

Early Education Funding Agreement 2011/2012

This agreement is made on the (*insert date*) BETWEEN

(i) Swindon Borough Council, Civic Offices, Euclid Street, Swindon SN1 2GJ (“the Local Authority”)

(ii) (“The Provider”)
(*insert name of setting*)

This Local Agreement sets out the conditions under which Swindon Sure Start Partnership will manage the arrangements on behalf of Swindon Borough Council, for the delivery of the Free Early Years Entitlement for 3 and 4 year olds (“the Funding”) to Providers (You).

The Partnership may stop payment or, recover any funding that has not been used in accordance with these conditions.

The full guidance for the administration of the Free Entitlement is contained in the “Code of Practice for Local Authorities on Delivery of Free Early Years Provision for 3 & 4 year olds”. We have incorporated elements of this guidance into the conditions set out below.

Please read through the following proposed agreement carefully before signing and returning to: Swindon Sure Start Partnership, Wat Tyler West, Beckhampton Street, Swindon.SN1 2JH

What you can expect from us

Swindon Sure Start Partnership is committed to providing the highest standards of customer service. In respect of this we promise to:

- Work hard to make prompt payments to you so that you receive the correct amount of funding due to you at the same time each term
- Be on hand to offer friendly advice and support with regard to your funding claims
- Provide you with access to a full range of training opportunities tailored to meet the needs of your setting and staff
- Include you on the Eligible Provider Registration database as a registered provider. In addition, you will have access to and support and advice from your Early Years Consultant.
- Provide you with free on and off-site mentoring and support from specialist staff to enable you to deliver high quality care and education for young children and their families. Advisory staff available in each area include:



Childcare Development Workers;

- Support and advice throughout the registration process
- Advice on the Ofsted inspection process and support regarding subsequent inspection visits on-site advice and support to existing childcare providers and childminders
- Advice on procedure for safeguarding children
- Support and advice on growth and expansion

Early Education Consultants provide advice and support. They endeavour to;

- Make regular monitoring visits
- Support settings through the Ofsted process
- Provide support with planning, assessment and the self-evaluation process
- Provide support and advice to enable settings to deliver high quality early educational experiences for their children in line with the Early Years Foundation Stage framework and guidance
- Complete with you the Validated Setting Self Review (VSSR)

And finally, we aim to work in a spirit of partnership and co-operation with all providers of Early Years Education in Swindon so that together we can provide a high quality service for young children and their families.

What we expect from you:

- Provide **COMPLETELY FREE** with **NO CONDITIONS OF ACCESS** to any eligible child admitted to the setting for whom funding is claimed for nursery education of the required standard. This is to include no registration/administration fee or uniform charge. Where parental contributions are paid for additional hours or services such as meals, these additional charges must be clearly represented on the bill the parents receive. Failure to comply with this condition may result in the removal from the LA Directory of Providers;
- Abide by the conditions and requirements as set down in the ? publication 'Code of Practice for Local Authorities on Delivery of Free Early Years Provision for 3 & 4 year olds', or as otherwise notified;
- Provide at a minimum of 15 hrs per week for 38 weeks a year. Where providers are unable to offer 38 weeks of Early Education or 15 hours;
 - They must consult with the LA regarding their reasons
 - Parents must be informed about the implications of this and in particular that the LA may be unable to fund top-up provision at an alternative provider
- Work with the LA to deliver funded care and education more flexibly in line with parental demand;

