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# Newsletter for Early Years and Childcare providers

## January 2012 – Issue 12

### **Councillors agree to keep all Children's Centres**

Executive councillors have agreed to maintain children's centres across Central Bedfordshire after a public consultation showed overwhelming support for keeping all 22 sites.

Councillors took the decision to manage the centres as nine clusters; each centred on a main hub feeding smaller satellite centres, after 91 per cent of the 700 respondents said this was their preferred model. The Hubs will be based in Dunstable North, Dunstable South, Houghton Regis, Leighton Buzzard, Sandy, Flitwick, Biggleswade, Stotfold and Shefford.

Overall spending on children's centres will stay the same but the council has been looking at new, enhanced delivery models with more early intervention services being available for the Centres to access, after the government called for services to be targeted on the most deprived children and families. The main hubs, serving the areas of greatest need, will have call on more resources, allowing them to offer enhanced provision for disadvantaged families.

The other two options which would have involved closing centres in areas of less need in order to put even more resources into the areas with the highest levels of deprivation were rejected by the majority of respondents.

Current contracts for all 22 Centres are due to expire at the end of March 2012. The contracts starting from April will reflect the new arrangements. Please see the link below to view the report that was presented to the Executive:

[www.centralbedfordshire.gov.uk/modgov/documents/s32494/08%20Children%20Centres%20Delivery%20in%20Central%20Bedfordshire.pdf](http://www.centralbedfordshire.gov.uk/modgov/documents/s32494/08%20Children%20Centres%20Delivery%20in%20Central%20Bedfordshire.pdf)

### **Calling an Ambulance in an emergency**

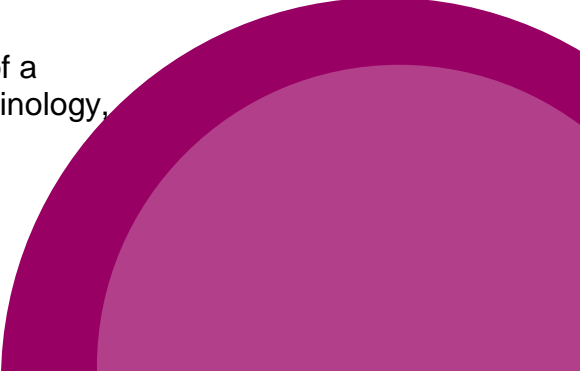
It has come to our notice that when calling an ambulance they often ask you to give the post code of your setting. We suggest that you write this down on the list of your first aiders or in a prominent place, so if the need arises it is easily accessible by any member of staff.

### **Safeguarding and Allegations Policy (attachment)**

The welfare requirements state that each setting must have 'an effective safeguarding children policy and procedure that must be implemented'. This must include the procedure to be followed in the event of an allegation being made against a member of staff (Statutory framework, p. 22)

It is important that these policies are up to date in the event of a safeguarding issue and are easy and efficient to follow. Terminology, processes and contacts details can often be out of date.

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Current requirements include contacting the Local Authority Designated Officer (LADO) and notifying the Independent Safeguarding Authority (ISA) in the event of an allegation. Although the vetting and barring scheme is under review, employers are under a legal duty to notify the ISA of relevant information, so that individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups.

Not only is it important to ensure the policies are up to date, but also that all staff are aware of the procedure to follow in the event of concerns or a disclosure. This is best disseminated and discussed on a regular basis. If you would like an up to date policy to refer to, please contact your CDO. An up to date safeguarding contact sheet is attached.

## Setting up a Website

Have you thought about setting up a website for your setting? This is a good way to publicise your group and to keep parents informed about what's happening. There are many good sites around, but also some which are not so easy to access or not updated regularly. Have a look around the web and find out what you like and don't like.

Here are a few points to consider when setting up a website:-

- Keep the information clear and as concise as possible.
- Decide how users can easily navigate around the site (do a few trials and ask for honest feedback!).
- Add the setting's logo and drawings to break up the text and add interest.
- Update the site regularly, with a delegated person responsible for this e.g. monthly.
- Include information about the setting's premises, opening hours, term dates, staff, daily routines, how children's learning journeys are recorded and how parents can contribute, events etc.
- Newsletters can be online on the website to save printing costs.
- Policies and procedures can be summarised and a full set available if you wish.
- Forms – such as the application form, permission forms, can be downloaded with clear instructions of where these can be sent.

