

# Early Years Workforce Newsletter

## Autumn 2021

**Welcome to the Early Education Development Team newsletter. This issue contains:**

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# Safeguarding update

## Training

The LSCBP (Leicester's Safeguarding Children Board Partnership) continue to offer a multi-agency safeguarding training programme each term. A suite of safeguarding themed training sessions is shaped each term, determined by the priorities, and needs of the city. These sessions are available for all early year's practitioners to book a place.

Whilst face to face learning is not yet scheduled, online training opportunities are ongoing. Interactive training sessions can be booked via the link below;

[LLR Safeguarding Children Partnerships Events | Eventbrite](#)

Be sure to explore the independent online opportunities including e learning and professional learning videos and news.

[LSCP B | Safeguarding E-learning \(lcitylscb.org\)](#)

[LLR Safeguarding Children Partnerships - YouTube](#)

It would be advantageous to review your safeguarding competency logs to identify any areas for development that could be targeted by the training opportunities available. Safeguarding practice should continue to be monitored through professional discussion and observation. Your supervision process should allow for dialogue about how best to target support.

## QIP Framework and Q cards

To ensure that the online QIP Framework continues to be effective in supporting your reflective practice, a review of the safeguarding section has been undertaken. Useful links have been added and existing links updated for your reference.

Remember the QIP can be used to target areas for development and support staff in developing their understanding of the subject matter. The worksheets can be used independently or worked on collectively, allowing you to review your safeguarding practice and identify next steps.

Safeguarding Q cards such as **COVID 19 – The Impact**, **FGM**, **Prevent** and **CSE – Building resilience** have been created to facilitate reflective practice through practical activities that practitioners can engage in when developing their understanding of the topic.

**Updates to the QIP safeguarding worksheets and the index of Q cards will be available online imminently, but in the meantime, should you want a sneak peek at any of the new information, please contact the team to receive a taster!**

# Early Years Foundation Stage 2021

All early year's providers must now follow the new EYFS as of 1 September 2021. If you are not already familiar with this statutory document, please find the link below.

## Statutory Framework

[early years foundation stage \(EYFS\) framework](#)

## Inspection Handbook

<https://www.gov.uk/government/publications/early-years-inspection-handbook-eif/early-years-inspection-handbook-for-ofsted-registered-provision-for-september-2021>

The additional the non-statutory resources below can be used to support and extend your practice.

## Development Matters

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1007446/6.7534\\_DfE\\_Development\\_Matters\\_Report\\_and\\_illustrations\\_web\\_2\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf)

## Birth to 5 Matters

<https://www.birthto5matters.org.uk/>

## Other support

[Help for early years providers'](#)

## Understanding the revised EYFS - PVI and childminders

[Understanding the revised Development Matters](#)

# Sourcing Paediatric First Aid (PFA) Training

Early Education Development team will no longer be facilitating PFA training courses, as we unfortunately do not have the administration capacity.

Leicester City Council's Health and Safety team however continue to offer Paediatric First aid training as a part of the programme they offer to businesses, therefore for details and enquiries please see [Leicester City Council Business Training courses](#)

Other training providers also offer PFA training, who you are also free to go to but be sure you are signing up for a full PFA course that meets the requirements set out in 3.25 of the EYFS Statutory framework (footnote 30).

# COVID 19 Guidance and measures

Please ensure you are up to date with the revised DfE guidance

[Guidance for early years and childcare providers](#) to support early years providers to deliver services as safely as possible during the pandemic as restrictions have eased.

You should continue to have robust cleaning and hygiene practices in place and risk assessment of your provision to ensure the risks are minimised in your environment and procedures consider safety measures appropriate to your service and current circumstances.

You should ensure you have a **contingency plan** ready to adopt and respond to a localised outbreak of cases or a change in public health or government advice.

Continue to monitor early years bulletins for updates and alerts and use the childcare professionals webpages to guide you in securing safe practices.

[Family Information | Coronavirus updated advice \(leicester.gov.uk\)](#)

## Ofsted Childminder Webinar

We hope that you were able to join the webinar on the 15 July to find out more about assessment data and workload, curriculum thinking and the role of assessment.

