

INTRODUCTION	2
REGISTRATION AND INSPECTION SUPPORT.....	4
EARLY YEARS AND CHILDCARE SERVICE ADVISERS	5
BUSINESS ADVICE.....	8
EXEMPTIONS FROM OFSTED REGISTRATION	9
FIRST STEPS TO REGISTRATION	10
OFFICE FOR STANDARDS IN EDUCATION - OFSTED.....	11
PLANNING PERMISSION	12
STARTING THE REGISTRATION PROCESS.....	13
REGISTRATION VISIT.....	13
AFTER THE VISIT	14
ENVIRONMENTAL HEALTH.....	15
FIRST AID TRAINING.....	16
PUBLIC LIABILITY AND BUILDING INSURANCE.....	18
NATIONAL DAY NURSERIES ASSOCIATION – NDNA.....	19
PRE-SCHOOL LEARNING ALLIANCE.....	20
CAR INSURANCE	21
PREPARING FOR YOUR OFSTED INSPECTION	22
SELF EVALUATION	23
COMPLAINTS LOG	23

WHAT DO I NEED TO TELL OFSTED ABOUT ONCE I AM REGISTERED? / VARIATIONS	24
RISK ASSESSMENT	27
FIRE PRECAUTIONS	28
FAMILY INFORMATION SERVICE	30
DISCPLUS DEVON'S SPECIAL NEEDS FAMILY INFORMATION SERVICE	33
WORKFORCE DEVELOPMENT	34
EARLY YEARS ADVISORY TEAM	35
SAFEGUARDING CHILDREN	36
PLAY ASSOCIATIONS	37
CHILDREN'S CENTRES	38
EARLY YEARS EDUCATION FUNDING (EYEF)	42
SINGLE POINT OF ENTRY	42

Introduction

This document provides information on services and contacts for those registered or wanting to register with Ofsted.

It includes information on who to contact if you wish to make any changes to your registration or extend your services.

The Devon Early Years and Childcare Service offers support and advice to day care providers and works closely with Ofsted. The service supports the provision and development of services and activities for 0-18 year olds (19 for young people with special needs).

It is part of Devon County Council's Children and Young People's Services.

Within its statutory duty the Devon Early Years and Childcare Service provides support and advice to prospective and registered childcare providers. Details of these services are highlighted here.

Plymouth and Torbay are separate local authorities and have their own Early Years and Childcare Service. Their numbers are Plymouth Early Years Service, telephone 01752 307450 and, Torbay Early Years Service, telephone 01803 207926.

Contact

Devon Early Years and Childcare Service
0800 056 36 66
registrationsupport@devon.gov.uk

Registration and Inspection Support

Our free service includes a team of support staff who are available to offer:

Guidance and advice on:

- The Ofsted registration process
- Application forms
- The Early Years Foundation Stage (EYFS)

Support includes:

- Support through the registration process with all queries related to the Early Years Foundation Stage
- Variation to Ofsted registrations (e.g. change of premises, increase in number of children)
- Extending your services
- Post-registration support / continued telephone support if needed
- Pre and post inspection visits (especially in the case of an inadequate inspection outcome)
- Ofsted update training sessions, arranged on a local level
- Online advice and guidance: www.devon.gov.uk/eys

Contact

Registration and Inspection Support Team
01392 38 55 36
registrationsupport@devon.gov.uk

Early Years and Childcare Service Advisers

Early Years and Childcare Service Advisers are part of the Devon Early Years and Childcare Service. Their aim is to bring together a range of organisations and individuals to work together to develop and support Early Years and Childcare providers for children and young people aged 0 – 18 (19 for children with additional needs). Their role is to ensure that all providers have access to the range of services that the Early Years and Childcare Service offers.

Early Years and Childcare Service Advisers are based in local offices across the county and their role includes:

- providing support to childminders via regular network meetings ensuring continuity and consistency of practice
- providing information about the role of the Early Years and Childcare Service and the support offered
- offering assistance and information on local children's centres which providers can link in with
- providing information on opportunities for providers to network and gain local links
- Signposting to resources linked to staff induction and ongoing training
- identifying the need for a childcare provision in their specific areas. They use detailed audit information about the current level of childcare places being offered to ascertain the need for additional development linked to childcare sufficiency.

In their wider role they can inform you about current and new Government Initiatives linked to Children's Services for example Children's Centres.

Early Years and Childcare Service Advisers

Exeter, East & Mid Locality

Post	Name	Contact details	Areas covered
Early Years & Childcare Adviser	Nik Wills	Kingfisher House Western Way EXETER EX1 2DE 01392 385380 07969 684719 nik.wills@devon.gov.uk	Beacon and Exmouth Learning Communities
Early Years & Childcare Adviser	Neil Copland	Kingfisher House Western Way EXETER EX1 2DE 01392 386558 07969 684663 neil.copland@devon.gov.uk	Tiverton and Crediton Learning Communities

Early Years & Childcare Adviser	Mary-Ann Martin	Kingfisher House Western Way EXETER EX1 2DE 07837 207749 mary-ann.martin@devon.gov.uk	Clyst Vale, Ottery and Sidmouth Learning Communities
Early Years & Childcare Adviser	Alexa Sclater (Pat Harrett maternity cover until 13 Jan 2012)	Kingfisher House Western Way EXETER EX1 2DE 01392 385538 07969 684659 alexa.sclater@devon.gov.uk pat.harrett@devon.gov.uk	Westexe and Central Exeter Learning Communities
Early Years & Childcare Adviser	Kerry Thorne	Kingfisher House Western Way EXETER EX1 2DE 01392 385581 07969 684638 kerry.thorne@devon.gov.uk	Axe Valley, Honiton and Culm Valley Learning Communities

South & West Locality

Post	Name	Contact details	Areas covered
Early Years & Childcare Adviser	Sharon Gehringer	Haytor View Primary School Sandringham Road NEWTON ABBOT TQ12 4HD 01626 324982 07970 846864 Sharon.gehringer@devon.gov.uk	Newton Abbot and South Dartmoor Learning Communities
Early Years & Childcare Adviser	Jackie Colby	Parkers Barn Parkers Way TOTNES TQ9 5UF 01392 386072 07969 684559 Jackie.colby@devon.gov.uk	Okehampton and Tavistock Learning Communities
Early Years & Childcare Adviser	Nicky Rees	Parkers Barn Parkers Way TOTNES TQ9 5UF 07969 684588 nicky.rees@devon.gov.uk	Ivybridge Learning Community

Early Years & Childcare Adviser	Lorna Pitts	Parkers Barn Parkers Way TOTNES TQ9 5UF 07969 684569 lorna.pitts@devon.gov.uk	Totnes, Dartmouth and Kingsbridge Learning Communities
Early Years & Childcare Adviser	Christine Andrews	Haytor View Primary School Sandringham Road NEWTON ABBOT TQ12 4HD 01626 324982 07969 684650 Christine.andrews@devon.gov.uk	Teign Valley, Teignmouth and Dawlish Learning Communities

Northern Locality

Post	Name	Contact details	Areas covered
Early Years & Childcare Adviser	Becky Bayet	Civic Centre North Walk BARNSTAPLE EX31 1EE 01392 388901 07969 725863 becky.bayet@devon.gov.uk	Ilfracombe, Braunton, Barnstaple
Early Years & Childcare Adviser	Helen Stephenson	Civic Centre North Walk BARNSTAPLE EX31 1EE 01392 388901 07970 451872 Helen.stephenson@devon.gov.uk	South Molton Chumleigh and part of Barnstaple
Early Years & Childcare Adviser	Liz Carroll	Civic Centre North Walk BARNSTAPLE EX31 1EE 01392 388901 07792 576167 liz.carroll@devon.gov.uk	Holsworthy, Torrington, Bideford

Business Advice

The Business Support Manager role has been established in Devon since July 2001 and whilst its job description has been changed and adapted somewhat since then, its main purpose remains largely the same - to provide financial support, advice and guidance to all childcare providers.

