

## Newsletter for all Early Years Providers

### **PROVIDER AGREEMENT - Terms and Conditions for the provision of Funded Early Education Entitlement (FEEE) places**

We would like to thank all FEEE providers for having completed and returned the Provider Agreement. Around 75% of the forms were submitted by the deadline date of 16/08/2017 and we have subsequently had the completed forms from all providers delivering FEEE in the city.

There may be some amendments required where the information provided needs to be corrected and we will be getting in touch with affected providers later this term.

### **NEW THIS TERM - Safeguarding Updates**

To ensure that we effectively disseminate key messages regarding safeguarding, we have developed a 'Safeguarding Updates' publication with the first issue being shared this term. Be sure to look out for the document that will be mailed out electronically for the latest safeguarding news and updates.

We welcome your feedback as to how useful these updates are and whether or not there is anything more that would be helpful for us to include.

### **FEEE Portal Training for Providers**

Over the Summer term 29 training sessions took place at various venues across the city. It gave providers opportunity to familiarise themselves with the updated system and gain support with using it. 129 providers attended the sessions which overall they found very useful.

Thank you for attending and for all of your feedback.

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## Important information from Leicester Safeguarding Children's Board

The LSCB have asked us to cascade the following information to all early years providers:-

There is now one front door response and one number to request children's social care or early help. This point of contact deals with anything relating to city children, whether it is an open case to a social worker or not.

### New Process:

- One form for early help and social care referrals
- Practitioner to make a call prior to filling out online referral form
- Online form: <https://www.leicester.gov.uk/health-and-social-care/childrens-social-care/>
- For Early Help, verbal consent required at this stage, form has been simplified
- A lead practitioner is identified to be the main contact for the family to co-ordinate the plan and ensure objectives are met
- A team around the family approach (physical or virtual) is underpinned by a plan and regular review demonstrating outcomes

**Early Help and Social Care one front door number  
0116 454 1004**

## Early Years Support Team Training

Our 2017/18 training brochure is currently being updated and will be available soon via this link:

<http://schools.leicester.gov.uk/earlyyearstraining>

This year we are also offering 3 twilight sessions:-

01/11/17 – Visual timetables and other visual cues

07/03/18 – Fun Time

09/05/18 – An introduction to SEND

These sessions run from 3.45 to 5.15, please contact Linda Mayes for further details ([linda.mayes@leicester.gov.uk](mailto:linda.mayes@leicester.gov.uk)) or speak to your Area SENCO

This is your newsletter and we always welcome contributions from Early Years Providers, if you have something you would like to be included in next terms newsletter please email [EEDteam@leicester.gov.uk](mailto:EEDteam@leicester.gov.uk)

## **\*NEW TRAINING\***

### **Safeguarding the well-being of children making links to developmental needs**

#### **Description:**

This learning opportunity is planned to provide meaningful and relevant space for practitioners to identify and reflect upon their role in meeting the well-being and safety of children. The session is aimed at supporting and enabling practitioners to become more confident in recognising and supporting the “voice of the child” and how building positive relationships with families supports and protects the well-being of children. Practitioners will have opportunity to discuss every-day practice and identify what is appropriate for individual children in meeting developmental needs.

#### **Learning Intentions:**

Practitioners will:

- Analyse and explore the daily life experiences of children in settings
- Examine what is meant by the “voice of the child”
- Relate principles to practice, ensuring safeguarding competences are identified, embedded, monitored and recorded.

