



**WOKINGHAM BOROUGH COUNCIL
TERMS AND CONDITIONS FOR
PROVIDERS TO BE ON THE REGISTER
FOR RECEIPT OF
EARLY YEARS FREE ENTITLEMENT
FOR 2, 3 & 4 YEAR
OLD CHILDREN**

Providers should be aware that any non-compliance with these Terms and Conditions jeopardises their registration to receive funding.



Conditions for Receipt of Early Years Free Entitlement for 2, 3 & 4 Year Old Children

Maintained Provision Sectors

Summary of Key Material Contract Compliance Criteria

General Conditions

Department for Education Guidance

1. The receipt of 2, 3 & 4 year old Funding is subject to the following terms and conditions having been met and continuing to be met by the Provider. It is the responsibility of a Local Authority – (Wokingham Borough Council – WBC) administering the Funding to ensure that these conditions are met. These local terms and conditions should be read in conjunction with the:
2. – *‘Early education and childcare statutory guidance for local authorities September 2013.’*
3. Delivery of the Early Years Free Entitlement (EYFE) must be in line this document which will be reviewed as legislative changes come into effect.
4. Only Providers registered under Wokingham’s ‘Directory of Providers’ are eligible to receive EYFE. EYFE hours can only be claimed in respect of integrated care and learning for children of eligible age. The claim must be made at the times and using the procedures set down by WBC and notified to Providers. Providers who do not meet these Terms and Conditions may be subject to de-registration.
5. These conditions only apply to EYFE hours for eligible children.
6. No Funding will be payable to a Provider in respect of any period in which that Provider is:
 - not registered with WBC or;
 - ineligible for Funding.
7. Providers must undertake to repay on demand any receipt of Funding, if that payment was:

- made to a provision which did not meet the requirements upon eligible Providers;
- or;
- made incorrectly;
- or;
- made as an advance payment for a Funding period during which a Provider is de-registered. The Provider is expected to repay a pro-rata amount relating to the period of time following de-registration.

It is a condition of Funding that this recovery may be affected by an appropriate reduction in the Funding paid in respect of a subsequent term.

These Terms and Conditions refer to the procedure for claiming hours in relation to 2, 3 & 4 year olds

Procedure for Claiming Hours

8. All data must be submitted to WBC **by the dates** as set out in the headcount information sent to Providers. **Failure to do so will result in a claim being rejected by WBC.**
9. **The Headcount Claim:** Providers can only claim hours for children who are attending the provision on headcount day or who are absent on that day for permissible reasons, i.e. absence through illness or for some exceptional reason but genuinely expected to return. If a child for whom a provision is claiming hours is not attending regularly or has had a long term absence (in excess of 3 weeks) the provision must inform WBC. This will enable WBC to monitor the Funding situation across the Wokingham Borough. A claim cannot be made for any child who has left the Provider before the date of the headcount.

Providers may claim for the number of EYFE hours the child is attending per week when headcount takes place. A child's total hours must not exceed their entitlement of **570 hours per year taken over no fewer than 38 weeks** (equivalent to a maximum of 15 hours per week). Headcount day will be on the same day as the Department for Education's school census, as this facilitates the necessary checking across provisions for children having split provision. This date also fits with the Department for Education's Early Years Census which takes place every January. The current published dates on the Department for Education's website are:

- Third Thursday in January (16th January 2014);
- Third Thursday in May (15th May 2014);
- First Thursday in October (2nd October 2014).

Full details of the Early Years Census can be seen at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/254117/Early_Years_Census_guide_2014_version_1-0.pdf

It is the Provider's responsibility to ensure the headcount data is accurate and complete. WBC is under no obligation to provide additional Funding for errors of omission or miscalculation. **Providers may only claim hours in respect of EYFE for which no charge is made to parents.**

If a child leaves a provision following headcount day then no Funding is repayable by the provision. However if a funded child then takes up the funded place no adjustment to EYFE Funding will be made. When an additional child joins the setting after headcount day (the provision must inform WBC) an application for the funded weeks the child has attended can be made at the following headcount.

However if a child increases their hours after headcount day and the increase is still within their EYFE and **there are no staffing implications** no adjustment for the increased hours will be available for that term. **The parent must not be charged for the hours** (but may be charged for any additional hours / services over and above the free 15 hours they may wish to access).

If a child moves between provisions in the Wokingham Borough, Providers are under no obligation to transfer the EYFE Funding to the new Provider.

When a child first becomes eligible for EYFE the provision must ensure that the parents fully complete the Provider / Parent's Contract Form: **Application For Early Years Free Entitlement Funding For 2, 3 & 4 Year Old Child (Annex 1)** and enter the relevant data on the headcount return.

10. Providers must ensure that Birth Certificates of children are seen prior to the initial claim for the EYFE Funding and records kept of dates seen and by whom. Providers should not routinely keep copies of Birth Certificates. If a Birth Certificate is not available to verify a date of birth the provision may use a Passport or letter from the Child Benefit Agency as proof of age (NB: it is recognised that in exceptional 'family matter' circumstances a Provider may need to keep a copy of a Child's Birth Certificate but should ensure that the holding of data complies with the Data Protection Act 1998).

