



In this issue

**General Data Protection Regulation (GDPR)**

On May 25th 2018 new data protection rules come into force, this is known as GDPR – General Data Protection Regulation. This is designed to strengthen the way in which you collect and process personal information obtained from your children, families and staff. Any data which can be directly or indirectly identifiable to a person is known as personal data.

The Information Commissioner's Office (ICO) advises that you carry out an audit on the information that you hold. For example, children's details, parent's contact information, staff details etc. Then think about why you need it, who you share it with and when and how you would dispose of it, bearing in mind there are regulations on how long you need to keep children's records.

**There are seven privacy principles to follow under the GDPR, these are:-**

- You must have a lawful reason for collecting personal data and must do it in a fair and transparent way.
- You must only use the data for the reason it is initially obtained.
- You must not collect any more data than is necessary.
- Data has to be accurate and there must be mechanisms in place to keep it up to date.
- You cannot keep it any longer than needed.
- You must protect the data.
- You must be accountable for the data.

To help you prepare, the ICO have issued a 12 step guide ranging from raising awareness to implementing new policies which should help you to get ready for the changes.

The guide, **Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now** can be found at: <https://ico.org.uk/media/1624219/preparing-for-the-gdpr-12-steps.pdf>

1	General Data Protection Regulation (GDPR)
2	Major Incident Plans
2	National Minimum, Living Wage and Apprenticeship rates
3	Partnership Roadshow
4	Investing in your workforce
5	Local SEND consultation
5	Local Offer Live
6	National Smile Month
6	After you are registered
7	Risk Assessments
7	Ofsted self-evaluation (SEF)
7	Quality Forum
8	Cluster Area Transition Events
8	CPD courses and contact details

## Major Incident Plans

The Local Authority advise schools to have a **Major Incident Plan** in place to provide guidance for staff, should a serious incident occur e.g. in case of a physical assault or a threat of mass harm to children and staff.

If you are an early years provider with a setting on a school site or you have links with a school as part of your routine practice e.g. a childminder regularly taking children to and from a school site, we advise that you talk to them about their major incident plan and its potential impact on you/your provision. For example, if a school had cause to carry out an 'invacuation' (often referred to as 'lock down') what action would you need to take? For best practice this would be reflected in your own emergency procedures and supporting policies.

It is advisable that **all providers** (even if you are not on a school site or linked to one) take some time to consider how to best prepare and support staff should a major incident occur. For example;

- Preventative measures; Risk assessments in place, drills, security of premises
- Policies and procedures; determine the level of concern
- Emergency plans; initial responsive action to take, contingency plans

Communication; with emergency services, keeping alert to news updates, keeping parents and carers informed of the situation etc. Please note that this list is not exhaustive. It is advised that providers research best practice and tailor any plan created to their individual setting.

As a Local Authority, it is our intention to review section 2 of the QIP Framework, to include reference to best practice with regard to major incidents.

## National Minimum Wage, National Living Wage and Apprentice rates

Employees **aged 25 and over** are entitled to the National Living Wage (NLW) and those **aged 24 and under** are entitled to the National Minimum Wage (NMW) applicable to their age group.

Apprentices **aged under 19** are entitled to the Apprentice Rate.

Apprentices **aged 19 and over** are entitled to the Apprentice Rate in the first year of their apprenticeship and then entitled to the NLW or the NMW as applicable for their age.

The wage rates payable have **increased from 01 April 2018** - information can be accessed via:

<https://www.gov.uk/national-minimum-wage-rates>

## Workplace pension contributions

The minimum contribution rates, applicable to employers and employees, under 'automatic enrolment' schemes have **increased from 01 April 2018** - information can be accessed via:

<https://www.gov.uk/workplace-pensions/what-you-your-employer-and-the-government-pay>



## PARTNERSHIPS ROADSHOW

### WOULD YOU LIKE FURTHER SUPPORT TO DEVELOP PARTNERSHIP WORKING IN YOUR AREA?

Action for Children is offering this opportunity to look at effective and innovative ways to enable partnerships to form and develop across the early years sector within your local area. A particular focus will be given to the relationships between schools and PVI settings / childminders to support delivery of the 30 hours.

### Topics covered

- Effective partnership working to support the 30 hours
- Learning from the Hubs model
- Partnership toolkit
- Learning from early implementation evaluation
- Support available from Action for Children

### Who?

The audience for this event is schools, maintained nursery schools, PVI settings, childminders and out of school providers who are looking at **delivering the 30 hours through a partnership approach**.