#### **Relevant links:**

##### **Local Safeguarding Children Board**

##### **Effective safeguarding systems are those where:**

*The child's needs are paramount, and the needs and wishes of each child - be they a baby, infant, or an older child - should be put first, so that every child receives the support they need before a problem escalates.*

**Core values-** *“All safeguarding learning should place the child at the centre and promote the importance of understanding the child’s daily life experiences, ascertaining their wishes and feelings, listening to the child and never losing site of his or her needs”.*

##### **The LSCB published two Serious Case Reviews (SCR) in 2016**

**Key lessons learned -** *“Early Years Support teachers and nursery staff require training and good quality reflective supervision to support them in dealing with complex child protection cases for pre-school children. Practitioners need to understand how to make accurate holistic assessments and take appropriate actions to safeguard and protect children”.*

#### **Date and venue details:**

Friday 1st December

9.30am - 12.30pm

Room 16, Forest Lodge Education Centre, Charnor Road, Leicester, LE3 6LH

To book a place please visit: <http://families.leicester.gov.uk/childcare-provider-business-support/early-education-development/training/>

## EYFS Network Meetings

EYFS Network Meetings will bring together all of the schools and settings in each of the 6 cluster areas of Leicester City and replaces:

- Transition meetings (Children Centre Teacher team supported by the EYST team and the Ed Pysch team)
- EYFS Co-ordinators meetings (Raising Achievement Consultants)
- Provider network meetings (Early Education Development Team)

We look forward to having all three teams on board and believe these meetings will provide a regular point of contact for all EYFS practitioners to hear consistent messages as well as promoting partnership working between settings and schools via networking opportunities.

### AUTUMN TERM

Cluster Area	Meeting Date and Time	Venue for meeting
<b>NORTH WEST</b>	<b>Tuesday 24<sup>th</sup> Oct 2017 4– 5pm</b>	Beaumont Leys and Stocking Farm Children, Young People and Families Centre  <b>20 Home Farm Walk, Leicester, LE4 0RW</b>
<b>EAST</b>	<b>Wednesday 25<sup>th</sup> Oct 2017 4- 5pm</b>	Thurnby Lodge Children, Young People and Families Centre ,  <b>Dudley Avenue, Leicester LE5 2EG</b> Multi-purpose Room
<b>WEST</b>	<b>Thursday 26<sup>th</sup> Oct 2017 4 -5pm</b>	New Parks Children, Young People and Families Centre,  <b>Pindar Road, New Parks, Leicester LE3 9RN</b> Lemon Room
<b>CENTRAL</b>	<b>Wednesday 1<sup>st</sup> Nov 2017 4 – 5pm</b>	Highfields Children, Young People and Families Centre  <b>20 Barnard Close, Leicester, LE2 0UZ</b>
<b>NORTH</b>	<b>Thursday 2<sup>nd</sup> Nov 2017 4pm – 5pm</b>	Belgrave Children, Young People and Families Centre,  <b>Cossington St, Leicester, LE4 6JD</b>
<b>SOUTH</b>	<b>Tuesday 7<sup>th</sup> Nov 2017 4 – 5pm</b>	Willows Preschool (on Overdale primary School Site)  <b>Eastcourt Road, Leicester LE2 3YA</b>
<b>EVENING SESSION</b>	<b>Thursday 9<sup>th</sup> Nov 2017 7 – 8.30pm</b>	New Parks House, (Early Years Support Team SEND) <b>Pindar rd, Leicester LE3 9RN</b>

You will have received an email inviting you the meeting taking place in your cluster or the evening meeting. Details of how to book can be found on the email you will have received.

## Health and Safety Alert

Following a serious finger trapping accident investigation, a Leicester City Centre setting was prosecuted this year for failure to comply with health and safety law. This resulted in the setting being fined over £11,000 including costs.

It is essential for settings to take health and safety seriously by putting in place controls to protect children whilst they are premises and so avoid a similar accident from happening in their setting. The Public Safety Team advice that settings:

- Carry out suitable and sufficient risk assessments and review them regularly
- Carry out daily checks of the environment, paying particular attention to areas where children have access and any issues found are noted and actioned.
- Ensure all staff are fully trained and training is maintained & documented
- Organise meetings with staff regularly to discuss concerns
- Should make health and safety standing item at staff/team meetings

For further advice on health and safety please contact the Public Safety Team on Tel (0116) 4543220 or by email: [publicsafety@leicester.gov.uk](mailto:publicsafety@leicester.gov.uk)

## Business Rates

### **Supporting small businesses relief scheme**

The government has made funds available to local authorities to implement the supporting small businesses relief scheme, following the valuation office agency's 2017 revaluation of non-domestic properties.