The team of Early Years and Childcare Advisers are responsible for providing support including basic business and financial advice to childcare providers in their area and will refer providers to additional central support if needed.

The aim and commitment of our Business Service is to ensure that:

- new provision is properly set up so that it is successful
- existing provision has sufficient support to prevent avoidable closure.

Contact details

Business Support Manager
Tel: 01392 385537
Email: rob.cornock@devon.gov.uk

Who needs to register with Ofsted?

When does Ofsted registration apply to me?

Register	Providers
Early Years Register	Providers looking after children from birth to the end of the Early Years Foundation Stage (EYFS) (apart from schools only taking children aged three and over, and those exempt from compulsory registration)
Childcare Register – Compulsory	Providers looking after children aged from the end of the foundation stage to seven years old (apart from schools, crèches and home childcarers)
Childcare Register – Voluntary	Providers not able to register such as those looking after children over seven years of age Exempt provision caring for children of all ages such as home childcarers, crèches and activity based provision.

Exemptions from Ofsted Registration

- Providers on domestic and Providers on non-domestic premises are exempt from registration if: They provide **no more** than two activities from the following list
 - School study support or homework support
 - Sport
 - Performing arts
 - Arts and crafts
 - Religious, cultural or language study

and if the provision cares for children who are aged three and over, and does not care for children aged under five for more than four hours in any one day.

So this exemption cannot be met if children under three attend; a child who is under five years old attends for more than four hours and/or the provider offers more than two types of activity.

- Open access schemes are exempt from compulsory registration.
- Providers will be exempt from compulsory registration if their provision cares for any particular child for two hours or less per day even if the provision is open for longer than this period.
- Where provision is operating from particular premises for 14 days or fewer in any year it is exempt from compulsory registration if the provider writes to inform Ofsted before it operates for the first time. This exemption is amended from the existing one to increase the number of days from six to 14.
- A provider is exempt where they care for children for four hours or less per day and it is for the convenience of parents who intend to remain on the premises where the provision occurs or within its immediate locality (such as a sports centre or crèche) with no long-term care commitment to the parent.

First Steps to registration

It is important to do a thorough market research now to avoid disappointment for your business at a later stage. Contact your local [Early Years and Childcare Adviser](#) who can advise on the need for a day care setting in your area.

In order to assess whether there is a need for additional childcare in an area the Early Years and Childcare Adviser can consult Devon's **Childcare Sufficiency Assessment**. Under the duties in the Childcare Act 2006, local authorities have a duty to support the development of childcare provision in their local area. This needs to be flexible, sustainable and responsive to the needs of the local community. In order to ensure this happens local authorities have a duty to undertake a detailed assessment of the supply of, and demand for, childcare in their area. This includes consulting with parents, employers, community groups and providers of childcare. For more information on the Childcare Sufficiency Assessment visit: www.devon.gov.uk/eycs/csainroduction.

The most important undertaking in preparation of the registration of your day care setting is to thoroughly read through your **Early Years Foundation Stage** documents. You will need to demonstrate to Ofsted your understanding of the requirements and how you will meet them before your day care setting can be registered.

Please check that you have read the following documents:

- [Early Years Foundation Stage –Statutory Framework and Practice Guidance](#)
- [Guide to registration on the Early Years Register: childcare provider on domestic or non-domestic premises](#)
- [Guide to registration on the Childcare Register](#)

Contact

Devon Early Years Registration Helpline
01392 38 55 36

Office for Standards in Education - Ofsted

Ofsted is the Office for Standards in Education, Children's Services and Skills. They regulate and inspect to achieve excellence in the care of children and young people, and in education and skills for learners of all ages.

Ofsted's regulatory role is:

- Registration
- Inspection
- Investigation
- Enforcement

Remember: You must not start the registration process until you are ready for an Ofsted Childcare Inspector to do your registration visit.

Tribal Group

Ofsted has appointed Tribal Group Plc to undertake day to day inspection and registration visits for Devon.

Contact

Ofsted
08456 40 40 40
www.ofsted.gov.uk

Planning Permission

On issues of planning permission, building control and environmental health you can get advice from your local District or City Council office (unless your property is located within the Dartmoor National Park or Exmoor National Park, in which case advice on planning permission should be sought from the appropriate National Park Authority).

If planning permission is required you must ensure any recommendations from the local planning department are met. Ofsted will not agree registration until provided with evidence that planning permission is either in place or not required.

If you change the use of the premises in order to deliver the service you are intending to offer you may require planning permission. Initially a telephone call to your local Planning Department will clarify which information should go in a letter or if there are any pre-set forms available.

You may also find that your proposal needs Building Regulation permission and advice from Environmental Health. You can get advice on these matters from the appropriate department through your local City or District Council switchboard.

<p>North Devon District Council Tel: 01271 32 77 11 http://www.northdevon.gov.uk/</p>	<p>Exeter City Council Tel: 01392 277888 http://www.exeter.gov.uk/</p>
<p>Teignbridge District Council Tel: 01626 36 11 01 http://www.teignbridge.gov.uk/</p>	<p>Mid Devon District Council Tel: 01884 25 52 55 http://www.middevon.gov.uk/</p>
<p>West Devon Borough (outside of the Dartmoor National Park Boundary) Tel: 01822 81 36 00 http://www.westdevon.gov.uk/</p>	<p>Exmoor National Park Authority Tel: 01398 32 36 65 http://www.exmoor-nationalpark.gov.uk/</p>
<p>Torrige District Council Tel: 01237 42 87 00 http://www.torrige.gov.uk/</p>	<p>East Devon District Council Tel: 01395 51 65 51 http://www.eastdevon.gov.uk/</p>
<p>South Hams District Council Tel: 01803 86 12 34 http://www.southhams.gov.uk/</p>	<p>Dartmoor National Park Authority Tel: 01626 83 20 93 Fax: 01626 83 46 84 http://www.dartmoor-npa.gov.uk/</p>

Starting the Registration Process

- **Contact the Early Years and Childcare Service**
Please call 01392 385536 or email registrationsupport@devon.gov.uk
- **Application forms**
To start the process of registering your setting with Ofsted you need to complete the application pack and forward this to Ofsted.
- **Application fee**
Ofsted will acknowledge receipt of your application and send you details of how to pay the application fee. For details of current registration charges and annual registration fee refer to the application pack.
- **Checks**
Ofsted will carry out of checks on the **Registered Person** (this might be a committee, private owner, governors etc.) and the **Person in Charge** of the day-to-day running of the setting (if different from the registered person). You will then receive guidance from Ofsted on the Criminal Records Bureau disclosure checks.

