

# Childcare Provider Network

Summer 2018



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# Agenda

- SEND Futures
- Intro Alice Stott - LADO
- Private Fostering
- LSCB Training
- Moving On
- New Remit for Early Years SENCOs
- Provider Forum - Common Issues from Audit and Portal Submissions
- National & Local Updates
- COMMUNICATIONS (WHO'S WHO, WEBSITE, EARLY YEARS INBOX AND PHONE ETC)
- Funding Rates
- 2 YEAR FUNDING
- Provider Forum - Common Issues from Audit and Portal Submissions

# SEND Futures in Kingston and Richmond

SEND and Early Years  
June 2018

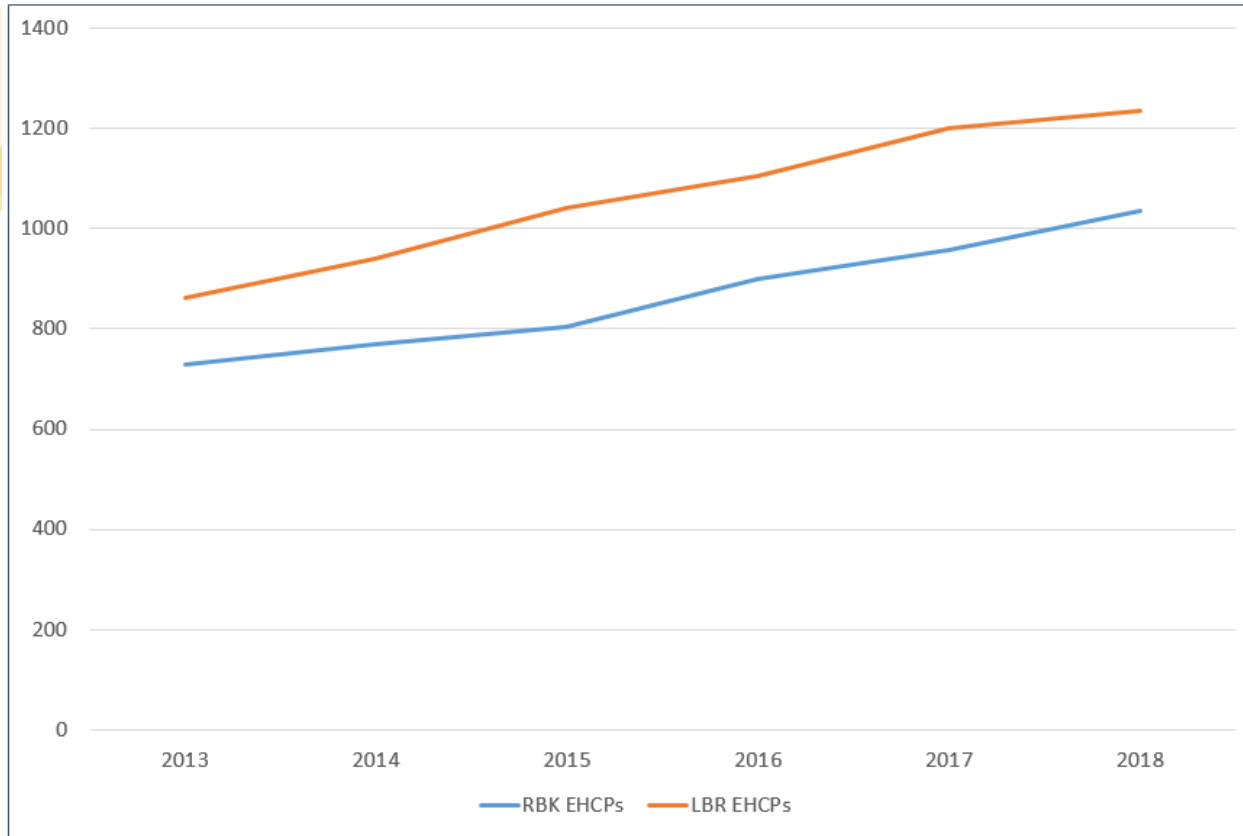


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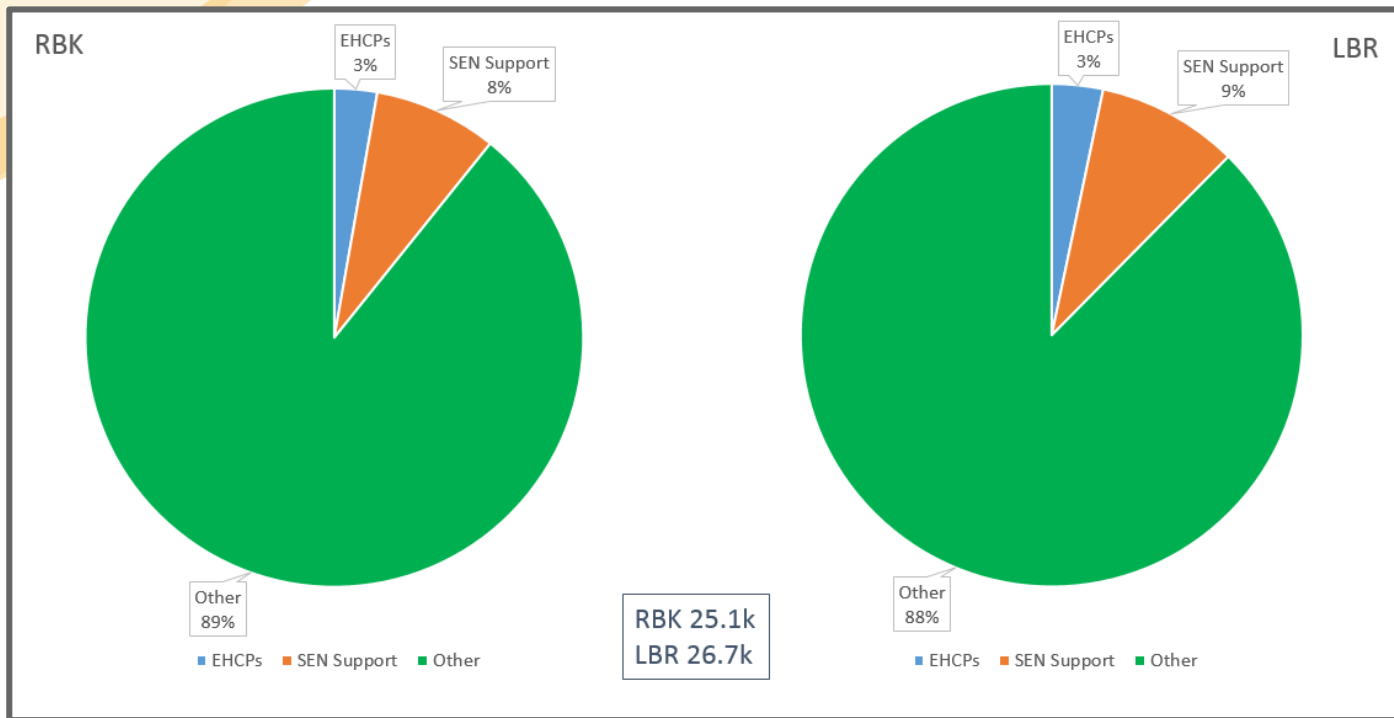
# Format

- Local and national context
- SEND Futures in Kingston and Richmond, a vision for 2020

# Demand growth has been significant



# Our schools are already “inclusive”





# What does the 2020 vision look like?

- ❖ mainstream inclusion for as many as possible
- ❖ all practice is high quality and evidence based
- ❖ parents support in partnership with professionals
- ❖ level of support reduces rather than increases
- ❖ independence is maximized throughout the journey
- ❖ the journey includes seamless transitions
- ❖ all elements in the system are aligned
- ❖ inclusive communities and environments



# What is already happening?

- local specialist places are increasing
- improved working with health and social care
- broader post 16 placements to include more college and vocational schemes
- reduced reliance on independent sector
- earlier to prevent need from escalating
- schools being supported to improve ability to identify and meet need
- improved pathway planning
- more detailed annual assessment and review of support

