


Welcome booklet

# Information for newly registered childcare providers





**Congratulations on becoming a registered childcare provider we hope that you have a long and satisfying career ahead of you.**

## Introduction to childcare in Barnet

**In Barnet we believe that the delivery of high quality, early education and childcare is best achieved through partnership working.**

High quality, inclusive early learning has been shown to provide children with a firm foundation for future achievement in life.

We are committed to working in partnership with childcare providers across all sectors to achieve a flexible, high quality provision which meets the needs of children and promotes parental choice.

This welcome booklet is designed to give you all the information that you need from the start of your new career. It introduces you to all the teams that can support you as a new childcare provider to achieve and maintain best practice and quality in providing childcare.

Visit our dedicated early years practitioners web area for news, training courses, business advice and much more!

[www.barnet.gov.uk/wwcib/earlyyearspractitionerssupport](http://www.barnet.gov.uk/wwcib/earlyyearspractitionerssupport)



## Barnet early years settings support teams

### **Barnet's early years teams offer support to help you to be the best childcare provider that you can be.**

Childcare providers within each of of Barnet's Private, Voluntary and Independent (PVI), Children's Centre and Childminder early years settings which are in receipt of the Free Entitlement to Early Education (FEEE) funding are entitled to support from Barnet's early years teams.

If you have opted out of the FEEE you can access support from the Barnet early years teams, however consultancy and course fees will apply.

In Barnet we want all our childcare providers to be offering a high quality service and we can help you to achieve that. This may be through support or advice, by suggesting training courses or signposting you to other sources of help.

### **Barnet Registration Support Officer**

Hopefully you have already met and been working with our Registration Support Officer before you became registered, if not you can still receive support and advice.

The Registration Support Officer can meet with you to discuss your childcare service and make sure that you receive any advice

or support that you need, both now and in the future.

Our Registration Support Officer is here to offer an advisory service, whether you are considering expanding your existing business and want information and guidance as to how you might go about achieving this or would like some general advice on sustaining and keeping your service open through effective business planning. Visit [www.barnet.gov.uk/wwcib/business-support](http://www.barnet.gov.uk/wwcib/business-support) to download our business and marketing factsheets!

### **Barnet Early Years Standards Team**

The Early Years Standards Team provides guidance, support and training across all early years sectors to raise quality and improve educational standards.

This includes advice on organising an appropriate learning environment and assessment of children's development.

They can help you to prepare for your Ofsted inspection identifying any areas that may need to be addressed before the inspection takes place. They will help you check that everything is in place and working well before Ofsted arrive!

The team works with all early years settings supporting children from birth to six-years-old.

For further information please contact: Early Years Standards Team  
tel: 020 8359 6353

## Working with children with special needs

During your career as a childcare provider you may well work with a child who has:

- a special educational need
- a disability
- a health condition
- other additional needs.

When you start work with this child and their family it is important that you and your staff, the child and the family, are getting all the help and support needed.

Likewise, if you start working with a child and develop concerns that they may have an additional need, we can support and guide you through this. We can offer expert help and advice to support the child and their family and get them other services that they may need or be entitled to.

### Barnet Pre-school Inclusion Team (Area SENCOs)

The Area SENCOs (Special Educational Needs Coordinators) in the Pre-school Inclusion Team promote inclusive learning environments within each of Barnet's PVI, Children's Centre and childminder early years settings.

The team provide support to the SENCO (where applicable), Manager and other staff in each setting in order to help her/him to carry out their roles and duties in order to ensure that children with special educational needs and disabilities (SEN) can be fully included in all early years settings.

The team offers regular consultation visits as well as INSET (in-service training) and central training on a variety of SEN and inclusion themes.

The team works closely with colleagues in the Early Years Standards Team, Pre-school Learning Alliance, Pre-school Teaching Team and the Specialist Provision Team (who work with children with SEN/disabilities). The team are able to offer joint consultation visits in order to support all areas of the curriculum.

For further information please contact: Pre-school Inclusion Team, tel: 020 8359 7612



# Where to go for support

## Barnet Pre-school Learning Alliance (BPSLA)

The Pre-school Learning Alliance is a national educational charity, formed in 1962. Barnet Pre-school Learning Alliance (BPSLA) was established in the London Borough of Barnet in 1968.

The BPSLA provides a flexible range of universal, targeted and intensive support for Barnet settings which are either newly opened or have changed ownership and/or management (up until their first inspection).

You will be assigned a development worker from the BPSLA Team who will assist you to work through the information provided by the Local Authority and advise on further points of contact. The BPSLA Development Worker will:

- provide support, advice and guidance on the Safeguarding Welfare Requirements (Safeguarding), of the Early Years Foundation Stage
- support practitioners to meet Ofsted requirements
- support the development of high quality early years provision
- encourage opportunities for parental involvement within early years
- support parents/carers to make informed childcare choices.

### BPSLA provide advice and support on:

- business
- management
- recruitment and employment
- developing policies and procedures
- grant funding
- premises negotiations
- insurance
- legal advice – access to Lawcall, a telephone legal advice service (members only)
- publications to support practice
- representation of practitioners within the early years' private, voluntary and independent sector.