It is your responsibility to check any members of staff. For further information contact the Early Years Workforce Development Team of Devon County Council on 01392 386459.

Registration Visit

An Ofsted Inspector will contact you to arrange for a registration visit at the proposed premises. The aims of this visit are to:

- Assess the Registered Person / Person in Charge against the requirements of the Early Year Foundation Stage
- Confirm the premises are ready for children to attend and meet the requirements of the Early Year Foundation Stage
- Assess how many children you can be registered to care for at any one time;
- Confirm your identity and countersign the Criminal Records Bureau check forms.
- The Inspector will discuss with you any actions that are required for the facility to meet requirements of the Early Year Foundation Stage. This will be confirmed by letter.

You must inform Ofsted in writing when any actions have been carried out. The Inspector may make a further visit or visits.

After the visit

When all checks and actions are complete Ofsted sends you either:

- a) A letter granting registration and your registration certificate setting out the conditions of registration, or
- b) A notice of intention to refuse registration.

If successful, registration should be within 6 months. It is a condition of registration that you display the certificate.

If Ofsted issues a *Notice of Intention* to refuse your application, you will be given reasons for refusal. If you wish to appeal against this decision you will have 14 days to inform Ofsted. Contact the Ofsted helpline on 0300 123 1231.

Ofsted will also inspect the quality of your day care setting. A first inspection visit will take place within the first year of being registered and following on from that, Ofsted will do an inspection at least once every three years.

Contact

Ofsted National Business Unit
Royal Exchange Buildings
St Anne's Square
Manchester
M2 7LA

Ofsted helpline: 0300 123 1231
www.ofsted.gov.uk

Please note:

Ofsted has a complaints procedure available to parents if they have a serious concern about a day care setting or activity and they are unable to resolve it directly with the Childcare Provider.

Ofsted complaints line: 0300 123 4666

Environmental Health

Your day care setting will need to be registered with your local environmental health department.

It is best to contact them as soon as you have submitted your application forms to Ofsted to avoid any delays on your registration.

<p>North Devon District Council Tel: 01271 32 77 11 http://www.northdevon.gov.uk/</p>	<p>Exeter City Council Tel: 01392 277888 http://www.exeter.gov.uk/</p>
<p>Teignbridge District Council Tel: 01626 36 11 01 http://www.teignbridge.gov.uk/</p>	<p>Mid Devon District Council Tel: 01884 25 52 55 http://www.middevon.gov.uk</p>
<p>West Devon Borough (outside of the Dartmoor National Park Boundary) Tel: 01822 81 36 00 http://www.westdevon.gov.uk/</p>	<p>Exmoor National Park Authority Tel: 01398 32 36 65 http://www.exmoor-nationalpark.gov.uk/</p>
<p>Torrige District Council Tel: 01237 42 87 00 http://www.torrige.gov.uk/</p>	<p>East Devon District Council Tel: 01395 51 65 51 http://www.eastdevon.gov.uk/</p>
<p>South Hams District Council Tel: 01803 86 12 34 http://www.southhams.gov.uk/</p>	<p>Dartmoor National Park Authority Tel: 01626 83 20 93 Fax: 01626 83 46 84 http://www.dartmoor-npa.gov.uk/</p>

First Aid Training

Your day care setting needs to have at least one member of staff with a current First Aid certificate for childcarers present at any one time (on the premises or on outings).

You will need a First Aid Box, the contents of which must be checked frequently and replaced as necessary. This must be kept in an accessible place but out of the reach of children. Advice on the contents of the First Aid Boxes will be given by the organisations delivering First Aid training.

Generalist First Aid certificates that are the normal requirements for employers, although required in work settings, are *not* sufficient for working with young children and babies. Training should be accredited by approved First Aid Training Organisations in line with the Ofsted requirements and has to include the following criteria covering paediatric first aid:

- Designed for workers caring for children in the absence of their parents
- All training (whether leading to a certificate or a renewal certificate) should be a minimum of 12 hours
- First aid certificates need to be renewed within every three years
- Resuscitation and other equipment should include baby and junior models as appropriate
- Training should cover appropriate contents of first aid kit for babies and children
- Training should include recording accidents and incidents
- Training should be appropriate to the age of the children being cared for
- The course should include learning outcomes covering the following areas:
 - Planning for first aid emergencies
 - Dealing with emergencies
 - Resuscitation procedures appropriate to the age of children being cared for
 - Recognising and dealing with shock
 - Recognising and responding appropriately to anaphylactic shock
 - Recognising and responding appropriately to electric shock
 - Recognising and responding appropriately to bleeding
 - Responding appropriately to burns and scalds
 - Responding appropriately to choking
 - Responding appropriately to suspected fractures

- Responding appropriately to head, neck and back injuries
- Recognising and responding appropriately to cases of poisoning
- Responding appropriately to foreign bodies in eyes, ears and noses
- Responding appropriately to eye injuries
- Responding appropriately to bites and stings
- Responding appropriately with effects of extreme heat and cold
- Responding appropriately to febrile convulsions
- Recognising and responding appropriately to the emergency needs of babies and children with chronic medical conditions including epilepsy, asthma, sickle cell, diabetes
- Recognising and responding appropriately to meningitis and other serious sudden illness.

Details of first aid training providers are available from the Devon Early Years and Childcare Service on 0800 056 36 66.

Public Liability and Building Insurance

You are required to have Public Liability Insurance and Building and Contents insurance. You do not need to have cover until you begin caring for children.

We cannot recommend any particular insurance provider as we do not have detailed knowledge of their products. Some companies that we are aware of that can provide advice on obtaining suitable insurance cover are, *Morton Michel* and the *National Day Nurseries Association* (NDNA). You may wish to carry out your own search for other suitable insurance providers.

Morton Michel

Since 1964 Morton Michel has been market leaders in childcare insurance. They have special policies for registered childminders and have a complete range of quality products to assist registered childcare providers:

- Public and Products Liability
- Employers' liability
- Personal assault
- Personal accident for staff and children.

This is not an exhaustive list. Please refer to Morton Michel's website for further details.

Telephone: 0845 25 70 115

Email: queries@mortonmichel.com

Website: www.mortonmichel.com

National Day Nurseries Association – NDNA

National Day Nurseries Association is the national charity and membership association specifically for nurseries. NDNA provides nursery support, information and advice, childcare training and a quality improvement scheme, e-Quality Counts. We support nurseries and the early year's workforce so that they can provide best-quality childcare and early learning for children.