# Key dates and events : Vision for 2020

June	Finalise vision and route
July onwards	Implementation

Inclusion Charter to be developed in  
May and June



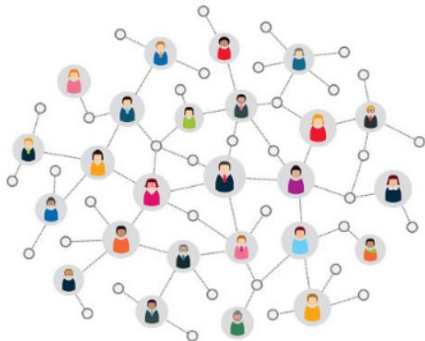
SEND Futures Conference  
Tuesday 3<sup>rd</sup> July



Key note speaker:  
Andre Imich from DfE  
SEN and Disability Professional Adviser

# If you'd like to know more...

## SEND Consultation Hub



From March 2018 we will use this Hub to collect and present information about Achieving for Children SEND Consultations. This is also where we will post links to live consultations.

The information in this section is presented as follows:

[Kingston and Richmond \(both borough\) consultations](#) (opens a page on this website)

[Kingston specific consultations](#) (opens a page on this website)

[Richmond specific consultations](#) (opens a page on this website)

Shortcuts: SEND Young People Commu

info | Information and Advice

### SEND Local Offer

**W YOUR**

The SEND Local Offer provides information on local services available for families including children and young people with special educational needs or disabilities.

[Go to the SEND Local Offer pages](#)

#### New SEND World in Kingston and Richmond

The online consultation about SEND transformation in Kingston and Richmond is now live. Please tell us your views, suggestions and thoughts. Also face to face consultation for parent/carers on 1st May.

Questions?

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# Safeguarding

- Local Authority Designated Officer (LADO)
- Alice Stott
- Role of LADO

# **Managing allegations against staff and volunteers**

## **The role and remit of the Local Authority Designated Officer (LADO)**

**Alice Stott - LADO**



# Grounds for Allegations

A referral **MUST** be made to the LADO in every case where it is alleged that a person working with children has:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against, or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.



# Grounds for Allegations

- Behaviours are considered in the context of the 4 categories of abuse: Physical, Emotional, Sexual and Neglect
- Includes inappropriate relationships or abuse of trust
- May include matters relating to someone's private life





# Roles and Responsibilities

- Local Authority Designated Officer (LADO)
  - Statutory role
  - Involved in management and oversight of cases
  - To provide advice and guidance to employers
  - To liaise with police and other agencies
  - To monitor progress of cases
  - Remains involved even if it is not Child Protection and until disciplinary investigations are complete
  - Reviews should be fortnightly or monthly depending on complexity, and could be a call or email catch up.



# Exercising Professional Judgement

- Making judgments about someone's behaviour can be a complex and difficult process
- Often a police investigation goes nowhere, but there are still concerns
- Need to ensure that risk is assessed



# Confidentiality and Information Sharing

- Data Protection Act and Human Rights Act
- Information sharing is vital to safeguarding children and young people
- Disclosure of information is supported by Children Act 1989 and Working Together



# Responding to a concern or an allegation

- Always use open questions; write down what a child actually says, not what you think they mean
- Do not investigate until you have consulted with the LADO
- If other children/adults witnessed the incident record their names and any comments they may have made



# Consultation with LADO

- **DSL and the LADO must consider the nature, content and context of the allegation**
- **Includes consideration of whether the allegation is demonstrably false or unfounded**
- **Police must be consulted if it is believed a criminal offence has been committed**
- **Safety of other children in the setting a priority**



# Personnel and Disciplinary Issues

- Record all actions and decisions made
- Consult with HR
- LADO remains involved until process is complete
- Consider whether suspension is necessary
- Suspension is a neutral act, it should not be automatic or the default option but considered when:
  - Suspected significant harm
  - Allegation warrants police investigation
  - Allegation is so serious it may be grounds for dismissal



# Resignations/Compromise Agreements

- A resignation must not prevent the allegation being followed up using procedures
- Reaching a judgement re whether allegation is regarded as substantiated on basis of all available information should continue even without co-operation of subject
- Compromise agreements must NOT be used in cases where the issues are in relation to safeguarding.