For further information please contact:

tel: 020 8440 3251

or email: [barnet@pre-school.org.uk](mailto:barnet@pre-school.org.uk),

[www.pre-school.org.uk/barnet-enfield](http://www.pre-school.org.uk/barnet-enfield)



# Training for Barnet childcare providers

## Your job as a childcare provider is a complex and demanding one.

It requires you to meet the care and education needs of a variety of children, while organising a safe place for them to flourish and learn.

In Barnet we like to encourage childcare providers to continue their professional development and knowledge.

We provide regular training opportunities, to help you to maintain high standards in your service.

Our early years teams provide training on key issues such as child protection, first aid, equalities and inclusion and the Early Years Foundation Stage.

Our Children's Workforce Development Team provide information and advice about working in the early years, childcare and playwork sector. They can assist you in recruiting and retaining staff in varied ways including providing access to continuous professional development programmes and grant funding to achieve sector qualifications.

For further information please contact:  
Workforce Development Team  
tel: 020 8359 7602

Visit our online training and development guide to find out more about training courses that are running!  
[www.barnet.gov.uk/wwcib/eytraining](http://www.barnet.gov.uk/wwcib/eytraining)



## Funding for early years settings

**In Barnet, children can access the Free Entitlement to Early Education aged two, three and four (FEEE 2, 3 and 4).**

**these are called:**

- FEEE 2 is a scheme that can be accessed by some two year olds
- FEEE 3 and 4 is a universal service that can be accessed by all three and four year olds.

Children are eligible for FEEE 3 and 4 the term following their third birthday and can access up to 15 hours of free early education for 38 weeks.

Newly registered childcare providers must attend a FEEE 3 and 4 information session. At the session, childcare providers will be told of the process of how to join the directory of providers.

Information sessions are compulsory as they provide guidance on how the FEEE 3 and 4 is delivered in Barnet. Participation in the scheme is not an automatic process.

The sessions will normally be at the beginning of a school term.

Process for joining the directory of providers to deliver and claim the free entitlement to early education for three and four year olds:

Childcare providers to book a place on the free entitlement to early education information session on the scheduled dates by ringing:

Registration Support Officer:

**020 8359 7619** or

Project Co-ordinator: **020 8359 7520**

- childcare providers will be visited by the early years teams that support childcare provision. The visits will take place within the first half of each school term. The teams will report back to the free entitlement to early education panel
- the panel will meet and assess whether the provider is able to deliver a high quality early years curriculum which values the child and the childcare business is viable, sustainable and can fund the free entitlement to early education places for the first term.

**Please note:** if you are successful in joining the directory of free entitlement to early education you will not receive funding until the end of the term in which you make your first claim. Once you are approved, you will be given all the relevant paperwork to participate and claim the free entitlement to early education for three and four year olds.



If, following the panel process you are not successful, the early years teams will advise and support you to meet the actions required to receive approval.

Details of the free entitlement to early education for three and four year olds information dates are available on the newly registered childcare providers web page:

[www.barnet.gov.uk/wwcib/new-childcare-providers](http://www.barnet.gov.uk/wwcib/new-childcare-providers)

## FEEE 2

The FEEE 2 is available for some two year olds. Places on FEEE 2 are available to fund eligible two year olds (the term following their second birthday) up to 15 hours per week of early education for 38 weeks per year (term time only).

The offer is only available to the families who have low incomes and are residents in Barnet. For more information on how parents qualify, please go to:

[www.barnet.gov/wwcib/2yearold](http://www.barnet.gov/wwcib/2yearold)

In order to participate in the Two Year Old Scheme you are expected to deliver a high quality early education and childcare. You must have been graded as 'Good' or 'Outstanding' at your last Ofsted Inspection (those with a 'Satisfactory' grade may qualify if working towards a 'Good').

If you have an 'Outstanding' rating you are granted automatic entrance, childcare providers with a 'Good' or 'Satisfactory' (working towards a 'Good') are evaluated by the Early Years Standards Team, the Pre-school Inclusion Team and Barnet Pre-School Learning Alliance on the quality of the provision, inclusive practice and ability to support a child with additional needs and demonstrate how the setting is meeting the Welfare Requirements in the Statutory Framework for the Early Years Foundation Stage.

For further details on how to join the scheme please contact:

Project Co-ordinator 020 8359 7520



## Advertising of childcare places and job vacancies

**FYi (Barnet’s families and young people’s information service) provides free and impartial information about your setting to parents looking for childcare.**

They offer parents and prospective parents information about all services for children and offer a brokerage service for parents of children with additional needs to help find services.

FYi can publish your childcare settings details on the online childcare directory, which you can access from [www.barnet.gov.uk/childcare-providers](http://www.barnet.gov.uk/childcare-providers).

FYi also maintain the early years and childcare job vacancies directory, so if you have any job vacancies that you need to fill you can inform FYi and they will place the details on the list. You can access the directory on:

[www.barnet.gov.uk/childcare-careers](http://www.barnet.gov.uk/childcare-careers)

If you have any queries, or would like further information please contact:

FYi, tel: 0800 389 8312 or

email: [fyi@barnet.gov.uk](mailto:fyi@barnet.gov.uk)

[www.barnet.gov.uk/fyi](http://www.barnet.gov.uk/fyi)