Remember once the website is set up, it provides ongoing publicity for your setting and helps keep everyone informed. If you use photos of the children you must get written agreement from your parents.

## Support during Ofsted inspection feedback

When you are inspected, if you wish, you can ask to have a Local Authority representative to sit with you in the feedback session. The inspector should agree a time to begin feedback with you so that will give you a chance to call and invite your Childcare Development Officer or whoever you wish. This can be helpful so that we could take notes to clarify anything being said and subsequently support you with any recommendations.

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## Funding for child protection conferences (attachment)

It has been agreed that we will provide funding from our Private, Voluntary and Independent providers to allow practitioners to attend **Child Protection** and **Child in Need** strategy meetings. The funding is to pay for supply cover and will be paid at £10 per hour. A form is attached which will need to be completed for each meeting. Please note that the form must be signed by the practitioner attending the meeting and the Chair of the meeting. The terms and conditions are on the second page.

## Let's Talk Business in Central Bedfordshire

Business people across Central Bedfordshire can now sign up to a special newsfeed service that will keep them up-to-date with the latest developments in the area.

Let's Talk Business, as the service is called, gives information on subjects such as financing and funding opportunities, contracts and tenders from Central Bedfordshire Council, networking events and awards and competitions.

When people join they will also receive a Business Timebank voucher giving access to one hour's free advice from a business professional. To sign up visit

[www.centralbedfordshire.gov.uk/letstalkbusiness](http://www.centralbedfordshire.gov.uk/letstalkbusiness)

## Child Development (attachment)

We attach our third document on Child Development. This month we focus on the development of a twelve month old looking at their physical, cognitive and language development, emotional and social development and play.

You can use these to update staff knowledge or as general interest for parents. Remember these are guidelines and if you have any concerns about a child's development you should seek further professional advice.

All the information has been taken from the book "Child Development, An illustrated guide" by Carolyn Meggitt, published by Heinemann Pearson Education Limited, 2006. We hope you find these articles interesting and informative.

## Central Bedfordshire Parent Partnership Service - Parent Support sessions

We are a free and confidential support service for parents and carers of children with Special Educational Needs. We support children from Early Years right through to the end of their formal education. We give advice and information about a range of topics including:

- finding a school
- classroom support
- Individual education plans
- behaviour issues
- getting a statement



- statement and annual reviews
- exclusions

We provide a telephone helpline, a range of leaflets and can signpost you to local support groups and organisations. We can help with form filling, letter writing, reports and meetings in school.

These parent support sessions are for anyone with concerns around their child, and are particularly informative and helpful if you are trying to get a Statement. You can turn up on the day, or phone in advance to let us know you are coming, we will be very happy to meet you. If you cannot get to a session and you need to talk to someone, just call us Angela or Wanda on 0300 300 8088

## **NCMA Parenting Referral Scheme**

### **For childcare places being funded by Central Bedfordshire Council or other agencies/organisations.**

The Parenting Referral Scheme is a referral service to provide home-based childcare for parents/carers in need, that Central Bedfordshire Council have commissioned NCMA to provide.

Some children may need care for just a few hours while others may need care over an extended period of time to enable parents/carers to access support, training or to attend meetings.

The Council and NCMA are working closely together to provide this service to support parents/carers to ensure they are able to support themselves and their family and ensure the children are given the best start in life. This support will benefit the child(ren) as well as the parents/carers.

To provide this service to our community, NCMA keep a record of childminders able to provide childcare to meet the needs of the child and parent/carer concerned. Some of the childminders have relevant training and experience of caring for children and families with particular needs as well as those who have a willingness to learn.

Childminders providing this service are appointed an NCMA Development Worker for advice and guidance as well sourcing additional training as identified by the childminder and/or their Development Worker.

Therefore, if you have any parents/ carers who require funded home-based childcare, please do not hesitate to contact me.