If you were unable to attend, or missed this opportunity, the webinar is now available for you to view online: [Webinar for childminders - July 2021 - YouTube](#)

## Ofsted Education Inspection Framework- September 2021

Ofsted have published guidance documents for schools and providers which include the most frequently asked questions on inspection practice and the revised EYFS. 'Ofsted EIF inspections and the EYFS' - what early years providers need to know about inspection, the EYFS and the pandemic, can be accessed from the following link:

[Registered early years providers - GOV.UK \(www.gov.uk\)](#)

# Exciting News - Level 3 Early Years SENCO Award

Dear Colleagues

I hope you are well and are ready for the new term. I wrote to you before the summer break and mentioned that we may have the opportunity to deliver the Level 3 Early Years SENCO award to a small group of settings/childminders in the city. I have received news today that NASEN have received funding from the DFE and we are able to offer this free of charge to 24 early years SENCOs in the city.

The Early Years SENCO Award is a level 3 accredited qualification designed specifically for early years SENCOs from PVI settings. This would be a 12 week course facilitated by NASEN but delivered by the Early Years Support team with a mix of weekly and fortnightly sessions and would enhance and consolidate the learning from the SENCO course we have always and will continue to offer. No dates have been set yet but the course should start the week beginning October 11 and finish in February 2022. There will be 3 written assignments because it is accredited. The SENCO award will provide you with a nationally recognised level 3 qualification.

You don't need to do anything yet apart from have a think to see if this is something you are interested in and if appropriate talk to your colleagues. Please watch this space for more information. Some of you who completed the Pre-SENCO training offered by NASEN in the summer may have already expressed an interest in the award, NASEN has kept a record of this.

**All delegates will need to be a minimum of Level 3 qualified practitioner, and currently working as an Early Years SENCO within their setting. The full support of the setting manager will be essential.**

Best Wishes

Sarah Mounsey  
Team Leader, Early Years Support Team  
Special Educational Needs and Disability Support Service  
Learning and Inclusion, Social Care and Education  
Leicester City Council  
[sarah.mounsey@leicester.gov.uk](mailto:sarah.mounsey@leicester.gov.uk)

## New EED team member

### Welcome Amanda Grant!

Following Pat Wadd's retirement at the end of last year, we are very pleased to welcome Amanda as a new Early Education Development Officer in the team. Amanda has a wealth of experience in early years, quality improvement and workforce development. We are sure many of you will get to meet her soon as she will be integral in delivery of our professional development opportunities and is beginning to take on a caseload of settings to support.



# Coronavirus financial support for your business

A range of Coronavirus (COVID-19) support is available, from the Government.

Use the [business support finder](#) to see what support is available for you and your business.

You can [sign up for email updates about business funding and support](#) from the government.

Support you may be entitled to	Links for further information
<p><b>Coronavirus Job Retention Scheme (CJRS) or the ‘Furlough Scheme’</b></p> <ul style="list-style-type: none"> <li>➤ The CJRS will be ending on 30 September 2021.</li> <li>➤ Claims for September must be submitted by 14 Oct 2021 and any amendments must be made by 28 Oct 2021.</li> <li>➤ Claims for furlough days in August 2021 must be made (or have been made) by 14 Sep 2021.</li> <li>➤ It is your responsibility to follow the government guidance in relation to CJRS (furlough) claims in general AND the specific guidance for early years providers.</li> </ul>	<p><a href="#">Check if your employees are eligible for the Coronavirus Job Retention Scheme</a></p> <p><a href="#">Check the level of grant and employers’ contribution applicable</a></p> <p><a href="#">Coronavirus: financial support for education, early years and children’s social care</a></p> <p><i>(scroll down to Sector-specific guidance - Early years)</i></p>
<p><b>Statutory Sick Pay rebate</b></p> <p>You can reclaim Statutory Sick Pay you’ve paid for employees who are off sick or self-isolating because of coronavirus.</p>	<p><a href="#">Claim back Statutory Sick Pay paid to employees because of coronavirus</a></p>
<p><b>Support for nursery businesses that pay business rates</b></p> <p>Nurseries in England did not have to pay business rates for the 2020/21 tax year AND now for the 2021/22 tax year:</p> <ul style="list-style-type: none"> <li>➤ do not need to pay business rates for the first 3 months from 1 Apr 2021 to 30 Jun 2021.</li> <li>➤ will get a 66% discount* for the last 9 months from 1 Jul 2021 to 31 Mar 2022. *up to a total value of £105,000</li> </ul>	<p>You do not need to do anything.</p> <p>If you are eligible, the local authority will apply the discount automatically.</p> <p>Contact the council if you are eligible and have not received business rates relief.</p>
<p><b>Self-Employment Income Support Scheme (SEISS)</b></p> <ul style="list-style-type: none"> <li>➤ For eligible businesses trading as self-employed the fifth SEISS grant is now open for claims.</li> <li>➤ It covers the period May to Sep 2021 and is expected to be the final grant.</li> </ul>	<p><a href="#">Check if you can claim a grant through the Self-Employment Income Support Scheme</a></p>