# Referral to DBS

- If someone is dismissed on Safeguarding Grounds then the employer **MUST**, make a referral to the DBS.
- If the member of staff is a qualified teacher then referrals needs to be made to the Teaching Regulation Agency.





# Questions to ask yourself...

- Do all members of staff, children and parents know who to go to if they have a concern?
- Do you have an up to date Managing Allegations/Whistleblowing Policy?
- Is the culture of your setting one in which children, parents and staff see that the discussion of concerns is welcome?
- Do you keep accurate records of concerns/issues that do not meet the criteria for allegations management?



# SPA and LADO Contact Details

- Single Point Of Access - 020 8547 5008

- LADO – **Alice Stott**

020 84875492 / 07774332675

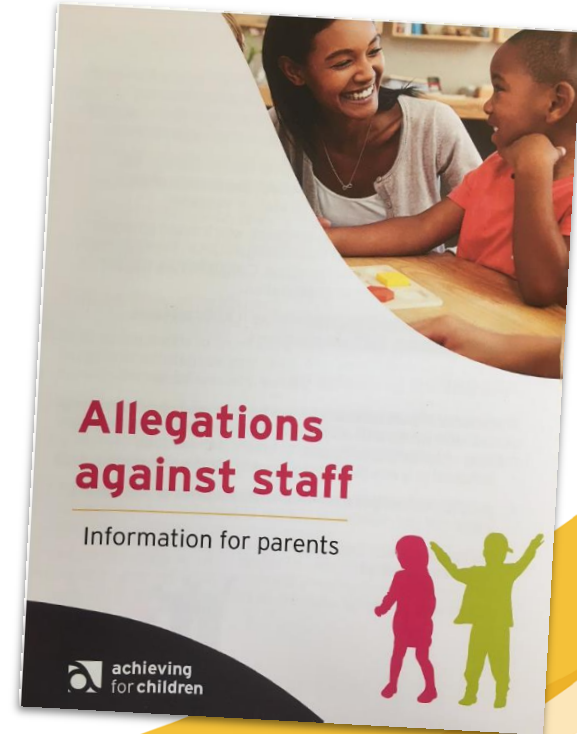
**LADO@achievingforchildren.org.uk**



# Safeguarding

## Allegations against staff

New general information leaflet for parents to explain the procedure when an allegation has been made against a staff member



# Private Fostering

When a child **under the age of 16** (under 18 if they are disabled) is **cared** for by someone who is **not their parent** or a close relative for **28 days or more**.

Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts.

To qualify as **private fostering**, the arrangement has not been made by the local authority, and the child or young person is not being looked after by an approved foster carer.

Longer than 14 days in a residential school or hospital is also considered to be private fostering



# Private Fostering

[Kingston & Richmond LSCB Private Fostering  
film 2018](#)

All information on our website -

[kingston and Richmond Iscb Private-fostering](#)



# LSCB training

Kingston and Richmond Local Safeguarding Children Board (LSCB) Training Programme provides

courses, briefings and workshops with a focus on multi-agency training which complements training already available within individual agencies.

It not only covers child protection issues but deals with the **broad** area of safeguarding.

**The training is free to Early Years providers.**

To find out more about the courses on offer and book a place go to [www.kingstonandrichmondlsqb.org.uk](http://www.kingstonandrichmondlsqb.org.uk)



# GDPR

**General Data Protection (GDPR)** - one final day's training available

11th July 2018

1.00 - 3.30pm

King Charles Centre

Please book via CPD Online:

<https://www.afccpdonline.co.uk/earlyyears/courses/bookings/default.asp>

# Retention of data

The Early Years team have put together a useful document for providers giving guidance for the retention of child, family, staff and additional information based on legal requirements.

