## **Slough Early Years Service Annual Provider Audit 2019**

**Please return the annual provider audit to** [**earlyyears@slough.gov.uk**](mailto:earlyyears@slough.gov.uk) **or Slough Early Years Service, St Martins Place, 51 Bath Road, Slough, SL1 3UF**

**Return by Wednesday 17th July 2019**

For further information regarding the annual audit or to discuss the childcare sufficiency assessment please contact Clare Thompson on 01753 476583 or [clare.thompson@slough.gov.uk](mailto:clare.thompson@slough.gov.uk)

## **Contact details**

|  |  |
| --- | --- |
| Setting name: | |
| Contact name: | Position: |
| Address: | |
| Telephone: | Post Code: |
| Email: | Website: |

1. **Type of setting**

Day nursery Children’s Centre

Pre-School Childminder

Nursery School Nursery Class in a Primary School

*Please highlight most applicable*

Name of Manager / Head Teacher / Childminder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Deputy / Head of Early Years\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Registration details:**

|  |  |  |
| --- | --- | --- |
|  | Registered number of places or published admission number (where applicable) | Current number of children you are prepared to care for, according to staffing capacity and demand |
| Early Years Register (0 – 5 years old) |  |  |

1. **Operational details**

According to your current capacity levels how many places do you offer per age group?

|  |  |  |
| --- | --- | --- |
|  | 15 hours per week | Full time equivalent |
| **Under 2 years old**  (under 1 years old for childminders) |  |  |
| **2 year olds**  (1 – 5 years for childminders) |  |  |
| **3 & 4 year olds** |  |  |

1. **Opening Hours**

Please give details of when your setting is operational

|  |  |  |
| --- | --- | --- |
| Opening Hours | Start time | Finish time |
| All year round |  |  |
| Term time only |  |  |

How many weeks per year are you open? 

If you have a number of sessions per day, what are your session times?

|  |  |  |
| --- | --- | --- |
|  | Start time | End time |
| Session 1 |  |  |
| Session 2 |  |  |
| Session 3 |  |  |
| Session 4 |  |  |
| Session 5 |  |  |
| Session 6 |  |  |

1. **Funded Early Education**

Do you offer Funded Early Education?

|  |  |
| --- | --- |
|  | YES / NO |
| 2 year old funding |  |
| Universal 15 hours for 3 & 4 year olds |  |
| Extended Entitlement for 3 & 4 year olds – 30 hours Childcare |  |

#### If the nursery does not currently offer 2 year old provision or 30 hours childcare when are you likely to review this? Please tick

|  |  |  |
| --- | --- | --- |
|  | **2 year old provision** | **30 hours childcare** |
| No plans now or in the future |  |  |
| Within the next year |  |  |

Do you / will you offer funded places over more than 38 weeks of the year? Yes  No 

1. **Fees & Costs**

Do you offer sessions that parents can pay for?

*Please provide details or enclose a copy of your bookings / admissions process:*

If yes how flexibly can parents book and pay for these sessions? Please tick

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Whole days only |  | Half days only |  | Sessions |  | By the hour |  |

What are your settings average hourly rates?

|  |  |  |
| --- | --- | --- |
| **Average hourly rate** | **Less than 25 hours per week** | **More than 25 hours per week** |
| Under 2 year olds |  |  |
| 2 year olds |  |  |
| 3 & 4 year olds |  |  |
| Out of school provision |  |  |

Have you signed up to offer tax free childcare? Yes  No 

1. **Partnership working**

Do you offer a drop off or collection service from any school / nursery / childcare setting?

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School / Nursery / Childcare Setting** | **Drop off times AM (before school)** | **Drop off / pick up time during the day (lunch time)** | **Pick up time PM (after school)** |
|  |  |  |  |
|  |  |  |  |

1. **Occupancy and Vacancies**

Based on the summer term 2019 how many children do you have on role who:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Funded only | Funded and pay for additional hours less than 25 hours per week | Funded and pay for additional hours more than 25 hours per week | Not in receipt of funding but pay for childcare less than 25 hours per week | Not in receipt of funding but pay for childcare more than 25 hours per week |
| Under 2 year olds |  |  |  |  |  |
| 2 year olds |  |  |  |  |  |
| Universal 15 hours for  3 & 4 year olds |  |  |  |  |  |
| Extended entitlement for 3 & 4 year olds 30 hours childcare |  |  |  |  |  |

Do you anticipate having any vacancies over the next year?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Approx. number of places in the autumn term 2019 | Approx. number of places in the spring term 2020 | Approx. number of places in the summer term 2020 |
| Under 2 year olds |  |  |  |
| 2 year olds |  |  |  |
| Universal 15 hours for 3 & 4 year olds |  |  |  |
| Extended entitlement for 3 & 4 year olds 30 hours childcare |  |  |  |

Do you currently have a waiting list for parents needing a place?

|  |  |  |
| --- | --- | --- |
|  | Approx. number of children on a waiting list for summer term 2019 | Approx. number of children on a waiting list for autumn term 2019 |
| Under 2 year olds |  |  |
| 2 year olds |  |  |
| Universal 15 hours for 3 & 4 year olds |  |  |
| Extended entitlement for 3 & 4 year olds 30 hours childcare |  |  |

Based on the enquiries for places that you have received over the past year, how well do you feel that you’ve met the needs of parent / carers

* Very well - provided a space based exactly on the parents requirements 
* Well – provided a space but had to negotiate times / days 
* Not well – unable to provide a space due to no vacancies or unable to provide days / times required. 