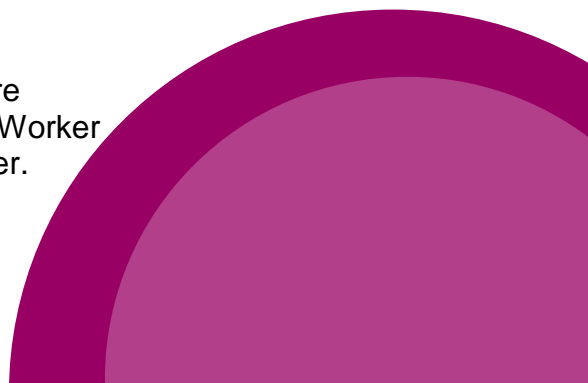
### **Other Services NCMA provide in Central Bedfordshire:**

#### **Becoming a Childminder**

NCMA provide pre-registration briefing sessions and ongoing support for prospective childminders.

#### **Parent/Carer Brokerage**

Parents/carers who require self-funded home-based childcare (private arrangement), can contact the NCMA Development Worker who covers their area. They will assist in finding a childminder.



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## Teen Parent Scheme

As with the Parenting Scheme, but for young parents wishing to return to education/ training and are under the age of 21 years on the first day of their course. An NCMA Development Worker can support them in finding home-based childcare, which will then be funded by Care-to-Learn (criteria applies).

## Other

We also provide other childminding related advice, support and training for childminders, parents/ carers and organisations/ agencies.

If you would like someone from NCMA to come and provide a short presentation to a group of you regarding this and other services we provide, please let me know and we will be happy to arrange. For more information contact: Mark Southwood, Childminding Services Coordinator - Central Bedfordshire, 01582 865376/ 07734 734181

## First national food guidelines for under-fives released

The School Food Trust has recently issued new guidelines and recommendation for providers of early years services. For more information please follow the link below.

[www.schoolfoodtrust.org.uk/news-events/news/new-guidelines-launched-on-food-and-drink-in-early-years](http://www.schoolfoodtrust.org.uk/news-events/news/new-guidelines-launched-on-food-and-drink-in-early-years)

## Training consultation

The Childrens Workforce Development has just released a consultation on the Early Years Professional Status Standards. This closes the 23<sup>rd</sup> March 2012. For more information go to

[www.cwdcouncil.org.uk/early-years/graduate-leaders-in-early-years/eyps-standards/eyps-standards-review-on-line-consultatio](http://www.cwdcouncil.org.uk/early-years/graduate-leaders-in-early-years/eyps-standards/eyps-standards-review-on-line-consultatio)

To complete the consultation go to

<https://secure.cwdcouncil.org.uk/PerfectForms/player.htm?f=viAAGgEi>

## The Department for Education's consultation about childcare sufficiency, 2 Year Old Funding and the Free Entitlement

The Chancellor announced in his Autumn Statement on 29 November 2011 that the early education entitlement for two year olds will be extended to cover more children. The Government intends to take a phased approach to implementation, with 20 per cent of two year olds eligible from September 2013, and then 40 per cent eligible from 2014. The consultation proposals on the two year old eligibility criteria (consultation questions 2 and 3) apply to the first phase of implementation in 2013. Further proposals will be published in due course about eligibility criteria to reach 40% of two year olds from 2014.

This consultation sets out proposals on the new entitlement for two year olds from September 2013, including which children will be eligible. It also includes proposals on the quality and flexibility of the entitlement for two, three and four year olds.

This closes 3 February 2012

[www.education.gov.uk/consultations/index.cfm?action=consultationDetails&consultationId=1782&external=no&menu=1](http://www.education.gov.uk/consultations/index.cfm?action=consultationDetails&consultationId=1782&external=no&menu=1)

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## Join the fun that is the Chatterbox Challenge!

For more details click on the following link

[http://www.ican.org.uk/en/Support-us/Chatterbox%20Challenge.aspx?utm\\_source=google&utm\\_medium=CPC&utm\\_term=resources&utm\\_campaign=School%2BResources&gclid=CMD64uvptq0CFcMMtAodp3YHmA](http://www.ican.org.uk/en/Support-us/Chatterbox%20Challenge.aspx?utm_source=google&utm_medium=CPC&utm_term=resources&utm_campaign=School%2BResources&gclid=CMD64uvptq0CFcMMtAodp3YHmA)

## Update from the Early Years Team (Learning Services):

### EYFS Learning and Development Consultation

Between July and September 2011, the Government consulted on a revised Early Years Foundation Stage (EYFS) framework, responding to the recommendations of an independent review by Dame Clare Tickell. The Government's response to the consultation can be accessed at:

[www.education.gov.uk/consultations/index.cfm?action=conResults&consultationID=1747&external=no&menu=3](http://www.education.gov.uk/consultations/index.cfm?action=conResults&consultationID=1747&external=no&menu=3)

In summary:

- There was broad support for the Government's approach to reform. Approval was particularly strong for the focus on the three prime areas of learning (Personal, Social and Emotional Development; Physical Development; and Communication and Language) for the safeguarding and welfare requirements, for reductions in paperwork and the clarity of the framework
- Many respondents felt there was a need for supplementary information and practice guidance to support practitioners in delivering the revised EYFS. The Government accepts this and is working to produce additional materials on completing the EYFS Profile; the progress check at age two; child development from birth to age five and a summary for parents
- A significant minority of respondents questioned the emphasis on 'school readiness'. The Government confirmed that the EYFS should be valued as an important phase in its own right and recognises the central importance of children's play. It also recognises that children need to be introduced to formal learning in a way and at a time 'appropriate to their individual level of development' and that this depends on 'practitioner skill and judgement'
- The Government has considered carefully feedback on draft Early Learning Goals (ELGs) and proposes further changes to the wording of these.

A one month consultation launched on 20 December 2011 provided a further opportunity to comment on the Government's proposed changes to some parts of the learning and development requirements in the revised EYFS framework: the ELGs; and the educational programmes. It was also an opportunity to comment on the statutory instrument which gives legal effect to these. The consultation is now closed and a summary response will be published by April 2012.

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## Central Bedfordshire Early Years Transition Guidance

The Central Bedfordshire Early Years Transition materials are now complete and have been piloted by a number of schools and settings in the authority. The feedback received from teachers, setting practitioners and parents has been very favourable and there has been overwhelming agreement to proceed with distribution to all settings and schools in Central Bedfordshire this term. These materials are designed to help schools and settings work together to ensure a seamless transition for children into school. The package consists of:

- Smooth Transitions in the Early Years: a Good Practice Guide
- Early Years Summary/Transfer Form
- Early Years Summary/Transfer Form – completed example
- Early Years Summary/Transfer Form Guidance Notes
- Transition Plan (Children with Additional Needs)
- Transition Plan – completed example
- Transitions Audit Tool

The completed pack will be available by half term. Settings will receive this by email and schools will be sent a copy via Central Essentials. We hope you will find the forms and guidance useful.

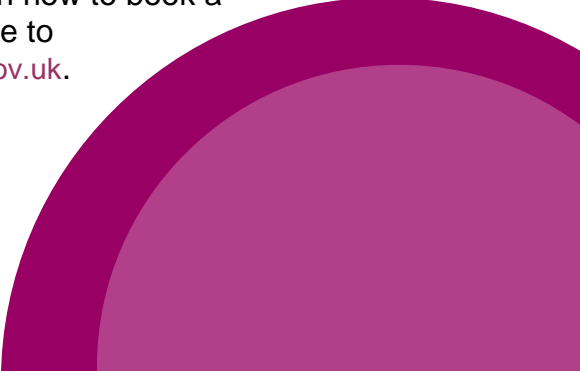
If you have any queries about using these materials please contact your early years consultant adviser: [Karen.finney@centralbedfordshire.gov.uk](mailto:Karen.finney@centralbedfordshire.gov.uk), [Deborah.griffiths@centralbedfordshire.gov.uk](mailto:Deborah.griffiths@centralbedfordshire.gov.uk), [Toni.djukic@centralbedfordshire.gov.uk](mailto:Toni.djukic@centralbedfordshire.gov.uk), [Victoria.parkes@centralbedfordshire.gov.uk](mailto:Victoria.parkes@centralbedfordshire.gov.uk)

## Early Years Outdoor Learning Hub Meetings(attachment)

Last term the Early Years team invited a number of settings and schools across Central Bedfordshire to become Outdoor Learning Hubs. In November 2011, each Hub Leader hosted a meeting in their school/setting, with developing Communication, Language and Literacy in the outdoors as the focus. These meetings were well supported and very successful, thanks to both the hard work of the Hub Leaders involved and to those practitioners who managed to attend.