This can be found on the [www.afcinfo.org.uk](http://www.afcinfo.org.uk) website under Community Information/Information for childcare professionals working in Kingston and Richmond/Resource Library



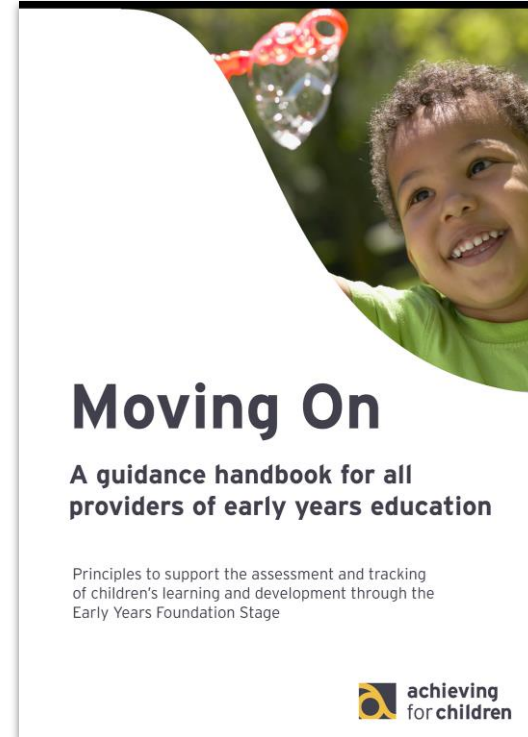
# Moving On

- Moving on Guidance updated
- Invitation to review document

If you are interested in reviewing the updated Moving On guidance,

Please email:

[helen.swan@achievingforchildren.org.uk](mailto:helen.swan@achievingforchildren.org.uk)



# New remit for early years SENCOs

The Department for Education published guidance to develop a new early years qualification for Level 3 practitioners working with children with special educational needs and disabilities. The main points are :

- New [job description](#) and [qualification specification](#) for Early Years SENCOs
- Aimed at those working in PVI settings, including childminders
- An accredited qualification for SENCOs at Level 3

<http://www.sendgateway.org.uk/resources.ey-senco-job-description.html>

<http://www.sendgateway.org.uk/resources.ey-senco-l3-qualification-specification.html>

# Local Updates

## Hello and Goodbyes...

Aneta Krzyzanska – new Inclusion and Improvement Adviser

James Willats is leaving us for pastures new

Claire Howes – new Apprentice

Additional EEF Officer





SENCO Project - 12 settings selected to become 'Inclusion Hubs'

- share good practice
- provide case studies
- host visits from other settings

Early Years SEND Inclusion Fund..

# Early Years SEND Inclusion Fund “EYSIF”

You MUST pass any award letter to your bursar / finance officer - coded “EYSIF”

A	£300 approx.*	Early identification
B	£500 approx	Moderate delay (e.g. one area)
C	£1,000 approx	Moderate delay (e.g. two or more areas)
D	£1,350 approx	Significant delay (e.g. incl. global delay)
E	£1,500 approx	Significant delay plus health need

## Uses of funding:

- Specific training / CPD
- Specific resources
- Release time for multiple intervention groups
- Enhanced SENCO time
- Adult support for specific periods

*\*Adjusted to reflect weeks in the term*

Please don't struggle - call your Inclusion & Improvement Adviser (I&I) for advice

## Other sources of support for children with SEND



- **Discretionary Fund** ‘emergency’ funding e.g. transfer in from other borough at a level beyond the EYSIF \* **e.g. health need**
- **High Needs Access Fund** - specific issues preventing access for 30 hours \*  
*\* considered on a case by case basis / needs assessment visit required*
- **DAF** - Disability Access Fund – claimed via the Portal
- **SEND Networks** - essential attendance, local /national updates, guests
- New “**SEND Skills**” programme - mix of additional & practical
- **EP Project** - consultations continuing
- **New to SENCo** - now every term
- New **Early Years Enhanced Support Scheme** “EYES” programme planned - pilot planned from September, roll out in January, to support higher needs or those ‘just below’ EHCP

- [www.afcinfo.org.uk](http://www.afcinfo.org.uk)

Use the search to find provider portal link and dates and deadlines, information on funding, childcare search, funding applications and other support documents

- [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

One stop for information and signposting on support for paying for childcare including 30 hours and tax free childcare - for parents and providers

- [www.afccpdonline.co.uk](http://www.afccpdonline.co.uk)

Look out for relevant training sessions e.g. using the portal, business processes

# AfC communications

**Providers - for any Early Years related queries please email:**

[early.years@achievingforchildren.org.uk](mailto:early.years@achievingforchildren.org.uk)

Please do not use 'Contact us' at the top of the AfC info website



**Parents/carers - please refer them to:**

[fis@achievingforchildren.org.uk](mailto:fis@achievingforchildren.org.uk)

**Early Years phone:** 020 8547 5215

## AfC communications

When contacting us you must **never** include any information in an email which could identify a child or parent - emails are not secure.