If you haven’t been able to meet the need of parents please specify why. Are there any common themes?

Do you think that 30 hours childcare has impacted on parent choice?

1. **Transition arrangements**

Since the last childcare sufficiency audit 2018 have you reviewed and changed your transitional arrangements?

If yes please outline below any changes that you have made:

How many of your current cohort attends another early years provision? 

1. **Workforce**

What is the total number of practitioners who work with nursery aged children at your setting? 

Has the number of practitioners increased, decreased or stayed the same in the last 12 months?

*Please tick one*

|  |  |
| --- | --- |
| Increased |  |
| Decreased |  |
| Stayed the same |  |

#### Please complete each box with the total number of staff who have the stated qualification. Only enter each practitioner qualification once and only log their highest qualification

|  |  |
| --- | --- |
| QTS |  |
| Early Years Professional Status |  |
| Early Years Teacher Status |  |
| BA, BSc, BEd, |  |
| Early Years Degree |  |
| Foundation Degree |  |
| Level 4 in Childcare / Early Years |  |
| Level 3 in Childcare / Early Years |  |
| Level 2 in Childcare / Early Years |  |
| Apprentice |  |
| Unqualified |  |

How many of your practitioners are:

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Gender neutral |  |

What is the average annual salary for each of the following job roles that apply to your nursery?

|  |  |
| --- | --- |
| Early Years Lead / manager |  |
| Qualified teacher Status (QTS) |  |
| Early Years Professional / Early Years teacher |  |
| Nursery Practitioner (Level 4) |  |
| Nursery Practitioner (Level 3) |  |
| Nursery Practitioner (Level 2) |  |
| Nursery Practitioner (unqualified) |  |
| Teaching assistant (qualified) |  |
| Teaching assistant (unqualified) |  |
| Apprentice |  |
| Lunch Cover |  |
| Other (please state) |  |
| Other (please state) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *Not applicable to childminders* | Yes | No | Considering in the future |
| Do you currently use any agencies to support your staffing requirements?  Please list your preferred agencies: | | Please outline your reasons for not using agencies: | Please comment: |
| If you currently use or are planning to use agencies in the future is there anything that you would like to see developed in order to support this arrangement? | | Comments: | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Considering in the future |
| Do you currently offer work placements to students or offer voluntary positions?  Please state your position on this: | | Please outline your reasons for not offering these positions: | Please comment: |
| If you currently offer or are planning to offer work placements / voluntary positions in the future is there anything that you would like to see developed in order to support this arrangement? | | Comments: | |

Who is the named Safeguarding lead in the setting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | In house | Delivered by an outside organisation | Online training |
| Is safeguarding training part of your induction process? Is this in house, delivered by an outside organisation or online? |  | Please provide the name of the organisation: |  |
| In the next year (September – August 2020) approximately how many staff will need to complete universal safeguarding training? | | |  |
| In the next year (September – August 2020) approximately how many staff will need to complete ‘targeted’ (Working together to safeguard children) level 3 training? | | |  |

1. **Business development**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Unsure** |
| **Does you organisation have an annual financial forecast for 2019-20?** |  |  |  |
| **Would you say your setting is in a financially stable position over the next year?**  **Comments:** |  |  |  |
| **Would you say your setting is in a financially stable position over the next 3 years?**  **Comments:** |  |  |  |

How much do you pay annually in business rates? 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not applicable | Stayed the same | Increased (please state by how much and why you think this has happened) | Decreased (please state by how much and why you think this has happened) |
| Has there been a change to your business rates in the last 2 years? |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Statutory training | CPD opportunities |
| If your setting currently has a training / CPD budget for the next academic year what is your budget? Please only apply an amount for the early years provision. |  |  |
| How much did your setting spend on training / CPD in the last academic years for early years? |  |  |

1. **Out of School provision**

Do you operate a breakfast club for school aged children?

If yes please answer the following questions:

|  |  |  |
| --- | --- | --- |
| Is this provided / run internally or by another organisation? Please circle | Internally | Externally - please state |
| What are the opening and closing times for the breakfast club? Please record a time | Opening: | Closing: |
| What is the cost for breakfast club? Are there any additional costs? Please state | Cost: | Additional cost: |
| What is the maximum number of children you could have in breakfast club and what is the average number of children who attend each day? | Maximum | Current number attending each session |

Do you operate an afterschool club for school aged children?