Copies are not to be submitted to WBC.

If a child is accessing their EYFE at more than 1 provision (**2 settings maximum**) the name of the other provision and the hours claimed there must be stated on the Parent/ Provider contract Form and relevant section of the headcount data return. The other setting should then be contacted to confirm that the details on the claim do not exceed the 15 hours free entitlement. Parent/Provider Contract Form should be retained by Providers and parents should fully complete and sign the Form on first accessing the EYFE and / or whenever the parent changes the number of hours they access (additionally, at this point in the Application process, parents must also be issued with a copy of the WBC Schools Privacy Notice. Furthermore, if the home address for a child changes a new form should be completed and WBC informed).

In addition to the headcount returns, providers must forward any additional information as requested for the annual Early Years Census in January, the termly headcount and for the Early Years Foundation Stage Assessment data collection in the summer term.

Providers should note that the *'Early education and childcare statutory guidance for local authorities September 2013*

Part A. Early education places for two-, three- and four-year-olds states 'Local Authorities should:

- Ensure that Providers who charge for any goods or services, for example meals, optional extras or additional hours of provision outside of the EYFE, **do not do so as a condition of children accessing their EYFE;**

Part C Information to parents

- Ensure that parents can clearly see, from the information they receive from their Provider **that they have received their child's full 15 hour EYFE completely free**

Providers are responsible for the sustainability of their provision which may be through offering additional appropriate services to enhance income. Such services if charged for must be additional to the EYFE. Providers may also charge for customer services, subject to their constituted powers, such as an initial administration fee, bulletins or magazines.

However, **charges cannot be made in relation to accessing EYFE places**, such as

- a simple registration fee;
- insufficient notice of a child leaving.

Parents are under no financial obligation in relation to the EYFE offer.

Terms and Sessions

11. The EYFE offer is made available for a minimum session length of 2.5 hours per day and no Provider may offer an EYFE session of more than 10 hours in 1 day.
12. Providers may enable their parents to take up their child's early education place in patterns that "stretch" their child's entitlement by taking fewer hours a week over more weeks of the year. The administration of the stretched offer is for each individual setting to decide but this must be communicated clearly with parents in published information and the funded hours shown clearly at zero cost on any invoicing.

No less than 10 weeks (150 hours) or more than 15 weeks (225 hours) will be funded in any Funding period, not including any half term holiday. The total number of Funded weeks in the financial year may be no less than 33 weeks (495 hours) and no more than 38 weeks (570 hours). **Each year in January the Provider is required to notify WBC how the 33 – 38 weeks will be split over the coming financial year.**

Note: If the number of provision weeks is less than 38, the Provider must supply current evidence to WBC of consultation with parents that shows that the number of weeks offered meets local needs. How this evidence is provided is subject to consultation and debate.

New Providers

As from the date of these Terms and Conditions, new Providers wishing to register to receive EYFE Funding must show that they are able to provide 15 hours per week.

Existing Providers

Existing Providers currently offering fewer than 15 hours per week may continue to do so with the following conditions:

- They produce hard evidence showing why they are currently unable to provide 15 hours;
- They can produce current evidence to show that they are meeting the needs of the community;
- They work with WBC to put together and implement an action plan in order to offer 15 hours.

13. Providers should follow the table below for eligibility and inclusion on related headcount data return.

A Child Born Between	Is Eligible From	Included in Headcount
1 September and 31 December	Spring term	Spring
1 January and 31 March	Summer term	Summer
1 April and 31 August	Autumn term	Autumn

14. Providers should make 15 hours per week the standard offer to parents. However, parents may choose to take up less than their full entitlement.

If a Provider is offering EYFE flexibly, Statutory Guidance Section A2 states WBC should:

- Fund Providers to deliver the EYFE provision for 2, 3 & 4 year olds at times and in patterns that support parents to maximise the use of their child's entitlement;
- Encourage Providers to offer flexible packages of EYFE, subject to the following standards on flexibility;

- No session is longer than 10 hours;
- No session is shorter than 2.5 hours;
- No session begins before 7am and extends after 7pm.

As a minimum ensure that parents are able to access their child's EYFE place in the following patterns:

- 3 hours a day over 5 days per week - or,
- 5 hours a day over 3 days per week

Minimum Standards

15. Registered provision must meet the requirements of the Early Years Foundation Stage (EYFS) Framework and EYFS Profile documents. The Statutory Guidance Section A3 states that Local Authorities should:

- Not fund Providers rated as 'Inadequate' by Ofsted unless WBC is satisfied that the provision is **likely to improve significantly** at re-inspection or within an agreed timescale usually 6 weeks;
- Secure alternative provision, as soon as is practical, for children who are already receiving their EYFE at a Provider when it is rated 'Inadequate' by OfSTED, and where WBC **is not satisfied that the provision is likely to improve** at re-inspection or within an agreed timescale usually within 6 weeks;
- Only fund Providers rated 'Requires improvement' **if they also can evidence a commitment to improving the quality of their provision** by meeting at least 1 of the following additional eligibility criteria:
 - Active participation in a quality improvement programme that WBC considers appropriate, (e.g. ECERS);
 - Active participation in a peer-to-peer support that WBC considers appropriate;
 - Active participation in the 'getting to good' programme for schools

WBC does not fund any Provider who does not fully implement the Revised Early Years Foundation Stage. This includes any Provider who has an exemption by Central Government.