This applies to individual email accounts as well as the central [early.years@achievingforchildren.org.uk](mailto:early.years@achievingforchildren.org.uk) email

If we require any personal details in emails we will provide you with a link to a secure email process and ask you to use that.

If we take personal details over the phone we will be clear with you in the call what the purpose is.



# New Early Education Funding Rates

From 1st April 2018

3 and 4 year old funding for universal and extended hours is now:

**Kingston      £5.21**

**Richmond     £5.12**

From 1st September 2018

2 year old funding will be:

**Kingston      £5.92**

**Richmond     £5.92**

# Common Issues from Audit

Each year an audit of Early Education Funding is undertaken on behalf of the Local Authorities. A random selection of providers are visited, without notice, by the Internal Auditor. The auditor will check and compare records including:

**Funding claimed, parent declaration, registers, contracts, terms and conditions, invoices, funding policies and communication**

Any findings and concerns are then reported back and acted upon. In addition to the annual internal audit providers can be visited at any time by a representative of AFC to ensure that funding is being processed in a compliant way and to check if support is needed - notice will be given where possible.

# Common Issues from Audit

## Parent Declarations

- Parents must specify if hours are universal or extended
- Parents must declare all funding accessed, including at other providers, on each form they fill.
- Providers should not make a claim if they do not have a Parent Declaration by headcount day

## Invoicing

- Funded hours must be shown as free on the invoice never show as a deduction.
- The invoice must make it clear how much any payments are and what they are for e.g. additional hours, meals etc
- Sample invoices to ensure funding compliance are on the AFC website

## Registers

- There is still a high level of registers not adhering to required standards - this is not just an audit issue, it is a safeguarding issue - ensure you are compliant.

# Common Issues from Audit

## Disqualification by Association checks

- There is limited assurance that checks are being carried out on staff. Please make sure this is part of your staff hiring and supervision / review processes.

## Terms and Conditions / Contracts / Funding Policies

- Providers must ensure that information on funding is clear and transparent for a parent at first point of contact - including hours and charges.
- Make sure your documentation minimises your risk - for example by setting out what happens if a parent falls out of eligibility for 30 hours.
- Statutory requirement to be transparent about charges around funding - guidance is available at training and on the AFC website.

# Portal claims / input

- Make sure your estimate claim input is for weekly hours not termly.
- Claims must reflect children on roll and their contractual funded hours as at headcount day. Only claim for the hours you are delivering and remember amendments can be made and claims re-submitted up to the portal deadline
- If a child leaves before or arrives after headcount day a claim cannot be made - funding cannot be split across the term.
- A claim must not be submitted if there are children on it with 0 hours - check this carefully - either remove the children or add the hours.
- Make sure you claim the correct number of weeks for the term depending on the number of weeks you fund annually, these are as advised by AFC on the termly dates and deadlines document and must not be varied.

# Portal claims / input

- Disability Access Fund (DAF) claims - Once the DAF form has been completed and parents have nominated your setting to receive payment you make the claim by ticking the DAF box on the child portal screen, you then retain the form in your records. Do not tick this if you do not have a completed DAF form. More information is available on the website.
- Portal guidance, dates, deadlines and other documents are available on the website [www.afcinfo.org.uk](http://www.afcinfo.org.uk) - search for Provider Portal
- **Most importantly - Please check the input, look at the amounts on the summary screen to check they are what you have calculated and expect and if in doubt contact us. Thank you.**

## Portal claims / input

- Portal opening for estimate input on **Monday 9th July**
- Portal closes for estimate input on **Friday 27th July**
- Payments for estimates expected to be **first week of September**
- Headcount Day for Autumn Term **Thursday 18th October**
- 30 hour codes for Autumn Term must have a **start date of 31st August** or earlier and a grace period **end date of 31st December** or later.