- Free **24-hour legal helpline** offering help, support and advice on running your nursery business
- Free access to over 50 nursery **policy and procedure templates** including 'safeguarding children' and 'mobile phones and social networking' to implement in your nursery
- Free subscription to **Nursery news magazine**, containing the latest childcare news and information
- Member-only area on the NDNA website with exclusive **free nursery resources**, including a range of factsheets to keep you informed and up-to-date on childcare issues and government policy
- **Discounts on essential products and services** for your nursery including insurance from Pound Gates, resources and toys from Hope Education, utility bills, business rates advice, anti-finger-trapping equipment, yellow pages adverts and more!
- Free regional and national **member events**
- **Savings on NDNA resources and services** such as our quality improvement scheme, e-Quality Counts, 'essential guide' publications, nursery training and childcare conferences
- Free funded **NDNA nursery networks** and access to development staff to help you with local representation and sharing good practice
- Increase your occupancy with a **free listing on their website** in the 'find a nursery' section for parents, plus use of the NDNA logo on your nursery's promotional materials.

Contact

National Day Nurseries Association
0870 774 4244
www.ndna.org.uk

Pre-school Learning Alliance

The Pre-school Learning Alliance is a leading early year's membership organisation and one of the largest providers of quality childcare in England.

The Alliance is the largest voluntary sector provider of childcare and the fourth largest provider of childcare in England. Through our members and direct management of pre-schools and nurseries, sessional pre-schools and baby and toddler groups, the Alliance supports over 800,000 children and their families.

If you are involved in the early year's sector, Alliance membership offers a range of benefits tailored especially for you.

Our popular membership packages offer excellent value and are suitable for all childcare groups, schools, corporate/professional organisations, individuals and students. Prices start from as little as £18.00 per year.

Giving you benefits that matter

- Comprehensive, competitive [insurance](#) for groups, underwritten by RSA Insurance. Over 85% of current members already take advantage of this specialist service.
- Practical advice and individual support from a dedicated information helpline.
- 20% off our extensive range of acclaimed publications, [resources](#) and software.
- Ten issues of [Under 5](#) magazine, keeping you up-to-date with latest developments in the childcare sector.
- A confidential, 24-hour legal helpline for groups, offering advice on matters such as employment, tax, VAT, leases and premises hire.
- Access to a wide range of specialist adult learning opportunities for parents, early year's professionals and volunteers.
- Free copy of '[Early Adventures](#)' for brand new baby and toddler group members joining the Alliance.
- [Fantastic offers](#) for groups from top early years brands including Sea Life, Galt, TTS and Eibe
- 25% off [Reflecting on Quality](#), our leading accreditation scheme.
- 35% off [EY-Essential Nursery Management Software](#)
- Students receive careers advice, access to job opportunities and regular online updates via our popular [Learning Zone](#).
- Strong regional network of local support, ensuring members' views and interests are reflected and represented at all levels.
- Business support and consultancy service for organisations, groups and schools.
- Discounts and preferential booking for Alliance run national events

Contact

Pre-school Learning Alliance
01392 435468
www.pre-school.org.uk

Car Insurance

The EYFS states that records should be kept about vehicles in which children are transported, including a list of named drivers and insurance details. If you plan to use your own transport for outings you must ensure that you have adequate insurance cover.

You will need to have insurance which covers business use. Make sure that this is noted on your insurance. If you are in any doubt about your cover you should ring your insurer to check. You must also ensure that vehicles in which children are transported have an up to date MOT and Tax.

You must also have parental consent to transport children.

There are strict car seat legal requirements in place and will need to be referred to whilst transporting children. Further information is available online at: www.devon.gov.uk/docbank, under the headings 'Child Car Safety' and 'Road Safety Information'.

Preparing for your Ofsted inspection

A newly registered day care setting will be inspected by Ofsted within seven months of registration; this will normally be a no-notice inspection.

After that, inspections are carried out at least once every three / four years.

What do Ofsted inspectors look for?

To make a judgement about the overall quality of your care and learning and development, the Ofsted Inspector will ask '*What is it like for a child here?*' They will make four key judgements:

- How effective is the provision in meeting the needs of children in the Early Years Foundation Stage?
- How effectively is provision in the Early Years Foundation Stage led and managed?
- How effectively are children in the Early Years Foundation Stage helped to learn and develop?
- How effectively is the welfare of children in the Early Years Foundation Stage promoted?

To answer these important questions Ofsted will judge how well you meet a series of outcomes for children based on the '*Early Years Foundation Stage*' and '*Every Child Matters*' outcomes. These are how you:

- Help children to be healthy
- Protect them from harm or neglect and help them stay safe
- Help them enjoy and achieve
- Help them to make a positive contribution to your provision and the wider community
- Achieve economic well being

Are you ready for your inspection?

A copy of the Ofsted publication '*Are you ready for your inspection?*' will be sent to you upon registration with Ofsted.

If you have not received this document, you can download it online at www.ofsted.gov.uk.

Self evaluation

Inspectors consider how settings organise their service, including how they evaluate their service and use this to promote continuous improvement. This is the key to delivering high quality care and learning, ensuring each child's individual needs are met to enable them to reach their full potential.

Self Evaluation Form

The Self Evaluation Form is a tool which supports early year's providers to evaluate their provision and gives them a structure to record the outcomes. It is a useful tool for you and the setting staff to evaluate the impact of what you do on children's welfare, learning and development.

The completed form is discussed with an inspector, usually during the inspection. The self evaluation form can be downloaded from www.ofsted.gov.uk/publications.

Reports

The Inspector will provide you with a report that must be made available to parents. Your report will also be published on the Ofsted website www.ofsted.gov.uk/reports.

Complaints Log

You must investigate all complaints made in writing or in electronic form from parents where these relate to one or more of the welfare requirements.

You must provide the parent who made the complaint with an account of the findings and of any action taken as a result within 28 days.

You must make a written record of complaints, any action taken, and the outcome of any investigation, and provide a summary on request to any parent of a child for whom you provide care and Ofsted.

An example of a complaint log can be found on the document bank at www.devon.gov.uk/docbank.

Records must be retained for a period of three years from the date on which the record was made.

What do I need to tell Ofsted about once I am registered? / Variations

Before you contact Ofsted please get in touch with the Devon Early Years and Childcare Service on 01392 38 55 36. There are certain things that you must tell Ofsted about once you are registered.

Changes to premises, facilities and provision, this includes any change to the:

- Address of the premises;
- Facilities to be used for day care on the premises that may affect the space available to children and the level of care available to them;
- Hours during which day care is provided, which mean that you wish to provide overnight care;
- Type of childcare category applicable to the provision (for instance, if you want to extend sessional care to full day care).

Changes to people and their suitability, this includes changes to:

- The manager or person in charge;
- The name or address of the registered person;
- The committee or corporate or unincorporated body whose prime purpose is to provide day care, any person who is a member of that body and, where the day care is provided by a partnership, committee or corporate or unincorporated body whose prime purpose is not the provision of day care, any person who has delegated, clearly identifiable and direct responsibility for the provision of day care, where the day care is provided by a partnership;
- The name or registered number of the company, where day care is provided by a corporate body
- The name or registered number of the charity, where day care is provided by a registered charity;
- The name of the body that provides the day care, where the day care is provided by a committee, partnership or unincorporated body.

You must tell Ofsted of any new person's date of birth, full name, any former names or aliases used by them and their full address.

You must also tell Ofsted of any change to the name or home address of any of the types of people mentioned above.

You should inform Ofsted at the earliest opportunity of any changes or proposed changes. Where it is not possible to notify Ofsted in advance, you must let Ofsted know of the change as soon as you can (and no later than 14 days after the event occurs).