- Provide sessions of a minimum of 2 1/2 hours in length.
- Provide each child with up to 15 hours of early education per week. This entitlement may be taken flexibly, within the current boundaries of:
 - No session may be longer than 10 hours in any one day
 - No session may be shorter than 2 1/2 hours in any one day
 - If a child only attends for 2 days per week then the maximum entitlement is reduced to 12 1/2 hours per week
 - If a child attends less than 15 hours per week then the entitlement can be taken over more than 38 weeks
 - Sessions must be between 8:00 a.m. and 6:00 p.m.
- Providers will be expected to offer as a minimum new sessions of 5 x 3 or 3 x 5, unless otherwise agreed with the LA;
- Record daily the presence or absence at each session of each child for whom funding has been claimed;
- Providers will be required to offer priority to looked after children;
- Providers will be required to have an admissions policy and an appeals procedure which are made available to parents at the time of enquiry;
- Comply with all relevant legislation and regulation including planning legislation;
- Submit to inspection of its provision for Government funded three and four year olds, by OFSTED;
- Comply with the LA's procedure following an OFSTED or VSSR judgement of inadequate;
- Submit to be inspected by officials from the LA to ensure they are using funding paid to them for the provision of places appropriately, allowing access to all records and documents as deemed necessary for the purpose of the inspection (This may include copies of accounts);
- Ensure accurate and timely completion of the annual Early Years Census form issued by the DCSF;
- Ensure no child in receipt of funding is excluded from any funded session without prior agreement from the LA;
- Have adequate and suitable insurance cover and ensure this is displayed;
- Have a regard to the Code of Practice on the Identification and Assessment of Special Educational Needs and have a **trained** SENCO qualified to a minimum level III in post, and operate a SEN policy;

- Have a named Safeguarding Co-ordinator with responsibility for ensuring effective safeguarding policies and procedures are in place, including the procedure to be followed in the event of an allegation being made against a member of staff.
 - This Co-ordinator must attend the LA Safeguarding Co-ordinator Forum
- Have at least one member of staff that has undertaken Common Assessment Framework training and is competent in undertaking common assessment;
- Have a leader qualified to a minimum of level III present at each session;
- Have 50% of all staff present at each session qualified to a minimum of level II;
- Ensure all Early Years Foundation Stage Practitioners attend four training sessions per year, two of which may be cascade training;
- Work with schools to support the smooth transition from free entitlement provider to reception class and promote the use of the LA transition principles and guidance and associated documentation;
- Work in regular partnership with the Early Years Team in order to raise the quality of provision. This will include completing the Validated Setting Self Review (VSSR) each seasonal term;
- Complete the OFSTED Self Evaluation Form On-line
- Complete, retain and return the CWDC Audit Tool and any other data as required by the LA;
- Inform the LA in writing of any changes of circumstances to your setting;
- Comply with the general duty specified in the Race Relations (Amendment) Act 2000 to:
 - Eliminate unlawful racial discrimination
 - Promote equality of opportunity
 - Promote good relations between people of different racial groups
- Provide parents with clear written information about any fees or charges for additional services;
- Retain any excess and put it to use in support of the education of eligible children in the setting in other ways, e.g. the purchase of equipment;
- Undertake to repay on demand any payment of funding if that payment was for provision that did not meet the LA's conditions and requirements upon eligible providers; or made incorrectly due to an administrative error;
- Endeavour to safeguard these arrangements against fraud on the part of directors, governors, staff or parents with particular regard to inaccurate, incomplete or misleading claims for payment. In particular, providers are required to ensure that parents complete parent declaration forms for funding entitlement, countersigned by the provider;

• **Ensure positive attitudes to diversity and difference so that:**

- All families feel included, safe and valued
- All children are treated as individuals, listened to and respected, and are not discriminated against in any way
- Practitioners plan for the needs of children from black, and other minority ethnic backgrounds including those learning English as an additional language
- Practitioners challenge any expression of prejudice or discrimination by adults or children

We have read and accept the criteria set out in this Agreement with regard to the free entitlement for 3 and 4 year olds. We look forward to working in a spirit of co-operation and partnership with Children Services to ensure we offer a high quality, sustainable provision for young children and their families

Signed by: ... <i>Carmel Burton</i> (insert name here)
Carmel Burton Swindon Sure Start Partnership Manager	Print Name:
For, and on behalf of:	For, and on behalf of :
Swindon Borough Council (Organisation)

Please return to:

Swindon Sure Start Partnership
2nd Floor Wat Tyler West
Beckhampton Street
Swindon
SN1 2JG