Reminder: a child cannot start their funding at a setting whilst in their grace period

# 2 year old early education funding (EEF)

If you do not have access to the internet or need additional help finding a place I can assist with your search. I will telephone within the next couple of weeks to discuss your options. In the meantime should you need to contact me please call 020 8547 5462 or email aileen.wilson@achievingforchildren.org.uk.

Early Years Service  
First Floor  
Guildhall 2  
High Street  
Kingston upon Thames  
KT1 1EU

Enquiries to: Aileen Wilson  
Phone: 020 8547 5462  
Email: aileen.wilson@achievingforchildren.org.uk

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Dear Mr Blogs,

**Eligibility Reference Number EEEY21809/000**

Thank you for your recent online application for 15 hours of free childcare for your 2 year old.

I am pleased to confirm that you are eligible and can access a funded place for your child JOE BLOGS (date of birth) from the beginning of the autumn/spring/summer term (J) 2018.

#### What is the 2 year old entitlement?

- Your child is entitled to up to 15 hours per week of free childcare.
- This will usually be taken over 38 weeks of the year, term time only, until the term after your child's third birthday.
- Funding goes directly to the provider, so you should not be charged for any part of the funded 15 hours.

#### How do I access a childcare place?

- Contact childcare providers by using the Childcare Search: [www.afcinfo.org.uk/community\\_information/childcare\\_providers](http://www.afcinfo.org.uk/community_information/childcare_providers).
- Tell them that you have received a letter confirming you are eligible for a funded place for your 2 year old and are interested in taking up a place.
- Ask if they have vacancies and discuss which days and times they have available that would best suit you and your child.
- Arrange to visit the childcare setting before taking up a place.
- If you are happy with what the provider can offer you and your child, you can accept a place using your Eligibility Reference Number above as proof of entitlement.
- Agree a start date with the provider. This may include a gradual settling in period.

**Kingston - Maxine Darling - 020 8547 6581**

**Richmond - Aileen Wilson - 020 8547 5462**

**Early Years - 020 8547 5215**

A parent wanting a 2 year funded place must have an eligibility letter from Maxine or Aileen showing the child's name, date of birth and their eligibility reference number.

No letter? share this link with them where you will find the application form to apply for the funding or ask them to contact Early Years  
[https://www.smartsurvey.co.uk/s/EY\\_2\\_year-old\\_funding\\_application/](https://www.smartsurvey.co.uk/s/EY_2_year-old_funding_application/)



# 2 year old early education funding (EEF)

- Don't confirm a place without seeing the eligibility letter or contacting Maxine or Aileen. This states their reference number & is proof that they meet the 2 year old funding criteria. Don't except any other form of proof.
- If families are from out of LBR/RBK borough's and have information from their home borough they still need to apply to us. We need to carry out our own eligibility check, we can then give them a Richmond or Kingston reference number & letter to share with the setting - otherwise we can't fund .
- If the parent's eligibility has not been checked and confirmed by a letter from Maxine or Aileen you will not receive funding for childcare you may have delivered - contact them if you have any queries.

# 2 year old early education funding (EEF)

## A reminder

Eligibility for two year old funding is for low income families - a household income of £16,190 or less, or children in receipt of DLA, EHCP or a looked after child.

These children and their families need a funded place that is completely free to them and comes with no barriers to accessing the quality childcare and the benefits that this entitlement will bring the child and their family.

The expectation of a completely free place continues when the child turns 3 years - we still have parents who contact us as they receive an unexpected invoice or are suddenly told they now have a charge relating to their place.

Smooth Transitions – Kingston Tuesday 26<sup>th</sup> 4.45 – 6.45pm  
(KCC)

2 Year Old Bespoke Support - Thursday 28<sup>th</sup> 2-4pm (KCC)

Early Years Conference -

[early.years@achievingforchildren.org.uk](mailto:early.years@achievingforchildren.org.uk)

0208 547 5215

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