Support you may be entitled to	Links for further information
<p><b>Support for businesses paying tax: Time To Pay Service</b></p> <p>If you cannot pay your tax bill on time because of coronavirus, you may be able to delay it without penalty using HMRC's Time to Pay service.</p>	<p><a href="#">Find out what to do if you cannot pay your tax bill on time</a></p>
<p><b>Support to create job placements: Kickstart Scheme</b></p> <p>The Kickstart Scheme gives you financial support to create new 6-month job placements for young people who are currently on Universal Credit and at risk of long-term unemployment.</p>	<p><a href="#">Check if you can apply for a Kickstart Grant</a></p>
<p><b>Recovery Loan Scheme</b></p> <p>The Recovery Loan Scheme is to help businesses of any size access loans and other kinds of finance so they can recover after the pandemic and transition period.</p> <p>The scheme is open until 31 December 2021.</p>	<p><a href="#">Find out if your business is eligible for the Recovery Loan Scheme</a></p>
<p><b>Traineeships</b></p> <p>Financial support is available for employers who support a traineeship, which is a skills development programme that includes a work placement.</p>	<p><a href="#">Check if you want to support a traineeship</a></p>
<p><b>Apprenticeships</b></p> <p>Financial support is available for employers who support apprenticeships, which are jobs combining practical on-the-job skills with sustained off-the-job learning.</p>	<p><a href="#">Learn more about hiring an apprentice</a></p>
<p><b>T Levels</b></p> <p>T Levels offer businesses financial support and an opportunity to hire emerging talent by offering students an industry placement for 45 days (a minimum of 315 hours).</p>	<p><a href="#">Check what you need to do to offer T Level placements</a></p>

## Business Support request e-form

If you have concerns about the impact of Covid-19 on your business sustainability you can raise it with us by completing the e-form via [Family Information | Business support questionnaire \(leicester.gov.uk\)](#)

Please complete the all the questions to the best of your knowledge.

**What happens next:** The information you provide will assist the EED team to determine the appropriate follow up support. We will be in touch by either telephone or email. As part of our follow-up support, you may be required you to share documents, e.g. such as business plans and cash flows and the breakdown of your income. However, the information provided for the purposes of this support will not be shared and remains confidential.

Providers can also refer to our [Business support - tools and tips \(COVID-19\)](#) for information and further links to a range of free business planning tools which providers can access for support with business planning.

## LA UPDATES – 2, 3 and 4 year FEEE 2021/ 2022

**We will no longer be using the current method of set weeks in an Autumn term 14 weeks, Summer term 12 weeks and Spring term 12 weeks.**

**Please note** as from Autumn 21 we will be running funded weeks for term time children in parallel with the school terms which will be 38 weeks per academic year. Please see table below for term time children only.

Academic Year 2021/22 Term:	Part Term	Days	Total days per term	Days divided by 5 to give accurate weeks	Rounded weeks for funding purposes	Weeks per academic year
Autumn 2021	1	37	77	15.4	15	38
Autumn 2021	2	40				
Spring 2022	3	29	64	12.8	13	
Spring 2022	4	35				
Summer 2022	5	24	49	9.8	10	
Summer 2022	6	25				

Autumn 2022 dates have not yet been confirmed and is currently out for consultation, once this has been confirmed you will be informed of the funded weeks for the term time children only.

- This does not impact on when a child can start claiming as it remains the term after their 2<sup>nd</sup> or 3<sup>rd</sup> birthday.
- There is no change to the children who are claiming Stretched entitlement.



## 30 ours Extended Early Education:

- For autumn 2021 the code must be valid either 31 August or before for new claims.
- If the code is due to expire by 31 August this must be revalidated before this date.
- If a child is making a new claim or moving settings in their grace period they must be revalidated before 31 August.

