

Cambridgeshire Early Years and Childcare Local Provider Agreement 2017-2018

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Cambridgeshire County Council offers support and advice to early years and childcare providers in support of its overall aims of

- Developing the local economy for the benefit of all
- Helping people to live independent and healthy lives
- Supporting and protecting vulnerable people

Cambridgeshire early years and childcare providers registered with Ofsted can sign up to this Agreement in order to access the support available from the local authority. This includes access to local authority funded systems, qualifications and training offered by the local authority, or qualification funding support to access other training providers.

This document sets out what the local authority will do, and what providers must and should do, based on the following local authority responsibilities as set out in regulation:

- 1. Ensuring quality of provision**
- 2. Safeguarding and child protection**
- 3. Workforce development**, including qualifications and ongoing professional training
- 4. Duty to secure sufficient childcare**
- 5. Social mobility, equalities and narrowing the gap**
- 6. Special Educational Needs and Disabilities and Inclusion**
- 7. Data Protection**

Providers accessing early years funding will need to sign up to the terms and conditions set out in the **Funding Agreement** which is separate to this document.

Signing the Funding Agreement includes acceptance of the responsibilities set out in this Agreement.

All registered providers should be aware the local authority is required by law to intervene in certain circumstances, including but not restricted to those set out in this document.

The local authority is required to intervene with childcare providers where

- The regulator has made a judgement of “Requires improvement” or “Inadequate”
- A Welfare Requirements Notice has been issued.

It may also intervene where there is a significant concern in relation to any of the areas listed above.

The Local Authority will offer

- support to providers in relation to the delivery of the Early Years Foundation Stage (EYFS). This includes a free universal offer for all providers, intensive support to providers judged to be “Requires improvement” or “Inadequate”, and a range of chargeable support services.
- a range of child protection advice and support including training and networks, online resources, Evaluation Tool (SET) and tailored support from designated officers
- continuing professional development (CPD) for all providers, including owners, governors and managers, to support them in meeting their professional responsibilities under the EYFS
- training and guidance for a setting Equalities Named Coordinator (ENCo)
- advice where a proposed development/expansion could prejudice existing provision and the LA cannot support the proposal
- access to the Cambridgeshire Assessment System for Early Years (CASEY) for EYFS and Every Child a Talker assessments

The Local Authority will support

- qualification training, working with further and higher education providers who are signed up to the Cambridgeshire quality statement and through its own direct provision (Early Years and Childcare Training Centre)
- the development of new provision including
 - consulting with relevant advisers and officers about the proposed development/ expansion
 - explaining funding available for new Early Years provision
- children with emerging needs through the **Early Years Service** (SEND surgeries) and through the SEND Inclusion Fund
- children with more complex needs through **SEND Specialist Services**

The Local Authority will intervene if any of the following occur:

- Ofsted judgement of ‘requires improvement’ or ‘inadequate’ is issued
- Ofsted Welfare Requirements Notice issued to a registered early years and/or childcare provider
- concerns about a provider who does not actively promote British values
- Ofsted inspection outcomes indicating a need to develop equality and diversity practice
- Allegation against a staff member or volunteer
- Concern raised about a setting’s safeguarding procedures by a relevant professional
- good quality provision at risk of closure can be sustained through short-term support
- concerns around provision for children with SEND are identified

and will also

- advertise opportunities to open new provision or to expand existing provision, via the County Council website.
- Review objections to proposed development/expansion.
- Operate the Prejudice Related Incident Form (PRIDE) process

Providers must

[Intervention process]

- engage with an allocated Improvement Adviser Contact where there is a concern about practice or an Ofsted judgement that requires support will trigger
- co-operate with the risk assessment process undertaken to establish if nursery education funding should remain
- provide appropriate representation to any Local Authority Improvement Panel convened by the LA, both for setting leadership and day to day management as required
- co-operate with relevant specialists called upon to support any actions identified in a setting improvement plan (SIP) where LA funding remains in place

[Child Protection]

- be alert to welfare concerns about a child
- ensure an appropriately trained Designated Person/s for Child Protection is available¹ at all times
- secure basic child protection training for all other staff
- ensure the suitability of people looking after children to fulfil the requirements of their role and not being disqualified from working with children (this includes Safer Recruitment procedure and DBS checks)
- secure annual safeguarding updates for all staff, committee members and volunteers
- offer induction training and secure EY2 declarations for committee members and volunteers
- maintain effective links with relevant agencies regarding child protection matters, safeguarding and child protection policy
- manage allegations against a staff member or volunteer in line with LSCB procedures.

[Workforce]

- ensure that all practitioners have appropriate qualifications, training, skills and knowledge and a clear understanding of roles and responsibilities.
- ensure that requirements are met for first aid, food hygiene, health and safety, staff supervision, safer recruitment and qualifications.

[Equalities]

- ensure that everyone is treated equally and fairly (as stated in the EYFS)
- comply with the requirements of the Equality Act 2010
- have regard to the Prevent Duty guidance for England and Wales 2015 and the Public Sector Equality Duty
- actively promote fundamental British Values
- provide opportunities for children to use and develop their home language in play and learning.

¹ Local Authority best practice strongly recommends that a Designated Person is on site at all times. Settings should review their policy and practice, and clearly assess and manage the risks associated with any off-site contact arrangements for their Designated Person.

[Data handling]

- ensure they maintain appropriate and current registration as data handlers with the Information Commissioner's Office.
- comply with the requirements of the Data Protection Act in relation to personal data.
- ensure that permission is obtained from parents/carers in relation to the holding of children's personal data, and manage data appropriately where this permission is limited or withheld.
- ensure that parents/carers are made aware of the County Council's Fair Processing Notice in respect of funded children and any other children whose personal data is held on any system shared with the Local Authority.
- support data sharing with Health and other partners as requested.

Providers should

- ensure that the need for any proposed provision has been carefully researched and evidenced where need for further provision has been identified.
- show evidence of consultation where seeking early years growth funding
- send a consultation letter to all early years and childcare providers within their area if wishing to expand or develop new provision in an area
- inform the local authority if wishing to expand or create places without public funding
- engage with the Prejudice Related Incident Form (PRIDE) process included in the Equalities (ENCo) Handbook
- track/monitor the progress of vulnerable children, including those for whom they receive additional funding and support
- complete data returns in line with their own policies and Local Authority guidance in relation to
 - o Child progress and stage of development (including funded two-year-olds and Every Child A Talker)
 - o Funding information
 - o Setting capacity and take-up (to support Sufficiency duty)
 - o Workforce qualifications and CPD.

The following frameworks and legislation underpin this document:

- **Early Education and childcare, Statutory guidance for local authorities 2017**
- **Childcare Act 2006**
- **Childcare Act 2016**
- **Equality Act 2010**
- **School admissions code 2014**
- **Statutory framework for the early years foundation stage 2014**
- **Special educational needs and disability code of practice: 0 to 25 years 2015**
- **Data Protection Act 1998**