You must tell Ofsted if any of the following situations occur:

- Any food poisoning affecting two or more children looked after on the premises, meningitis or other notifiable disease (also contact Environmental Health);
- Any serious accident or injury to, or serious illness of, or the death of, any child while in the care of a registered person (also contact RIDDOR);
- Any serious accident or injury to, or serious illness of, or the death of, any other person on the premises (also contact RIDDOR);
- Any allegations of serious harm against, or abuse of, a child by any person looking after children on the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or by the registered person or any person living, working or employed on the premises (also contact the local child protection committee on 01392 384 444);
- Any other significant event which is likely to affect the suitability of the registered person or;
- Any person caring for the children on the premises, such as offences or orders that might disqualify them;
- Lost, missing or uncollected children.

Contact

Devon Early Years and Childcare Service
01392 385536

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Certain work-related incidents must be reported to the Health and Safety Executive which has an Incident Contact Centre and can advise on whether to report specific incidents and about what records should be kept.

You should report any of the following that happens to a member of the public, including a parent or child, or an employee on your premises:

- deaths
- major injuries, which include fractures other than to fingers, thumbs or toes, amputation, dislocation, loss of sight (temporary or permanent)
- Accidents resulting in over 3 day injury
- Notifiable diseases
- Dangerous occurrences
- Gas incidents.

Remember: You are also required to report such incidents, as well as various other events, to Ofsted.

Further information is contained within the 'Health and Safety' divider in this binder.

Contact

0845 300 99 23

www.riddor.gov.uk

Risk Assessment

Risk assessment is important for any setting because it:

- makes sure the setting is safe for children, staff and parents
- It is an Early Years Foundation Stage Welfare requirement
- is good practice.

What is a risk assessment?

A risk assessment is:

- identifying a hazard which might cause harm
- making sure that the risk attached to it is acceptable
- putting appropriate control measures in place if the risk is not acceptable.

How do I do a risk assessment?

If you follow these three steps you won't go far wrong.

1. Do an overall risk assessment of your building annually or more often as needed. Walk through the setting room by room; note anything which might be a hazard to someone, and say how the risk is being controlled. This should be kept on record and referred to and updated appropriately. When updating refer to the accident and incident log to see if there are any 'hotspots' which need addressing. If any changes are made to the environment or equipment, this can be added in. The risk assessment should refer to emergency exits and procedures for emergencies.
2. Do risk assessments for your equipment, activities, policies and procedures on a regular basis. These assessments should take into account the numbers, ages and abilities of children and your resources, planning, staff and space. They need to be evaluated and reviewed regularly.
3. Check that nothing is damaged and that toilets and all areas used by children are clean on a daily basis. Make sure that you have enough staff to meet the needs of the children and the activities planned and that there are no changes which could cause a danger - this is particularly important in shared premises. This can be done by using a chart on the wall which can be initialled when an area is checked.

How do I present my risk assessment?

There is no right and wrong way to present it and you will develop a system which works for you. There is an example method which you can use if you wish on the document bank at: www.devon.gov.uk/docbank.

Fire Precautions

The Management are responsible for ensuring that precautions are taken against fire through the routine maintenance of fire safety equipment, through reviewing and posting emergency fire procedures in buildings and educating employees, whether paid or voluntary, in safe practices. A regular risk assessment should be carried out with fire safety in mind.

It is the duty of all employees, paid or voluntary, to co-operate in following the setting's fire safety procedures and to report to the Management any instances where the proper procedures are not being carried out, for example wedging open of fire doors, escape routes obstructed by furniture or rubbish and the reporting of faulty electrical equipment.

Within the premises, the Provision must operate a Policy of No Smoking. It is the responsibility of each individual smoker to ensure that they only smoke outside the building and ensure that their cigarette is properly extinguished.

In the event of a fire: **Don't Panic – follow your Fire Procedure**

An example of a Fire Procedure is available on the next page.

Do not tackle the fire unless:

- You have been trained to do so
- You feel able to do so
- You do not put yourself at risk
- The fire is small.

Remember: The important thing is to save lives, not property.

Fire Procedure

If you discover a fire

- 1) Immediately raise the alarm
- 2) Leave the building, assisting with the evacuation of the children
- 3) If appropriate, pass the care of the child/ren to the nearest member of staff
- 4) Tackle the fire if possible with the appliances provided, but without taking personal risk.

On hearing the fire alarm

- 5) (Nominated Person) will call the Fire Service immediately
- 6) Dial 999 and ask for the Fire Service
- 7) Wait for the Fire Service to answer
- 8) Give the full address clearly
- 9) Evacuate the children in your care by using the nearest available exit and keep the children together. Proceed to the assembly point at
- 10) The Person in Charge will take a roll call to ensure that no-one has been left in the building.

Do not stop to collect personal belongings

Do not re-enter the building until told to do so by the Fire Service

Further information on fire safety can be obtained from website: www.communities.gov.uk.

Family Information Service

DISC – Devon’s family information service

DISC provides free information to the public on all types of childcare.

DISC receives information from Ofsted on newly registered day care settings. This automatically triggers the DISC team to send a monitoring form to the newly registered setting.

This form is used to help advertise your services to the public. Update forms follow on from that.

Listed on the next page is a sample copy of a nursery list as shown on the DISC website www.devon.gov.uk/disc. Members of the public can access the information through the website, or they can call the helpline on 0845 155 1013 and receive a list by post as well as a pack of booklets and leaflets for parents on choosing and paying for childcare.

Contact the DISC office:

0800 056 36 66

discinfo@devon.gov.uk

www.devon.gov.uk/disc

Example – DISC website

Provider name:	Little Ones Day Nursery (Wonford)
Provider address:	Wynstream Community Primary School, Burnthouse Lane, Wonford EXETER DEVON EX2 6AY
Contact details:	01392 411648
Email address:	info@littleonesnursery.co.uk
Website address:	http://www.littleonesnursery.co.uk
Last update: 14/8/2009	
Provider name:	Pipkins Day Nursery
Provider address:	6 Barnfield Hill, EXETER DEVON EX1 1SR
Contact details:	01392 421422
Email address:	pip_kins96@yahoo.co.uk
Last update: 12/8/2009	
Provider name:	Puffins in the City
Provider address:	Puffins at Southernhay, Keble House, Southernhay Gardens, EXETER EX1 1NT
Contact details:	01392 496017
Email address:	enquiries@puffinsofexeter.co.uk
Website address:	http://www.puffinschildcare.co.uk
Last update: 12/8/2009	

Listed on the next page is a sample record of the full information for one of these nurseries. This is accessed by clicking on the record above.