**When?** Tue 1st May 2018  
4.15pm – 6.15pm  
Or  
7.00pm – 9.00pm

**Where?** Presentation Suite  
City Hall, 115 Charles Street  
Leicester  
LE1 1FZ

### How to book

To book a place on one of the roadshow sessions please send an email with your name, role, school or setting name and contact number to **EEDteam@leicester.gov.uk**



## Investing in your workforce

In recent years the introduction of the National Minimum Wage, National Living Wages rates and Workplace pensions, has put significant budgetary restraints on providers. One of the consequences of this is that many businesses and organisations are making cuts elsewhere and this is often a reduction in investment in professional development or not adequately budgeting for training and development. Compromising CPD over a period of time, will have an impact on quality of provision, which can obviously affect providers' inspection outcome.

***“CPD is essential to secure and raise quality level across the early years sector.”***

Source - <https://www.pre-school.org.uk/news/2016/05/essential-value-continuing-professional-development>

Ofsted trends locally are showing many less than good inspection reports are highlighting the need to support professional development to raise quality.

Leicester City Council's Funded Early Education Entitlement – Provider Agreement, sets out the minimum quality levels that must be achieved to be able to deliver 2, 3 and 4 year FEEE..

**2.43** The minimum quality levels that must be maintained in order to remain eligible to deliver places are as follows:

- Providers delivering FEEE places to eligible 2 year olds are required to maintain a minimum Ofsted judgement of Good
- Providers delivering FEEE places to 3 and 4 year olds are required to maintain a minimum Ofsted judgement of Requires Improvement

**2.44** In the event that a provider is inspected and fails to meet the minimum quality criteria stated above, the provision will become non-compliant and the compliance process will be initiated.

**Impact of a provider not being able to deliver 2 year FEEE can equate to a loss income (£4.90 per hour x 15 hours x 38 weeks):**

Loss of **INCOME** for 1 child of 2 year FEEE = **£2,793.00**

Loss of **INCOME** for 4 children of 2 year FEEE = **£11, 172.00**

**Impact of a provider not being able to deliver 3 year FEEE can equate to a loss income (£4.00 per hour x 15 hours x 38 weeks):**

Loss of **INCOME** for 1 child of 3 year FEEE = **£2,280.00**

Loss of **INCOME** for 8 children of 3 year FEEE = **£18, 240.00**

The questions we would like you to reflect on are: -

Do you adequately invest in your staff, to further develop their skills and knowledge, keeping up to date? Can you afford to lose this income for FEEE places?

## Local SEND consultation

Dear Provider,

I have been asked to raise awareness of consultation currently taking place around designing the services for Menphys.

Menphys is a local charity who support children with special educational needs (SEN).

Please can you share this with your parents of children with SEN at your setting. There is a prize draw for everyone who completes the survey. The lucky winner will receive a **£50** shopping voucher.

**Here is the link for parents - <https://www.surveymonkey.co.uk/r/2KC8BNB>**

Many thanks,

Sarah Mounsey

Team Leader Early Years Support Team

Leicester City Council

### Local Offer Live

**Date: 15th May 2018**

**Time: 10-17:00**

**Location: Curve Theatre**

Local Offer Live showcases disability related services available to children and young people, aged 0-25, in Leicester City.

The event features a service exhibition and supports a programme of performances, workshops and seminars.

Come along and network with children and young people; their parents and carers and service providers from across Leicester and Leicestershire.

### Save the Date...



## National Smile Month is nearly here!



As we head in to Spring we are in full planning mode for our 2018 National Smile Month (NSM) Campaign in Leicester City. NSM is the UK's largest and longest running national campaign and this year it runs from 14<sup>th</sup> May – 14<sup>th</sup> June. Working alongside thousands of organisations throughout the UK NSM aims to highlight 3 key messages:

- 1. Brush your teeth last thing at night and on at least one other occasion with a fluoride toothpaste**
- 2. Cut down on how often you have sugar foods and drinks**
- 3. Visit your dentist regularly**

This year Leicester City Councils Oral Health team has planned many events in libraries and with community groups, and we are encouraging schools and nurseries to get involved with the campaign by carrying out toothbrushing or a toothbrushing related activity, or themed lesson with F1 & F2's at **11am on Monday 14<sup>th</sup> May**.

By getting as many children as possible brushing their teeth at this time we can show how serious we are in Leicester about improving our children's oral health.

