



THREADS

OF

SUCCESS

Early Years and Childcare Excellence

EARLY YEARS AND CHILDCARE NEW PROVIDER PACK

August 2019

Information for new group providers on the
Early Years Register

**THE EDUCATION
PEOPLE**

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Introduction

The Education People is Kent County Council's education services company, working to deliver the authority's Early Years and Childcare Strategy 2016 - 2019. The Strategy states:

'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 Kent County Council and The Education People can offer to support the development of a high-quality early years and childcare setting.



Kent Children and Families Information Service (CFIS)

The Kent Children and Families Information Service (CFIS) provides free, confidential and impartial information and advice to parents, carers and members of the public around early education and childcare.

Kent CFIS is also the first port of call for prospective providers looking to set up a new childcare setting within Kent. The service can provide 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 a referral procedure the service is 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.

Kent CFIS offers newly registered providers the opportunity to advertise their setting's details to parents and carers looking for childcare via our online childcare directory, through our advice line or email. You can discuss the best options for providing your setting's details to parents and carers with the service.

Kent CFIS supports 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>

Kent Education, Learning and Skills Information (KELSI)

KELSI is a website aimed at county council employees, school and setting 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 and The Education People need 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. You can subscribe to the e-bulletin on the KELSI landing page.

The Education People Website

The Education People is a one-stop shop for education services, to help improve learning, nurture wellbeing and provide for children's development. Our website contains a wealth of information on the services, training and products we offer for those running an early years and childcare setting.

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 Education Inspection Framework

The **Education Inspection Framework** sets out how Ofsted will inspect state schools, non-association independent schools, further education and skills provision and registered early years settings in England from 1 September 2019.

There are two **Ofsted registers**: The Early Years Register and the Childcare Register. If you register on the Early Years Register, you can also join the Childcare Register at no extra cost. You can do this when you apply or later. However, if you're only registered on the Childcare Register, and you want to join the Early Years register, you need to apply separately and pay a fee. Information on the registers can be found [here](#).



Early Education and Childcare Funding Information

Kent Provider Agreement

The **Kent Provider Agreement** sets out the terms and conditions which providers need to meet in order to register and receive funding to deliver Early Education and Childcare places for two, three and four year olds in Kent. Free Early Education and Childcare can be delivered through a range of providers including childminders, childminders as part of a childminding agency, maintained schools with a nursery class, school or local authority run nursery provision, academies and independent schools.

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

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 570 hours a year free also over no fewer than 38 weeks and up to 52 weeks per year.

For further details about the eligibility of children able to access Free Early Education and Childcare, visit [KELSI](#).

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 early years 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 £4.00 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 CYPE (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.

MI 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).

Every year MI produces a **PVI Calendar**. This is an information sheet containing useful dates regarding payment periods, funded weeks, headcount weeks and payment dates. MI is responsible for the termly data collection of two, three and four year olds claiming the Free Early Education and for calculating payments due to providers. The first payment in a term is an 'estimate claim' which is based on how many eligible children the provider is expecting to claim funding. An interim payment is calculated based on the estimate claim and is paid at the beginning of term. The second payment is based on a data collection after the beginning of term called a 'headcount'. A balancing payment will then be calculated for the term using headcount information and deducting any interim payment. Please see [Payment Process Guide](#) for more information.

MI is also responsible for the data collection for the Statutory Annual Early Years Census. Each year every early years setting registered with KCC must submit a census return to Management Information. The census is a data collection that will include information that is sent to the DfE to enable KCC to receive the funding from which to pay providers.

Free Early Education and Childcare registration for two year olds

When you register with MI to offer the Free Early Education you will be asked to indicate whether you will be offering the Two Year Old Entitlement. In Kent, Free Early Education for two year olds is known as the Free for Two (FF2) Scheme.

The FF2 Team processes claims for FF2 funding in several windows in each term following a PVI calendar of their own. This can be found on the [Free Early Education places for 2 year olds](#) section of KELS.I.

Please contact the FF2 team at eyfreefor2@kent.gov.uk or call 03000 413700 for full details.