If your setting lost all or some of the small business rate relief as a result of the increase in the rateable value then this scheme will ensure that the increase per year in your business rates bills is capped.

More information on this scheme and other Business Rates Reliefs and Exemptions can be found via: <http://www.leicester.gov.uk/business/business-rates/reliefs-and-exemptions/>

## 30 Hour FEEE Eligibility Codes and Applications

Please remind parents that they will have to re-check their eligibility during the course of this term. For this they either will have received or will be receiving a reminder from HMRC.

Also remind parents who qualify or may qualify for a 30 hour place for their child from the Spring Term 2018 that they need to make an application by **31 Dec 2017**.

If parents have any queries about re-checking their codes or require assistance in completing their application they should contact the **HMRC's Customer Interaction Centre on 0300 123 4097** as the Local Authority is unable to assist parents with this.

# ADHD for *Early years*

## ADHD AWARENESS DAY AND PRACTICAL STRATEGIES

A full day of training for professionals working with Early Years children suspected of/diagnosed with ADHD and/or their families

### Friday 10th November 2017

9.30am-3.30pm

Cost:  
£100 per person or  
book two places from  
the same  
organisation/setting  
for £180

#### The day will include:

- \* An introduction to ADHD, all about the condition, how it is diagnosed and the impact it has on children and families.
- \* Strategies to use in Early Years settings, in the community and at home.
- \* An introduction to '1-2-3 Magic' behaviour management programme

**ADHD SOLUTIONS**  
St Gabriel's Community  
Centre, Kerrysdale Avenue,  
Leicester, LE4 7GH

**CONTACT US:**  
0116 261 0711  
[info@adhd-solutions.org](mailto:info@adhd-solutions.org)



## Parental Declaration Forms

Providers are reminded to get the new Parental Declaration form completed for **all** children accessing a FEEE place at the setting (2 year olds, 3 & 4 year olds – 15 hours or 30 hours).

This includes all new funded children enrolled this term and also children who are continuing with you from the Summer Term.

The latest Parental Declaration form and Ethnicity Codes can be downloaded via the following link:

<http://families.leicester.gov.uk/childcare-provider-business-support/feee-administration/>

These forms need to be completed by the parent/guardian with your help.

Retain the original at your setting and give a copy to the parent/guardian.

### **E-Form for funded children accessing the extended entitlement or the stretched offer:**

Additionally, for funded children who are accessing:

- 30 hour FEEE (solely with yourself or as part of a blended offer) and/or
- FEEE over a stretched period (48 weeks or 51 weeks)

You need to submit some details on an E-Form via the link below:

<http://families.leicester.gov.uk/childcare-provider-business-support/feee-administration/notifying-of-extended-hours/>

## Autumn Term Training Programme

The Early Education Development Team are launching our new look training opportunities for the early years workforce this is online information that can be accessed via the following link: <http://families.leicester.gov.uk/childcare-provider-business-support/early-education-development/training/>

Our courses have been organised into 4 categories

- **Reflecting on practice** Opportunities to examine practice and ways to develop practice
- **Stepping into childcare** For those new to childcare or who are looking to review and revise
- **Stepping forward** For those who wish to develop their knowledge
- **Stepping up** Extending and consolidating learning with opportunity to deepen knowledge and understanding

Individual course information will be listed under each of these headings.

Throughout the term new events and opportunities will be posted on the website and we will send email alerts to make you aware of these.

As this is a new approach we would value your feedback via [EEDteam@leicester.gov.uk](mailto:EEDteam@leicester.gov.uk) If you have any questions please do not hesitate to give us a call on the number below.