If yes please answer the following questions:

|  |  |  |
| --- | --- | --- |
| Is this provided / run internally or by another organisation? Please circle | Internally | Externally – please state |
| What are the opening and closing times for the afterschool club? Please record a time | Opening: | Closing: |
| What is the cost for the afterschool club? Are there any additional costs? Please state | Cost: | Additional cost: |
| What is the maximum number of children you could have in the afterschool club and what is the average number of children who attend each day? | Maximum | Current number attending each session |

Do you operate a holiday provision for school aged children?

If yes please answer the following questions:

|  |  |  |
| --- | --- | --- |
| Is this provided / run internally or by another organisation? Please circle | Internally | Externally – please state |
| What are the opening and closing times for the holiday club? Please record a time | Opening | Closing |
| How many weeks is the holiday club open for each year? | Total Number of weeks | Times of the year: |
| What is the cost for the holiday club? Are there any additional costs? Please state | Cost | Additional cost |
| What is the maximum number of children you could have in the holiday club and what is the average number of children who attend each day? | Maximum | Current number attending each session |

**14. Slough Local Offer**

**Information on services and facilities offered to support children with SEN or disabilities**

All providers must have arrangements in place to support children with SEN or disabilities. Maintained schools, maintained nursery schools and all providers who are funded by the local authority to deliver early education places must have regard to the Special Educational Needs Code of Practice.

Please sign in to your account on [www.sloughfamilyservices.org.uk](http://www.sloughfamilyservices.org.uk) to update or complete your Local Offer.

If you require assistance to complete the various sections of the Local Offer please speak to your Development Worker.

If you require any assistance to sign in to your account on [www.sloughfamilyservices.org.uk](http://www.sloughfamilyservices.org.uk) please speak to Neesha Mouttou (Family Information & Resource Support Team) on 01753 476589 or email [fis@slough.gov.uk](mailto:fis@slough.gov.uk)



**Consent Form for Registered Childcare Providers in Slough**

This consent form is for childcare providers in Slough. It covers childcare information given by providers to Slough’s Family Information & Resource Support Team (FIRST formerly FIS) or Early Years Team.

**How the information you provide will be used:**

The FIRST and Early Years Team will store the information you have provided securely and will use it for the following purposes:

* Promoting your services by making your information available on [www.sloughfamilyservices.org.uk](http://www.sloughfamilyservices.org.uk) website and by phone, post, email or face to face.
* Helping parents to find and access childcare that meets their needs.
* Assessing whether there is sufficient childcare locally
* Producing reports and statistics to help us fulfil our duties, including meeting the requirements of the Childcare Act 2016

The information you provide will be stored and used by us for a maximum of twelve months. The FIRST is required to update information held on a termly basis so we will contact you regularly to confirm that it is still accurate (you can also update the information yourself more often online or by phone). If you do not provide updated information then we will remove your data from our system.

**Data Protection and Consent**

Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you. Slough Borough Council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes.  For further information please visit: [www.slough.gov.uk/yourprivacy](http://www.slough.gov.uk/yourprivacy)

Completing this form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at [DataProtectionOfficer@slough.gov.uk](mailto:DataProtectionOfficer@slough.gov.uk)

I confirm that the information I have given is correct and I give consent for Slough Family Information & Resource Support Team to make available to the public the information I have supplied (which may include personal data and sensitive personal data) by phone, in print (by post, fax or email), face to face and internet via [www.sloughfamilyservices.org.uk](http://www.sloughfamilyservices.org.uk) website and other licensed channels (required)

|  |  |
| --- | --- |
| By phone, post or e-mail, face to face |  |
| Internet via [www.sloughfamilyservices.org.uk](http://www.sloughfamilyservices.org.uk)  (including other licensed channels) |  |

**For childminders only:**

If you provide childcare from your or someone else’s home, you can chose to hide part of your postal address on the FIRST website. The website will show your registered name, telephone number, email / website address and a partial address. However, please note that this may make it more difficult for people searching online to find your details.

* I want my full address to be published (please tick)
* I do not want my full address to be published (please tick)

**Declaration:**

I have read and understand this consent form. I agree for the information provided about my childcare setting to be used as described.

|  |  |
| --- | --- |
| Setting / Childminder Name (please print) |  |
| Ofsted Registration Number |  |
| Name of authorised signatory (please print) |  |
| Signed: |  |
| Date: | |

*If you need more information about this consent form please contact the FIRST on 01753 476589 or* [fis@slough.gov.uk](mailto:fis@slough.gov.uk)

**Slough Family Information Service**

St Martins Place

Bath Road

**SLOUGH** SL1 3UF

Tel: 01753 476589

Email : [fis@slough.gov.uk](mailto:fis@slough.gov.uk)

[www.sloughfamilyservices.org.uk](http://www.sloughfamilyservices.org.uk)