If you are interested in taking part in the 2018 campaign by carrying out toothbrushing or a toothbrushing related activity at 11am on Monday 14<sup>th</sup> May, please email [healthyteethhappysmiles@leicester.gov.uk](mailto:healthyteethhappysmiles@leicester.gov.uk) to let us know you'll be participating.

Closer to the start of NSM, a full calendar of events will be listed here: [www.leicester.gov.uk/healthyteethhappysmiles](http://www.leicester.gov.uk/healthyteethhappysmiles)

## After you are registered: meeting the registration standards

Information is available on the Ofsted website which provides further advice (with links to supporting documents) that Ofsted registered providers should have regard to in order to meet the registration standards. The section of the factsheet 'after you are registered' provides guidance on the following:

- Compliance
- Inspection
- Payment of annual fees
- Informing Ofsted of changes
- Reporting accidents and incidents
- Working from new premises
- Making a request to be removed from a register

The factsheet can be accessed from the following link:

<https://www.gov.uk/register-childminder-childcare-provider/after-youre-registered>

## Risk assessments

Risk assessments are a legal requirement and a practical tool to set out a clear course of action. By focusing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money.

Preventative actions are often simple, cost effective and save lives.

**In light of a serious incident which took place in April, where a building adjacent to a nursery in the City Centre caught fire, we would urge you to all take the opportunity to review your fire risk assessments.**

All nurseries should regularly review their fire safety arrangements (risk assessments, exit routes, fire points, staff training etc.)

To assist, Leicestershire Fire and Rescue have a dedicated online page for schools/day nurseries:

<http://www.leicestershire-fire.gov.uk/your-safety/at-work/educational-premises/>

Leicestershire Fire and Rescue advise the following if a fire is discovered:

<http://www.leicestershire-fire.gov.uk/in-an-emergency/on-discovering-a-fire/>

For further advice contact Leicestershire Fire and Rescue on 0116 2872241 or [info@lfrs.org](mailto:info@lfrs.org)

## Ofsted self-evaluation form (SEF)

Ofsted is removing the self-evaluation form (SEF) from **1 April 2018** but will still expect leaders to make a written record of their self-evaluation.

Childcare providers do not need to produce any self-evaluation documentation, but managers and staff should be able to discuss the setting with the inspector. Inspectors will ask staff about the quality of care and activities they provide, and how well the setting is meeting the learning needs of all children.



## Quality Forum

Our next **QF** will be based on recent Ofsted trends. This will be an opportunity for you to share your practice and listen to other provider's ideas.

Dates for this are 12th June am, 14th June evening and 21st June pm – put these dates in your diary!

**Further information will follow.**

## Cluster Area Transition Events: for schools & early years settings

Cluster	Date	Time	Venue	Contact
NW Cluster	Tue 22 <sup>nd</sup> May	1:30Pm - 3:30pm	Tudor Centre, Bewcastle Grove	Liz Scarlett
West	Mon 21 <sup>st</sup> May	3.30pm	New Parks Children's Centre	Liz Surtees
East	Thu 24 <sup>th</sup> May	1.30-3.00pm	Thurnby Lodge Children's Centre	Chris Ashton
South	Wed 16 <sup>th</sup> May	3.30pm	Eyres Monsell Children's Centre	Georgina Bacon
North	Wed 23 <sup>rd</sup> May	3.30pm	Woodbridge Children's Centre	Jenny Vickers
Central	Wed 16 <sup>th</sup> May	3.45-4.45pm	Highfields Children's Centre	Joss McAuley

The purpose of these events is to allow opportunities for discussion between schools and settings about individual children moving onto school in the Autumn term. We have brought this meeting forward in response to feedback from previous transition events and this will have a greater impact on successful transitions.

Colleagues from all Early Years teams supporting schools and settings will be available for questions and information sharing.

**Please can you confirm your attendance to the children centre teacher in your area?**

These events will take the place of the EYFS Networking opportunity for the summer term.

## CPD Courses and contact details

We no longer send out course booklets, but email you a link every term to our new programme. The CPD programme and course booking form can be found on the Childcare Professionals' area of the FID by following this link, which you may want to bookmark to your favourites:

<https://families.leicester.gov.uk/childcare-professionals/early-education-development/training-and-development/>

Our contact details: Email: [eedteam@leicester.gov.uk](mailto:eedteam@leicester.gov.uk) Telephone: 0116 454 4190

**Please note: Our next Safeguarding update will be coming soon**