details on page 14.

The **LADO Team** deal with allegations against staff who work with children. There is one contact number for the LADO Team: **03000 410888**.

Early Help and Preventative Services

Early Help and Preventative Services (EHPS) is designed to respond early to tackle emerging issues for **vulnerable children, young people and families** who are most at risk of developing problems and having poor outcomes. Preventative services are designed to respond early, to decrease the likelihood of problems emerging in the future.

The services include youth justice, troubled families, pupil referral units, attendance and inclusion, open access and targeted work in children's centres and youth hubs and individual child and family casework with a range of families requiring early help support. Details available on [KELSI](#).

As an Early Years provider you will come across children and families that may need additional or intensive support to ensure children are receiving the best start in life. This could be children requiring extra support with behavioural issues or something more complex such as parents with mental health issues/special needs, housing/debt concerns which would be affecting the whole family.

Often Early Years providers are the first to **identify issues** and concerns and it is your responsibility to **refer** accordingly to the appropriate agencies, seek open access support from your children's centre or complete an Early Help notification form for vulnerable children with multiple or complex needs.

You will also come across families who are known to Specialist Children's Services and are under a 'Child in Need' or 'Child Protection' plan. With these families, you will be expected to share relevant information about a child's well-being and development with their social worker.

There is a commitment made to all schools and Early Years settings to have a **named Early Help Worker** who will support you with the Early Help processes and to act as the first point of contact for advice and support. This will help to reduce the need for schools and Early Years settings to complete an assessment and co-ordinate support for families. However, it is essential that schools and Early Years settings, as key universal services, continue to be engaged and involved in working closely with EHPS and partners to improve outcomes for families.

Kent Family Support Framework

The Kent Family Support Framework (KFSF) provides a clear pathway for Notification, Screening, Assessment, Planning, Outcome Tracking and Reviewing of Early Help cases.

If you feel a family is in need of intensive support, you will need to complete an Early Help Notification form and submit the notification using the new online tool. Details on [KELSI](#).

Early Help Triage process all notifications, checking information and if insufficient, unclear or inconsistent will request further information from you. Triage will gather further information relating to the family from KCC systems and advise you of the outcome of the Triage process.

The District Early Help team will, where appropriate, allocate to an Early Help unit. Alternatively, open access support from a Children's Centre or youth hub or a commissioned service may be provided and details given to you. Advice may include signposting or guidance for you.

The Early Help Triage team is already co-located with the Specialist Children's Services Central Duty Team. Planning is underway for a single Front Door to children's services in Kent, which will bring these two teams together. In early 2018 (date TBC) the new Front Door will be launched and as part of these changes a new referral form will be introduced that partners complete for a child they believe requires intensive or specialist support. The Front Door will assess all referrals according to the Kent and Medway Threshold document, and decide if they are appropriate for Early Help or Specialist Children's Services.

The latest KFSF guidance is available on [KELSI](#).

For more information, please see EHPS web pages on [KELSI](#).

EYPS – Safeguarding in Education Contacts – 2017

Head Office – Sessions House Room 2.04, Sessions House, County Hall, Maidstone ME14 1XQ	
Claire Ray Principal Officer Kay Ashman Admin Support (part-time) Shirley Glasgow Admin Support	Office: 03000 415788 Mobile: 07920 108828 claire.ray@kent.gov.uk
Rebecca Avery Education Safeguarding Adviser – Online Protection	Office: 03000 415797 Mobile: 07789 968705 rebecca.avery@kent.gov.uk or for general enquiries: esafetyofficer@kent.gov.uk
Ashley Assiter e-Safety Development Officer	Office: 03000 422148 Mobile: 07545 743310 Ashley.assiter@kent.gov.uk or for general enquiries: esafetyofficer@kent.gov.uk
TRAINING & DEVELOPMENT Brook House, Reeves Way, Whitstable CT5 3SS	
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NORTH KENT – Dartford, Gravesham, Sevenoaks Worrall House, 30 Kings Hill Avenue, West Malling, ME19 4AE	
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Katie Agnew Safeguarding Admin Support (part-time)	
SOUTH KENT – Ashford, Shepway, Dover Kroner House, Eurogate Business Park, Ashford TN24 8XU	
Peter Lewer Area Safeguarding Adviser (Education)	Office: 03000 415648 Mobile: 07917 602413 peter.lewer@kent.gov.uk
Lin Storton Safeguarding Admin Support (part-time)	

Central Duty: 03000 41 11 11
 Urgent child protection issue outside of office hours,
 Call the **Central Duty** Out of Hours Number: **03000 41 91 91**
Early Help & Preventative Services:
earlyhelp@kent.gov.uk or ring 03000 419222

Contact us

CFIS	<u>kentcfis@kent.gov.uk</u>
Collaborations	<u>EYCollaborations@kent.gov.uk</u>
Equality and Inclusion	<u>EYInclusion@kent.gov.uk</u>
FF2 Team	<u>eyfreefor2@kent.gov.uk</u>
Improvement and Standards	<u>EYCIImprovementServices@kent.gov.uk</u>
Management Information	<u>eyfe@kent.gov.uk</u>
Sufficiency and Sustainability	<u>Sufficiencyandsustainability@kent.gov.uk</u>
Threads of Success	<u>ThreadsofSuccess@kent.gov.uk</u>
KELSI	<u>http://www.kelsi.org.uk/early-years</u>

(also access Kelsi for safeguarding information)