**Please Note:** new timeline detailing key dates for 2021/2022, please put these in your dairy.

## Leicester City FEE Timeline from Autumn 2021 to July 2022

Month	Activity	Actual Dates
July 2021	<b>Adjustment Summer 2021 Payments</b>	From w/c 5 July 2021
	Childminders can submit data for the estimate payment for Autumn 2021	From 5 July 2021
August 2021	Deadline for childminders to submit data for the estimate payment for Autumn 2021  This deadline is just for data for estimate payments. It is not the actual headcount deadline for the term	9 August 2021– 23:59hrs
	<b>Autumn 2021 Estimate Payments</b>	From w/c 23 August 2021
	<b>AUTUMN 2021 - For term time only children this term is 15 weeks of funding for a child who are attending the whole term</b>	<b>Start date for the term is 31 August 2021</b>
	Portal opens for Autumn 2021 data for 8 weeks	From 1 September 2021
October 2021	All providers deadline to submit Autumn 2021 data.  <b>This is the Portal closing date and is also referred to as the Headcount date or the Headcount deadline date.</b>  Children who start after this date cannot be included on your headcount.	<b>25 October 2021 23:59hrs</b>
November 2021	Childminders can submit data for the estimate payment for Spring 2022	From 1 November 2021
December 2021	<b>Adjustment Autumn 2021 Payments</b>	From w/c 6 December 2021
	Deadline for childminders to submit data for the estimate payment for Spring 2022  This deadline is just for data for estimate payments. It is not the actual headcount deadline for the term	9 December 2021 23:59hrs
	Portal Opens for Spring data for 10 weeks	From 24 December 2021
January 2022	<b>Spring 2022 Estimate Payments</b>	From w/c 3 January 2022

Month	Activity	Actual Dates
	<b>SPRING 2022 – For term time only children this term is 13 weeks for children who are attending the whole term</b>	<b>Start date for the term is 4 January 2022</b>
	<b>Actual Census Day (Estimated)</b>	<b>20 January 2022</b>
	<b>Census data to be submitted. This is a mandatory requirement for all FEEE providers</b>	<b>31 January 2022 23:59hrs</b>
February 2022	Evidence for QTS & EYFS must be submitted to qualify for additional supplements as from Summer 2022	11 February 2022 23:59hrs
	All providers deadline to submit Spring 2022 data. <b>This is the Portal closing date and is also referred to as the Headcount date or the Headcount deadline date</b> New children who are enrolled start after the submission date AND attend by <b>Friday 25 February 2022</b> can be added to the headcount Children who start on or after Monday 27 February 2022 cannot be added to the Spring 2022 headcount	<b>11 February 2022 23:59hrs</b>
March 2022	Childminders can submit data for the estimate payment for Summer 2022	From 7 March 2022
April 2022	Deadline for childminders to submit data for the estimate payment for Summer 2022. This deadline is just for data for estimate payments. It is not the actual headcount deadline for the term	4 April 2022 23:59hrs
	<b>Spring 2022 Adjustment Payments</b>	From w/c 4 April 2022
	Portal Opens for Summer 2022	From w/c 25 April 2022
	<b>Summer 2022 – For Term Time only children this term is 10 weeks for children who are attending the whole term</b>	<b>Start date for the term is 25 April 2022</b>
	<b>Summer 2022 Estimate Payments</b>	From w/c 25 April 2022
May 2022	All providers Deadline to submit Summer 2022 data <b>This is the Portal closing date and is also referred to as the Headcount date or the Headcount deadline date</b> Children who start after this date cannot be included on your headcount	<b>27 May 2022 23:59hrs</b>
July 2022	<b>Summer 2022 Adjustment Payment</b>	From w/c 4 July 2022

## Portal closing dates – Providers deadline to submit data for claiming FEEE

Providers must inform parents, who are making enquiries for FEEE places, of the Portal closing dates in each term.

It must be made clear that, for any given term, this date is effectively the cut-off date for new children to start accessing a funded place in that term.

Any child who has not started accessing their place on or before the cut-off date for the term must wait until the following term which will then be the next intake date for FEEE places.

The Portal closing date is also referred to as the Headcount date or the Headcount deadline date.

### Telephone number for providers to contact the FEEE funding team

Please use the telephone number **0116 454 1680** to contact a member of the FEEE funding team, if you require any support with the FEEE Portal or have any queries relating to funding payments.

### Key dates for Sector Support Autumn 2021

2021	Area	Activity	Dates and time scales
September	<b>REMINDER - FEEE Leicester City</b> Refer to <b>FEEE timelines table</b> for detailed information on all key dates.	Portal opens for Autumn 2021 data for 8 weeks	From 1 September
	<b>REMINDER - DFE Data submission</b> All early year's providers, including childminders are asked to complete the attendance form. <b>Please Note</b> there being a requirement (for FEEE providers) to provide the LA with the data as this is outlined in the T&Cs of the Provider Agreement for FEEE.	Early Years Attendance Monitoring	<a href="#">complete the report form</a> between 10 and 14 September
	<b>Workforce Newsletter</b> (autumn – part 1) including Safeguarding updates		Friday 10 September
October	<b>REMINDER - DFE Data submission</b>	Early Years Attendance Monitoring	<a href="#">complete the report form</a> between 8 to 12 October.
	<b>'Keeping in Touch' drop-in session for all providers</b> We will circulate the MS Teams link, so no booking	Childcare Sector – KIT drop in session Focus for autumn 1 ➤ 2 year FEEE and share take up data	Thursday 7 October 10am - 11am