Little Ones Day Nursery (Wonford)

Type of provision:	Day nursery
Address:	Wynstream Community Primary School, Burnthouse Lane, Wonford EXETER DEVON EX2 6AY
Contact details:	01392 411648
Email address:	info@littleonesnursery.co.uk
Website address:	http://www.littleonesnursery.co.uk
Age ranges:	From 3 months To 5 years
Number of vacancies:	Contact the provider for details
Cost:	Contact the provider for details
Free Early Education places:	Yes
Other cost information:	Early Years Entitlement accepted for 3 and 4 year olds.
Wheelchair access:	Yes
Special needs:	Yes
Opening times:	Monday to Friday: 8.00 am to 6.00 pm
Availability:	School Holidays, Term Time, Part Time, Full Time, 1 session per week, Summer, 10 sessions per week,
Other information:	Short term/Emergency care can be accommodated
Childrens Centre:	Yes
Quality awards:	NDNA Quality Counts,

Devon Family Service Directory (FSD)

An online directory of services for children, young people, parents and carers

- places to go and things to do
- sports leisure and play
- help and advice.

www.devonfsd.info

0845 155 1013

DISCplus Devon's Special Needs Family Information Service

DISCplus is an advice service aimed at:

- Children with special needs
- Their parents and carers
- Professionals working in the field.

The service includes invaluable information about things such as:

- Statutory services in Devon
- Voluntary, charity and non-profit making organisations providing services at a national, regional and local level
- National organisations that provide information or campaign for the rights of children with special needs
- Commercial organisations providing services such as specialist equipment or residential and respite care.

Information can be accessed via the website or by contacting one of the DISCplus local information co-ordinators who are there to help you get information about the services and support available for your family.

Eastern Devon
01392 385932

Northern Devon
01271 341573

Southern Devon
01392 386066

DISCplus
0800 056 3666
discplus@devon.gov.uk
www.devon.gov.uk/discplus

Workforce Development

The workforce development team offers a range of services to settings.

Services include:

- an extensive training programme - courses, conferences and workshops
- resource materials (books, videos, publications) from all Devon libraries (use inter library loan system)
- E-Learning and Distance learning programmes
- signposting to relevant information (newsletter, website)
- Advisory teachers who help to raise standards.
- On-line Training Directory and further training / development advice.

Contact

Workforce Development
Recruitment Services Team
Kingfisher House
Western Way
Exeter, Devon
EX1 2DE

Helpline: 01392 385398 (Monday – Friday 9am- 5pm)

Email: childrensworkforce-mailbox@devon.gov.uk

www.devon.gov.uk/eycs/childcareproviders-recruitment

Early Years Advisory Team

The Early Years Consultancy Team provides high quality support, advice and challenge in relation to young children's learning and development in the wide range of settings and schools across Devon. This relates to both quality and inclusion and the team undertake the role of Area SENCO to support SENCO's who are based in private, voluntary and independent settings.

Early Years Advisers are qualified teachers with Early Years curriculum and Special Educational Needs experience.

An Early Years consultant will:

- get to know settings and schools, work closely with them and support and challenge them in relation to the development of a quality curriculum
- provide training on all aspects of curriculum and inclusion
- provide training and support in relation to early years initiatives and changes in legislation
- advise settings and schools on strategies to support children at points of transition
- support schools to implement and moderate assessment for the Foundation Stage Profile
- support settings to provide inclusive educational opportunities for children with a diverse range of needs including Special Educational Needs, English as an Additional Language, Traveller, Ethnic Minority children and Children who are Looked After.

Children with Special Educational Needs

Early Years Advisers provide advice on curriculum and teaching approaches for staff in settings and, where necessary, signpost them towards other sources of professional support e.g. Educational Psychologists or Health Visitors. Early Years Advisers do not have a caseload of individual children but work in partnership with staff to ensure that children's individual needs are met.

Contact

07966 925433

07791 157707

07791 157659

Safeguarding Children

All those who come into contact with children and families in their everyday work, including people who do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children.

The 'Safeguarding and promoting children's welfare' section of the EYFS states: 'All practitioners should have an up-to-date understanding of safeguarding children issues and be able to implement the safeguarding children policy and procedures appropriately. Policies should be in line with the Devon Safeguarding Children Board (DSCB) local guidance and procedures.'

A copy of the leaflet '*What to do if you are worried a child is being abused*' can be downloaded from: www.everychildmatters.gov.uk or by telephone on **0845 60 222 60**.

You can also find information on the Devon County Council website at www.devon.gov.uk/child-protection.

If you believe a child is being abused or is at risk of abuse contact the Multi Agency Safeguarding Hub on **0345 155 1071**.

Training is available on Safeguarding Children, you can contact the training team on **01392 385398**.

For further information on safeguarding visit the website at:

www.devon.gov.uk/eycs-childcareproviders-support/safeguardinginformation.htm

Play Associations

A play association can be a not for profit company or charitable group run by a management committee who work to improve children's lives and address issues regarding play. Members of the groups include play workers, play tutors, representatives from other organisations and people interested in play.

The Associations provide networking opportunities and voice for play. Each Play Association responds to the needs of the local community and the play opportunities in their area.

Below is a list of local Play Associations.

Community Arts Network Tel: 01237 471972 www.canplay.co.uk Email: play@canplay.co.uk
Exeter Play Association Tel:01392 66 59 66
South Hams Play Forum - SHAPES Tel: 01803 86 13 99
Teignbridge Play Network – TEPEE Tel: 01364 64 44 70
Torrige Play Association Tel: 01237 42 87 36
West Devon Play Association Tel: 01822 813636

Children's Centres

Your local children's centre should be able to provide you with an up to date list of scrapstores and toy libraries in your area. For further information on the services available from Children's Centres go to: www.devon.gov.uk/eycs-childrenscentres.htm

CHILDREN CENTRE	ADDRESS	TEL NUMBER	EMAIL/WEB ADDRESS
Axe Valley	Axe Valley Children's Centre Trevelyan Building St Clares Close Seaton EX12 2AN	01297 20542	Manager: Fran Drayton Fran.Drayton@actionforchildren.org.uk General enquiries: east.devon@actionforchildren.org.uk
Barnstaple 1 Victoria House Children's Centre	Victoria House Children's Centre Victoria Street BARNSTAPLE EX32 8NP	01271 321411	Manager: Helen Hallam helen.hallam@actionforchildren.org.uk General enquiries: victoria.house@actionforchildren.org.uk Website: www.barnstaple.childrencentres.org
Barnstaple 2 Sticklepath Children's Centre	Sticklepath Children's Centre Sticklepath Primary School Woodville Estate BARNSTAPLE EX31 2HH	01271 379853	Manager: Helen Hallam helen.hallam@actionforchildren.org.uk General enquiries: victoria.house@actionforchildren.org.uk Website: www.barnstaple.childrencentres.org
Beacon Heath	Beacon Heath Children's Centre Pendragon House Beacon Lane EXETER EX4 8LZ	01392 427063	Manager: Christine Cottle christine.cottle@actionforchildren.org.uk General enquiries: bhcc@actionforchildren.org.uk Website: www.surestartexeter.org.uk
Bideford 1&2 Bideford Bay Children's Centre	Bideford Bay Children's Centre Victoria Park BIDEFORD EX39 2QS	01237 425752	Manager: Jane Kivlin jane.kivlin@actionforchildren.org.uk General enquiries: surestart.bideford@actionforchildren.org.uk
Braunton	Braunton Children's Centre c/o My Start Children's Centre Malborough Road ILFRACOMBE EX34 8JL	01271 865825	Manager: Diane Pedley Diane.pedley@actionforchildren.org.uk General enquiries: ssccnd@actionforchildren.org.uk
Buckfastleigh & Ashburton ABC Children's Centre	ABC Children's Centre St Luke's Church PO Box 04 Buckfastleigh Post Office 24 Fore Street Buckfastleigh TQ11 OAA	01364 644200	Manager: Mandy Bowden mandy.bowden@actionforchildren.org.uk General enquiries: bflsurestart@talk21.com http://www.surestartbideford.org.uk/
Central, Exeter Flying Start Children's Centre	Flying Start Children's Centre Kingfisher House Western Way EXETER EX1 2DE	01392 666224	Manager: Gentian Sheer gentian@eci.org.uk
Chestnut, Exeter	Chestnut Children's Centre Magnolia Avenue EXETER	01392 255128	Manager: Lindy Brown lindy.brown@chestnut-centre.devon.sch.uk General enquiries:

	EX2 6DJ		admin@chestnut-centre.devon.sch.uk
Chulmleigh	c/o South Molton & District Children's Centre PIP Centre Central Park, Mill Street SOUTH MOLTON EX36 4AS	01769 579615	Manager: Helen Hallam helen.hallam@actionforchildren.org.uk General enquiries: victoria.house@actionforchildren.org.uk Website: www.southmoltonandchulmleigh.childrencentres.org
Clyst Vale	Clyst Vale Children's Centre Clyst St Mary School Clyst St Mary EX5 1BG	01392 469774	Manager: Christine Cottle General enquiries: cvcc@actionforchildren.org.uk Website: www.surestartexeter.org.uk
Countess Wear, Exeter	Countess Wear Children's Centre Countess Wear Community School EXETER EX2 7BS	01392 874337	Manager: Lindy Brown lindy.brown@chestnut-centre.devon.sch.uk General enquiries: admin@chestnut-centre.devon.sch.uk
Crediton	Crediton Area Children's Centre Newcombes CREDITON EX17 2AR	01363 777219	Manager: Georgina Marks georgina.marks@barnardos.org.uk General enquiries: creditoncc@barnardos.org.uk Website: www.barnardos.org.uk/devoncc/creditoncc
Culm Valley	Culm Valley Area Children's Centre St Andrew's Estate CULLOMPTON DEVON EX15 1HU	01884 35993	Manager: John Bryant john.bryant@barnardos.org.uk General enquiries: Website: culmvalleycc@barnardos.org.uk www.barnardos.org.uk/devoncc/culmvalleycc
Dartmouth	Dartmouth Area Children's Centre Milton Lane DARTMOUTH TQ6 9HW	01803 833164	Manager: Claire English claire.english@actionforchildren.org.uk General enquires:
Dawlish Teignmouth and Dawlish Children's Centre	Teignmouth & Dawlish Children's Centre Teignmouth Day Hospital Mill Lane TEIGNMOUTH TQ14 9BQ	01626 879776	Manager: Tim Collins Timothy.Collins@actionforchildren.org.uk General enquires: surestart.dt@actionforchildren.org.uk Website: www.surestartdt.org.uk
Exmouth 1&2 Marpool Children's Centre	Exmouth Children's Centre Marpool School Moorfield Road EXMOUTH EX8 3QW	01395 226789	Manager: Rachel Loram rachel.loram@childrenssociety.org.uk General enquires: Exmouth@childrenssociety.org.uk
Hatherleigh	Hatherleigh Children's Centre Bowling Green Lane Hatherleigh OKEHAMPTON EX20 3HB	01837 811190	Manager: Jenny Mackenzie Jenny.Mackenzie@Barnardos.gov.uk General enquiries: hatherleighchildrenscentre@barnardos.org.uk Website: www.hatherleighchildrenscentre.co.ukmailto:sscnd@nch.org.uk
Heavitree & Polsloe, Exeter	Heavitree & Polsloe Children's Centre Ladysmiths Infant School Ladysmith Road EXETER EX1 2PS	01392 464754	Manager: Christine Cottle christine.cottle@actionforchildren.org.uk General enquiries: whiptoncc@actionforchildren.org.uk Website: www.surestartexeter.org.ukmailto:sscnd@nch.o

			rg.uk
Holsworthy	Holsworthy Children's Centre Off Sanders Lane Great Oak Meadow HOLSWORTHY EX22 6E	01409 253508	Manager: Jane Kivlin Jane.kivlin@actionforchildren.org.uk Website: http://www.holsworthyarea.childrencentre.org
Honiton	Honiton Children's Centre Honiton Bottom Road HONITON EX14 2EP	01404 540820	Manager: Vicky Duffy vikki.duffy@childrenssociety.org.uk General enquires: Honiton@childrensociety.org.ukmailto:ssccnd@nch.org.uk
Ifracombe My Start Children's Centre	My Start Children's Centre Marlborough Road, ILFRACOMBE EX34 8JL	01271 865825	Manager: Diane Pedley diane.pedley@actionforchildren.org.uk General enquiries: ssccnd@actionforchildren.org.uk Website: www.mystart.surestart.org
Ivybridge SeaMoor Children's Centre	SeaMoor Children's Centre Ivybridge Town Hall, Erme Court St Leonards Road IVYBRIDGE, PL21 0SZ	01752 896356	Manager: Dani De Beaumont Dani.debeaumont@actionforchildren.org.uk
Kingsbridge	Kingsbridge Area Children's Centre Belle Cross Road Kingsbridge TQ7 1NL	01548 856383	Manager: Claire English claire.english@actionforchildren.org.uk
Moors Edge Heathfield Children's Centre	Moors Edge Children's Centre Musket Road Heathfield NEWTON ABBOT TQ12 6SB	01626 835612	Manager: c/o Pat Dunn General enquiries: moorsedgechildrenscentre@actionforchildren.org.uk
Newton Abbot 1 & 2 Highweek Children's Centre	Newton Abbot Children's Centre c/o Highweek Community Primary School, Coronation Road, NEWTON ABBOT TQ12 1TX	01626 354657	Manager: Helen Huntley helen.huntley@actionforchildren.org.uk General enquiries: newtonabbotchildrenscentre@actionforchildren.org.uk mailto:ssccnd@nch.org.uk
Okehampton	Okehampton Children's Centre Haytor, Ockment Centre North Road OKEHAMPTON EX20 1AR	01837 658621	Manager: Jenny Coleman jenny.coleman@barnardos.org.uk General enquiries: okehamptonchildrenscentre@barnardos.org.ukmailto:ssccnd@nch.org.uk
Ottery St Mary	Ottery St Mary Children's Centre Tip Hill OTTERY ST. MARY DEVON EX11 1BE	01404 813642	Manager: Fran Drayton Fran.Drayton@actionforchildren.org.uk General enquiries: east.devon@actionforchildren.org.uk
Sidmouth	Sidmouth Children's Centre 128b High Street SIDMOUTH DEVON EX10 8EE	Contact via Ottery centre until new premises complete	Manager: Fran Drayton Fran.Drayton@actionforchildren.org.uk General enquiries: east.devon@actionforchildren.org.uk
South Molton	South Molton & District Children's Centre PIP Centre	01769 579615	Manager: Helen Hallam helen.hallam@actionforchildren.org.uk General enquiries:

	Central Park, Mill Street SOUTH MOLTON EX36 4AS		victoria.house@actionforchildren.org.uk Website: www.southmoltonandchulmleigh.childrencentres.org
Tavistock	Tavistock Children's Centre C/O Office Unit 1 (Ground Floor) Kilworthy Park TAVISTOCK PL19 0FZ	01822 614210	Manager: Jenny Coleman jenny.coleman@barnardos.org.uk General enquiries: tavistockchildrenscentre@barnardos.org.uk mailto:ssccnd@nch.org.uk
Teign Valley	Unit 49, Teignbridge Business Park, Cavalier Road, Heathfield NEWTON ABBOT TQ12 6TZ	01626 835401	Manager: c/o Pat Dunn
Teignmouth Teignmouth and Dawlish Children's Centre	Teignmouth & Dawlish Children's Centre Teignmouth Day Hospital Mill Lane TEIGNMOUTH TQ14 9BQ	01626 879776	Manager: Tim Collins Timothy.Collins@actionforchildren.org.uk General enquiries: surestart.dt@actionforchildren.org.uk mailto:ssccnd@nch.org.uk Website: www.surestartdt.org.uk
Tiverton 1	Tiverton Children's Centre c/o Wilcombe Primary School Lazenby Road TIVERTON EX16 4AL	01884 250449	Manager: Janine Newbury Janine.newbury@barnardos.org.uk General Enquiries: tivertoncc@barnardos.org.uk
Tiverton 2 Two Moors Children's Centre	Two Moors Children's Centre Cowleymoor Road TIVERTON EX16 6HH	01884 250449	Manager: Janine Newbury Janine.newbury@barnardos.org.uk General Enquiries: tivertoncc@barnardos.org.uk
Torrington Bluecoats Children's Centre	Bluecoat Children's Centre Borough Road TORRINGTON EX38 7NU	01805 625830	Manager: Angela Fleming Centre Lead: Vivienne Jones viv.jones@devon.gov.uk General enquiries: bluecoatchildrenscentre-mailbox@devon.gov.uk Website: http://www.bluecoat.childrencentre.org
Totnes	Totnes Children's Centre Daisy Play Centre Pathfields TOTNES TQ9 5TZ	01803 864737	Manager: Deborah Oakey deborah@actionforchildren.co.uk General enquiries: enquiries@daisyplaycentre.co.uk Website: http://www.totnes.childrencentre.org mailto:ssccnd@nch.org.uk
West Exe 1&2	Westexe Children's Centre Cowick Street, EXETER EX4 1HL	01392 279361	Manager: Sarah Baker sarah.baker@devon.gov.uk General enquiries: admin@wecc.devon.sch.uk mailto:ssccnd@nch.org.uk
Whipton, Exeter	Whipton Children's Centre, Hill Lane Whipton EXETER EX1 3JP	01392 464754	Manager: Christine Cottle christine.cottle@actionforchildren.org.uk General enquiries: whiptoncc@actionforchildren.org.uk Website: www.surestartexeter.org.uk mailto:ssccnd@nch.org.uk

Early Years Education Funding (EYEF)

The government provides funding for all three and four year old children, from the start of the term after their third birthday until they start school (usually at statutory school age – the term following their fifth birthday); to attend an Ofsted registered early years and childcare setting. Such settings include pre-schools, nurseries, certain childminders, school nursery classes and nursery schools. With effect from September 2010 certain Out of School Service Providers, such as After School Clubs, may also register to receive EYEF. Please contact our EYEF Enquiry Desk for details if you are interested in this.

These children qualify for 15 hours of free Early Years Entitlement per week for up to 38 weeks per year, during school term time. The full 15 hours must be used over at least 3 days, a minimum of 2 ½ hours and maximum 10 hours per day and can be shared between a maximum of 2 providers.

The key focus of this funding is to help every child develop to their full potential, help parents return to work and allow them to make informed choices about their children's care and their family life. It also supports research showing the ongoing benefit to children, in particular from the most disadvantaged parts of the country, of experiencing good quality childcare in their early years.

Contact

Early Years Education Funding - 01392 385530

www.devon.gov.uk/eyef.

Single point of entry

From the September 2011 intake, all primary and infant schools must offer full time admission to Reception from the beginning of the September term following a child's fourth birthday.

This guidance is intended to help schools and early year's settings which admit 4 year old children to better understand the changes that will be coming into place from September 2011. The term early years setting includes preschools, nursery schools, specialist childminders, nursery classes, day nurseries, nurseries in independent schools and any other providers which are funded by Devon County Council to offer the free Early Years Entitlement.

Devon County Council, schools and early years settings will need to work together to make sure that parents understand these changes and can make informed decisions about what is best for their child. Schools and early year's settings will need to plan to manage these changes.

For admission to Reception from the 2011-12 academic year, parents can choose one of the following options for their child in the September following their fourth birthday.

- Attend an early years setting for up to 15 hours a week until the term after their fifth birthday
- Attend school part time 15-21 hours a week including lunch and break times
- Attend school full time - 25 hours a week.

Transition points (when children move from an early years setting to start school) can be very stressful for children. To make this move smooth children need to have:

- an appropriate environment, staffing and curriculum, for all children as outlined in the Early Years Foundation Stage (EYFS) documents
- their individual needs met, particularly if they are in a class with older children
- access to a well equipped outside area, as learning outside is an important part of young children's development
- staff who understand how young children develop and who know the EYFS very well
- a setting that liaises closely with the child's receiving school so that his or her individual needs can be met
- important things like play times, lunch times and access to toilets explained to them
- a key-worker they know and who knows them
- a pace to the day that reflects their needs with access to quiet places and times if they need a rest from learning or activity
- a home and setting environment that is in tune with one another.

How can early year's settings help to smooth the transition for children into school?

The school and the early year's settings should be working together and talking on a regular basis. All settings should now be familiar with Devon's **Learning Journey** transition documents and attainment grids. These must be completed by settings to inform all points of transition for young children. Transition documents can be found on the Devon Learning and Development Partnership website at: www.deseducation.org.

Early years settings should tell parents when a school application must be made and settings will be sent information annually about this process. If a setting has any query they should contact the School Admissions Team on **0845 155 1019** or email:

admissions@devon.gov.uk

Consider the development of a Foundation Stage Unit (FSU) or a Partnership Foundation Stage Unit (PFSU) to support transition for the children and get the benefits of joint working, and mutual staffing support and ratios for both partners. For a pack on PFSU's or FSU's contact julie.payne@devon.gov.uk.

What do early years settings need to do now?

The most important thing is to make sure that parents are fully informed about the available options. Identify a named person in the setting who can tell parents about the Single Offer Point. You will need to talk with parents about the needs of individual children when supporting them to make the best choice for their child. You may also need to signpost parents to relevant support and guidance.

Who is responsible for completing the Foundation Stage Profile?

If a child is in an early years setting at the end of the EYFS the setting must complete the Foundation Stage Profile.

What will Devon County Council do to support the implementation of these changes?

- provide guidance for parents and carers
- provide information and support for settings and schools
- support all early years' providers to positively manage fluctuations in numbers