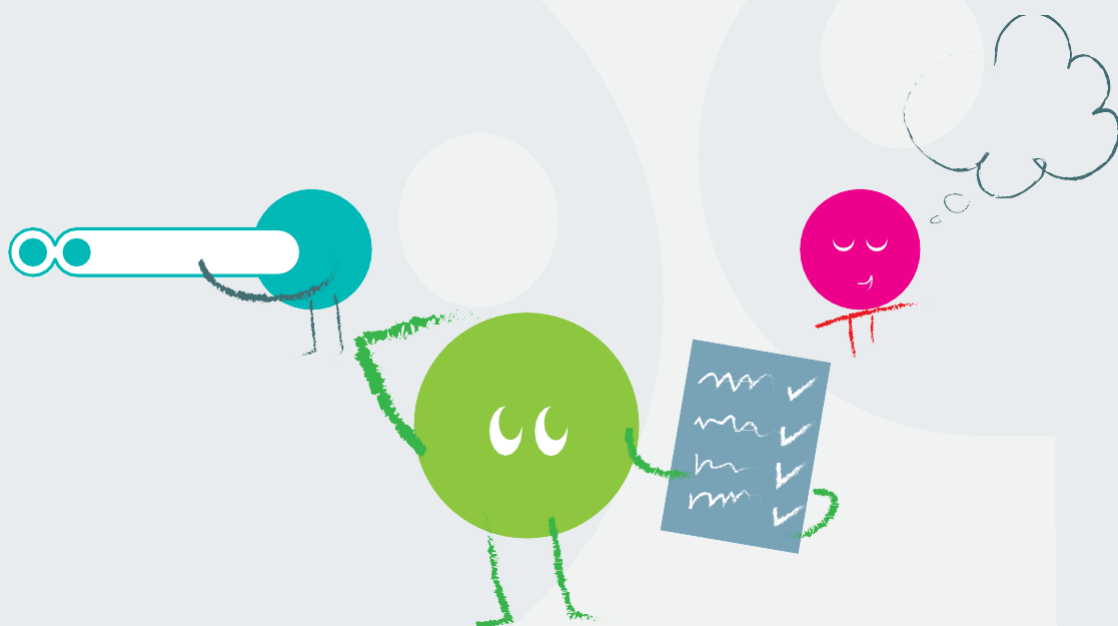
Early Years Pupil Premium (EYPP)

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. Providers must complete an online application to confirm a child's eligibility. Once MI have checked eligibility, an EYPP payment will be paid on a termly basis. Unfortunately, payments cannot be released until the three and four year old headcount claims for all settings have been verified.

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](#).

Disability Access Fund (DAF)

From April 2017 the government introduced new funding for early years providers, the Disability Access Fund (DAF), to support children with disabilities or special educational needs. The DAF aids access to early years places by, for example, supporting providers in making reasonable adjustments to their provision. All early years providers who receive funding for the entitlement for three and four year olds can claim DAF for eligible children. The DAF is payable as a lump sum once a year per eligible child. Further information about eligibility can be found on the [KELSI](#) website and the [Department for Education](#) website. For further information on claiming this type of funding, consult the Management Information team.



The Education People's Early Years and Childcare Service

Sufficiency and Sustainability

The Education People'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 is available to offer advice, support and guidance to new providers on a range of matters as listed below.

Statutory and Legal requirements

We can support you with understanding statutory documents and legal governance and provide information on a wide range of government funding for early years and childcare including a briefing on compliance.

Business Planning and Financial Management

This bespoke visit focuses on your new business as a whole including business planning, financial management and sustainability and will provide an opportunity to explore a range of business tools that will help you feel confident about the overall effectiveness of your business.

Marketing

We can support you to consider the key elements of marketing and how you can build them into your marketing plan to attract parents/carers to your new setting. We will introduce you to a range of tools and provide practical marketing ideas to make you stand out from the crowd.

Committees

If setting up a new provision which is run by a committee of people, we can provide a bespoke visit of support. The visit will enable the committee to explore elements of their responsibilities and be aware of which elements they must complete to meet statutory legislation.

If you would like more information on setting up and managing an early years and/or childcare provision please contact the Sufficiency and Sustainability team using the email in our Contact Us section or you can find more information on our [website](#).

Improvement and Standards

Where a setting is newly registered this will trigger bi-monthly support from the local authority via The Education People. You will be allocated an Improvement Adviser who will contact the setting and undertake the visits up until the first inspection. The visits will focus on your self-evaluation. Your 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 The Education People's **Threads of Success** offer.

Equality and Inclusion

Inclusion underpins good and outstanding practice and is threaded throughout the Statutory Framework for the Early Years Foundation Stage (EYFS 2017). 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 our [Threads of Success](#) offer which encompasses all aspects of diversity, tracking and monitoring of progress, communication and language and special educational needs and disability.

Partnership and Integration

The Education People's early years 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 **The Education People** website 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 The Education People website and [KELSI](#).

Early Years Collaborations

The Early Years and Childcare Service will support you in working collaboratively with other local settings in order to drive improvement and narrow achievement gaps. Currently 70% of group 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 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@theeducationpeople.org or visit [KELSI](#).

The Education People's Threads of Success Offer

The Education People'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 KCC funded; others are chargeable. Services can be accessed by individuals or purchased by the setting in a venue of their choice.

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. There is a range of Strategic Visits available to support with your continuous improvement. For more information please visit our [website](#).

