

Purpose

Swindon Borough Council is required to keep a list of all registered childcare provision in Swindon. It uses this information to meet three statutory duties:

- To provide advice and guidance to providers. This is carried out by post, phone or email
- To assess whether there is sufficient childcare in Swindon to meet the needs of working parents
- To provide a list of registered provision to parents (where consent to share the information has been given by providers)

In Swindon this information is maintained by the Family Information Service (FIS).

Consent

A consent form (available to download on www.earlyyearschildcare.org) must be completed and signed by the registered person and received by the FIS before information can be made available to parents. Consent can be withdrawn at any time in writing to the FIS. All requests to withdraw consent must include the registered name and signature and the relevant Ofsted URN.

Records

Ofsted provides the FIS with a record of all registered providers in Swindon. Information covers registration status, provider and setting names and contact details, conditions of registration and inspection outcomes. (please note: for childcare provision delivered by school governing bodies there is no separate Ofsted record as the provision is inspected as part of school delivery.)

For each childcare provider the FIS creates a local provider record which captures 'enhanced childcare data' (additional information) such as opening times, vacancies, costs and school pick ups. The setting address and contact details are also held in this record.

Group settings need to provide an email address (and separate correspondence address where appropriate) which will be used for mailing purposes and will need to maintain this with the FIS.

Where consent has been received, information is made available to parents at www.swindon.gov.uk/fis. The online record is created by using some data from the Ofsted record and some from the local provider record. Consent also allows FIS staff to provide parents with contact information on request.

Please note that the system is due to be upgraded in the near future. Until this takes place:

- contacts for committees and early education funding will continue to be maintained at Swindon Sure Start Partnership
- we are only able to maintain records for one service type for each registration. This means that a setting that delivers more than one service (eg breakfast and after school care or a nursery delivering a holiday club) will need to provide information on the main service only.

A note on Ofsted data

The Ofsted record and local provider record contain different information except for the contact details which are held in both records. Providers need to be aware of the following:

- If a provider advises Ofsted of a change to contact details, Ofsted will advise the FIS of the change. For groups this will not automatically be amended in your local provider record.
- If a provider notifies the FIS of a change to contact details the FIS does not notify Ofsted of the change. The provider then risks Ofsted holding incorrect information. You are required to keep Ofsted informed of any changes to your registration information over and above maintaining your local provider record with the FIS.

Keeping a record up to date

Amendments to the local provider record can be made in the following ways:

- **Annual audit**

Local provider records are audited on an at least annual basis. Providers are sent a hard copy of the relevant fields that are populated in their local provider record. The provider returns the form to the FIS in the freepost envelope provided having made any relevant additions or amendments. Please note that historically there has been a very poor response to this request for information. This leads to gaps in information and waste of resources chasing those who do not respond. Swindon Sure Start Partnership (SSSP) is looking at ways of improving this process including reducing the number of requests for information that settings receive and planning to provide alternative ways of completing the audit online. Providers need to be aware that SSSP funding is conditional on providers completing and returning their annual audit including grants and funding for training.

- **Ad hoc changes**

A provider can make an ad hoc change to the local provider record at any time either by letter or email using the blank childcare audit/record amendment form that can be downloaded from www.earlyyearschildcare.org
Completed forms need to be sent to the FIS.

Please note: the FIS is only able to amend the local provider record it has created. Where Ofsted data appears online which a provider believes to be incorrect, the provider must contact Ofsted on the helpline number 0300 123 1231.

The FIS address for all correspondence is

Family Information Service
Swindon Borough Council
Civic Offices
Euclid Street
Swindon
SN1 2JH

fis@swindon.gov.uk

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