2021	Area	Activity	Dates and time scales
	will be required. Each meeting will have: - <ul style="list-style-type: none"> <li>➤ Focus topic area/ discussion point</li> <li>➤ share LA updates and data</li> <li>➤ Q and A opportunity</li> </ul>	➤ Opportunity for sector led discussion	
	<b>REMINDER FEE – Leicester City</b>	All providers deadline to submit Autumn 2021 data on the portal.	<b>25 October 2021 23:59hrs</b>
November	<b>SAVE THE DATE</b> – these <b>CPD sessions</b> are a repeat of the sessions delivered last Summer. <b>Please Note:</b> we will be prioritising those settings who did not attend the previously delivered sessions. There will be a cost applicable for places, further information and booking details to follow.	Online CPD sessions <ul style="list-style-type: none"> <li>➤ Educational Programmes</li> <li>➤ Assessment</li> </ul>	Thursday 30 September, 1pm – 3pm  Tuesday 28 September, 9.30am – 11.30am
	<b>SAVE THE DATE</b> – online <b>Professional Development session.</b> Booking details and charges to follow.	➤ Quality of Curriculum session  Course outline to follow shortly	Thursday 14 October 10am – 12pm or Wednesday 13 October 2pm – 4pm
	<b>Workforce Newsletter</b> (autumn- part 2) including Safeguarding updates		Friday 19 November
	<b>‘Keeping in Touch’ drop-in session for all providers.</b> (online)	Childcare Sector – KIT drop in session FOCUS – to be confirmed	Tuesday 16 November 10am – 11am

## Website development – Childcare Professionals Section!!

EED team are pleased to inform providers that we have been busy updating and revamping some of the webpages under the ‘**Childcare Professionals**’ heading. [Family Information | Childcare Professionals \(leicester.gov.uk\)](#)

Recently launched the ‘**Starting the childcare business**’, [Family Information | Starting a childcare business \(leicester.gov.uk\)](#)

The page provides useful guidance, support, and advice to prospective, new or existing childcare providers in Leicester city. Explains and guides you through various pathways for all types of childcare providers these include childminders, home-carers, early years providers and out of school providers.

Look out for new section dedicated to '**Business Support Information**', we anticipate the page will go live in mid-September, here you will find a wealth of tools and resource materials covering topics such as Marketing, Market Research, Financial Planning and Business Planning. [Family Information | Business support information \(leicester.gov.uk\)](#)

Many of you will be familiar with the Sector support section, this section has been renamed '**Quality Support**' we continue to update this page with useful tools to resources. [Family Information | Quality support \(leicester.gov.uk\)](#)

## The Smile Early Years Award accreditation

### Are you ready to join the Smile Early Years Award accreditation scheme?

The Smile Early Years Award is an accreditation scheme which aims to lay solid foundations for good oral health throughout life.

#### The scheme covers three key themes:

1. Encouraging Healthy Eating and Drinking
2. Promotion of oral health
3. Encouraging the promotion of a healthy lifestyle

As an Early Years Accreditation setting you are part of a recognisable brand, the scheme links to the EYFS framework and it provides a key set of criteria to demonstrate healthy living links to Ofsted.

**Step 1:** Application form is submitted to LCC by **Friday 1 October 2021**

**Step 2:** If application form is accepted, setting will be invited to 'Welcome meeting'

**Step 3:** Staff attend Oral Health Multi Agency Training as soon as possible and identify an Oral Health Champion

**Step 4:** 6 months after this meeting you must send your evidence to your contact who will offer feedback

**Step 5:** 1 year after becoming an award setting the completed portfolio must be sent to your contact

If this sounds like the opportunity for your setting, please get in touch with the HealthyTeethHappySmiles! team on [HealthyTeethHappySmiles@leicester.gov.uk](mailto:HealthyTeethHappySmiles@leicester.gov.uk) to find out more!

"We have enjoyed educating children and their parents on the many factors affecting oral health such as toothbrushing, healthy eating and staying active." - Park View Day Nursery (Kiddycare).

"The accreditation has allowed us to reflect on and improve the sessions we deliver, and also make learning fun for the children." - Stanhope House Day Nursery.