This term the focus of the Hub meetings will be developing Problem Solving Reasoning and Numeracy (PSRN) in the outdoor learning environment. Those practitioners working in Reception classes will no doubt be aware that PSRN is one of the two focus areas for EYFSP moderation this year, so why not come along and see what other practitioners in the Early Years Foundation Stage are doing? Given the limited capacity of some of our smaller settings, early booking would be advisable if practitioners wish to secure a place at the venue of their choice. Full details of all hub meetings for this term can be found in the flyer attached to this newsletter, along with information on how to book a place. If you have any further questions please do not hesitate to contact Deb Griffiths at [Deborah.griffiths@centralbedfordshire.gov.uk](mailto:Deborah.griffiths@centralbedfordshire.gov.uk). Please note that bookings should be made via the Early Years Administrator.

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## Setting Support Meetings

We have two final setting support meetings still to held. One will be facilitated by representatives from HMRC on Statutory Sick Pay and Maternity Pay. The other evening will focus on how to develop good visual communication with parents by looking at the use of newsletters, prospectus and notice board to give out information. For further information or to book a place please call 0300 300 6615 or email [heather.knox@centralbedfordshire.gov.uk](mailto:heather.knox@centralbedfordshire.gov.uk)

As always the evenings are aimed at Managers, Deputies, Committee Members and Staff. This is also an opportunity for you to network and meet colleagues from other childcare settings

## Network Meetings 2012

Network Focus	Venue	Place	Date	Time
Statutory Sick Pay & Statutory Maternity Pay	Harpers Day Nursery	Blunham	22 February 2012	6.15 – 8.00 pm
Get noticed! How to successfully communicate with parents	Poppies	Stotfold	19 April 2012	6.15 – 8.00 pm

## For Sale

We have a lovely coat peg unit which requires a new home. If you are interested please contact Suzi on 01234 765966.



## Outstanding Settings

Congratulations to Shillington Pre School and Victoria Smith (childminder) on achieving an Outstanding Ofsted

## Two year Old funding

In his autumn statement the Chancellor announced that the funding for disadvantaged 2 year olds will be substantially increased. From September 2013 20% of disadvantaged 2 year olds will be able to access 15 hours of free early education. This will increase to 40% from September 2014. This is an extremely large number of children who will become eligible to have their free places at day nurseries and pre schools.

To allow us to start working towards meeting this statutory requirement we have recently send out an audit questionnaire to all our settings. If you have not returned this can you please can you do so as soon as possible? We know that we do not have capacity to support the numbers suggested by the government and growth will be need.

We therefore want to ensure that should any funds become available they are targeted in the appropriate areas.

In the meantime to work towards the transition we have increase the number of free hours from 10 to 12 per week (over 38 weeks) and we have also increased the funding rate to £5 per hour.

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## Business Support Team

The Business Support Team are based in the Dunstable office and consist of

- Victoria Cortell-Ibanez, Early Intervention Support Manager,
- Shelley Spampanato, Business Support Officer,
- Judith De Ieso, Business Support Officer and
- Clarita Stemarthe, Systems Development and Support Officer.



The Team offers a wide range of Support for all the Child Poverty and Early Intervention teams which include Parenting Team, Childcare Team, CAF Support and Information Team, Children Centres team and also to support the Head of Service for CPEI. We provide a productive and effective support service to ensure the service needs are continuously met. No two days are the same for the Team with a wide variety of work and the Teams knowledge, skills and vast experience helps us to meet deadlines and ensures all Financial commitments are met for the Service.

## Nursery Education Audits

As part of the Local Agreement for the funding of early years provision, Central Bedfordshire is required to audit a number of providers each term. Every provider must therefore maintain accurate records of all children receiving their free hours. From February 2012 we intend to carry out audit visits to providers. This will entail a joint visit by your Childcare Development Officer and a member of the Business Support Team. We will send you a letter or email in advance giving the time and date of the planned visit. Please let us know as soon as possible if this time is inconvenient and needs rearranging. Please have available the following documents for us to view on the day;

- Registers of attendance
- Copies of parents declarations / provider agreement forms
- Copies of invoices to parents
- A copy of your prospectus
- A charging policy/ admission policy/ information to parents that shows that the NEF is free at the point of delivery.