Threads of Success Recruitment Hub

At The Education People 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, our online **Recruitment Hub** holds information and opportunities to support you in making an informed decision about your future and to build a high quality and well qualified workforce.

Enhancing Family Involvement in Children's Learning (EFICL)

The Education People's 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, schools, out of school clubs and children's centres to undertake
- a wall planner for settings sharing 14 strategies to engage families together with an accompanying booklet
- an eight 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 our [website](#). To promote the SmarterPlay app to families visit [The Education People](#) 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 People's **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](#).

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.

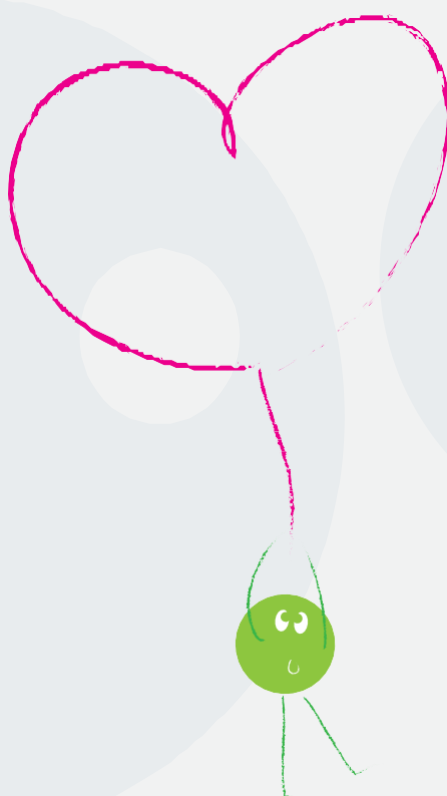
All staff, volunteers, governors and committee members are also strongly advised to complete an **online general awareness training package** developed by The National Counter Terrorism Policing Headquarters (NCTPHQ), in conjunction with the College of Policing. The package includes information on how 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.

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, pupil referral units, attendance and inclusion, open access and targeted work in children's centres and youth hubs plus 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 could 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, which might include seeking support from your local Children's Centre. For any safeguarding issues, you should first discuss these with your Designated Safeguarding Lead.

You may need to complete a Single Request for Support form for vulnerable children with multiple or complex needs whose needs are at an intensive or specialist level - Support Levels 3 or 4 (www.kscb.org.uk). Before completing the form, you should seek the family's agreement to engage.

The Front Door team receive and process all Single Request for Support forms. Please ensure you provide detailed information to enable them to process your request as quickly as possible. The Front Door team will check information from KCC systems and advise you of the outcome of the process.

If accepted as meeting the required threshold the form will be passed to either the local District Early Help or Children's Social Workteam.

You will also come across families who are already known to Children's Social Work 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.

If you feel the needs of the family sit below Support Levels 3 or 4, and you would have previously considered completing an Early Help Notification, please contact your local Children's Centre for a District Conversation. Your request for advice will be responded to within 2 working days by an Early Help Manager and you will then be able to discuss the needs of a child, young person or family and be provided with advice about the most appropriate type of support available within the community at Support Levels 1 and 2.

There is a commitment made to all early years settings to have a named Early Help Worker who will provide advice and support. It is important that early years settings continue to be engaged and involved in working closely with Early Help and other partners to improve outcomes for families.

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

The Education Safeguarding Team

Contact Details

Head Office Room 2.30, Sessions House, County Hall, Maidstone ME14 1XQ	
Claire Ray Head of Service	03000 415788
Peter Lewer Training & Development Manager	03000 418707
Online Safety	03000 415797

For advice on safeguarding issues please call you area office on the numbers listed below.	
If a child may be at risk of imminent harm you should call the Integrated Front Door on 03000 411111 or the Police on 999	
Ashford	03000 415648
Canterbury	03000 418503
Dartford	03000 412445
Dover	03000 415648
Folkestone & Hythe	03000 415648
Gravesham	03000 412445
Maidstone	03000 412284
Sevenoaks	03000 412445
Swale	03000 418503
Thanet	03000 418503
Tonbridge & Malling	03000 412284
Tunbridge Wells	03000 412284

Integrated Front Door: 03000 411111 (outside office hours **03000 419191**)
Early Help Contacts (district teams) can be found on www.kelsi.org.uk

Contact us

CFIS

kentcfis@kent.gov.uk

Collaborations

EYCollaborations@theeducationpeople.org

Equality and Inclusion

EYInclusion@theeducationpeople.org

FF2 Team

eyfreefor2@kent.gov.uk

Improvement and Standards

EYImprovementServices@theeducationpeople.org

Management Information

eyfe@kent.gov.uk

Sufficiency and Sustainability

Sufficiencyandsustainability@theeducationpeople.org

Threads of Success

ThreadsofSuccess@theeducationpeople.org

KELSI

<http://www.kelsi.org.uk/early-years>