*\*Please note we no longer have our training facility at Fosse Neighbourhood Centre please see individual course information for details of the venue.*

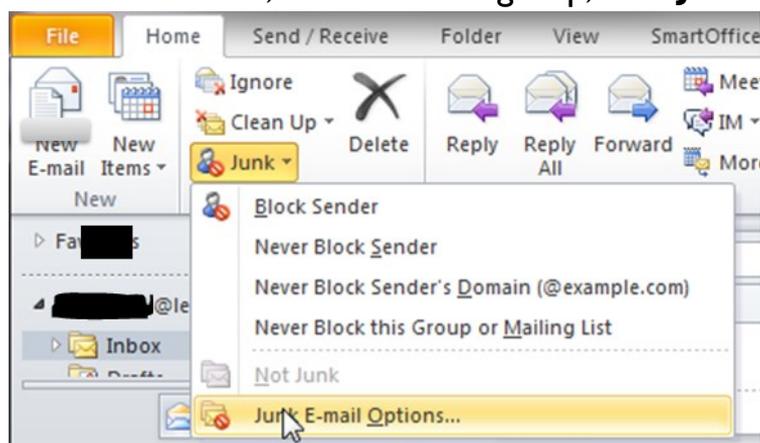
## Managing e-mails from Safe Senders

Your e-mail provider may place e-mails you receive into a Junk E-mail folder. This could include ones that you are expecting to receive. To ensure that you are receiving relevant e-mails into your inbox you will need to alter your Junk box settings to make them a safe sender.

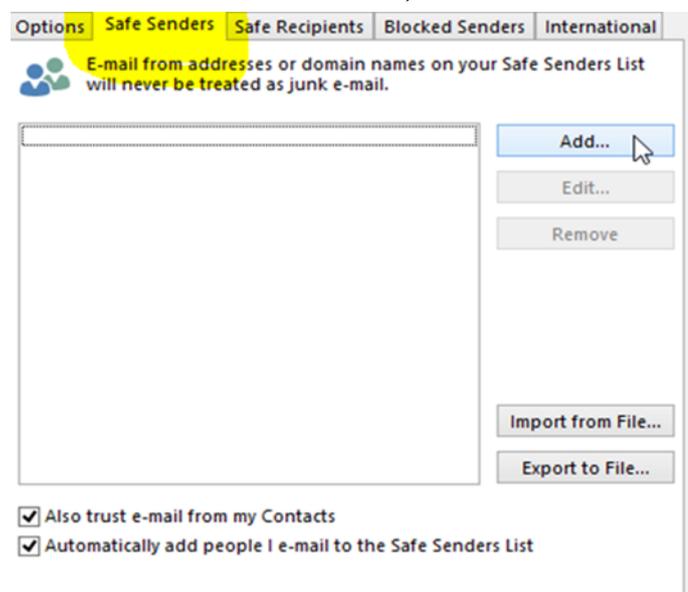
Each e-mail provider (e.g. Outlook, gmail, Hotmail) will have a similar process as described below. Once you have altered the setting, any further e-mails from that sender will be classed as safe and will go into your inbox.

If your e-mail provider's safe sender process is different to below, go to the help area within your e-mail account and search for Safe Sender list.

On the home tab, in the **delete** group, click **Junk** then **Junk E-mail Options**



On the **Safe Senders** tab, click **Add**



Type in the email address that you want to include as safe and click **OK**:

For childcare service related contact, it is suggested to add the following emails addresses:

- Early education development team [eedteam@leicester.gov.uk](mailto:eedteam@leicester.gov.uk)
- Free early education team [earlyeducation@leicester.gov.uk](mailto:earlyeducation@leicester.gov.uk)
- Family information [family@leicester.gov.uk](mailto:family@leicester.gov.uk)
- Mychoice [mychoice@leicester.gov.uk](mailto:mychoice@leicester.gov.uk)