General

Provision of Information to Parents

Providers in receipt of EYFE are expected to have a comprehensive set of operational and financial Policies and Procedures as required by the *Statutory Framework for the Early Years Foundation Stage* that are current and subject to regular review. Schools are not required to have separate policies to cover EYFS requirements provided the requirements are already met through an existing policy. As a minimum, Providers are expected to make the Policies and Procedures requested within Annex 2 to be available to parents and prospective parents.

16. All parents must be given clear information regarding what policies are in place and where they can access them.
17. Providers must make available, free of charge, to all parents and prospective parents information about their provision.

As stated in the Statutory Guidance: **Providers must not levy any fee in respect of the EYFE nor should they charge parents fees in advance for the EYFE to be refunded at a later date.**

18. Providers can charge for additional services. The level of such fees is a private matter for agreement between the Provider and parents. However, parents should not be required or expected to take up additional services in order to access EYFE. **Arrangements for charging for additional services should be clear and transparent. Invoices should clearly show how any additional charges have been calculated.**

Changes of Circumstances

19. Providers are required to inform OfSTED and the Early Years and Childcare Team of any planned changes to their provision such as:
 - Change of leadership or management;
 - Change of ownership;
 - Change of address;
 - Emergency / ad-hoc closure;

When provision details change substantially, this may mean the Provider has effectively become a new provision. WBC will judge whether there has been a significant change that affects their registration and whether it will be necessary to re-register to receive EYFE Funding.

Safeguarding

20. WBC takes its responsibility for safeguarding and as a Corporate Parent seriously. Safeguarding is a priority for WBC and expects any Provider or person(s) involved in delivering EYFE to prioritise safeguarding and to work in partnership with WBC to support not only themselves as Corporate Parents but to actively support WBC as a Corporate Parent.

The following requirements are mandatory. WBC may seek to de-register a Provider or person who fails to comply with them:

- Providers must have a named member of staff who has responsibility for leading and coordinating safeguarding in the provision;
- The Safeguarding Coordinator should be a senior member of the provision's team with a minimum of 3 years qualifying experience;
- The Safeguarding Coordinator must ensure that the provision signs up to and meets the WBC's standards / policies and that any safeguarding incidents involving the children attending the provision are reported and dealt with in accordance with WBC's Safeguarding Children Procedures;
- The Safeguarding Coordinator must ensure that any incidents involving staff and children are reported to the Local Authority Designated Officer (LADO) in accordance with WBC's Safeguarding Children Procedures;
- The Safeguarding Coordinator should ensure that the safeguarding knowledge (and training [minimum Level 1 for ALL staff]) of staff is recent, current and in line with the requirements of the Wokingham Safeguarding Children Board, which currently is that all staff under take safeguarding training every 3 years;

The Safeguarding Coordinator should ensure that all staff employed in the provision are made aware of their safeguarding responsibilities.

Early Years Free Entitlement – Additional Supplement Guidance

There are 4 Supplements available to Eligible Providers payable in termly instalments – Details of each are provided below.

Please review the 'Overview' (below) for each of the Supplements and complete the Section(s) within the Application Pack that are applicable to your provision. Applications will be reviewed annually in January by the panel and settings informed accordingly through indicative budgets.

Should a setting wish to appeal a decision then these should be directed to the head of department within 4 weeks of the issue of indicative budgets.

Deprivation Supplement - Definition

The Deprivation Supplement is automatically calculated for Providers based upon the IDACI Code which is driven by the home location of the children registered with a Provider at the point of the January Headcount.

Providers do NOT have to apply for the Deprivation Supplement.

Flexibility Supplement - Definition

The Flexibility Supplement is designed to assist Providers with the potentially higher costs of providing a Flexible EYFE offer to assist parents with work patterns or accessing training. These must be published to all parents and available to a minimum of 25% of parents.

Nil Level – Providers offering the EYFE in one ‘fixed pattern’ of childcare sessions (2.5 or 3 hours) as dictated by the Provider

Eg: 5 x 3 hour sessions over 5 days (fixed am or fixed pm) or
3 x 5 hour sessions over 3 days (commencing and ending at fixed times)

Basic Level – Providers offering the EYFE in a minimum of 2 patterns

Eg: 5 x 3 hour sessions over 5 days (combination of am and/or pm) to suit parent requirements
3 x 4 hour sessions + 1 x 3 hour session over 4 days or

Full Level – Providers offering the EYFE in 3 or more patterns to suit parent requirements

Eg: 5 x 3 hour sessions over 5 days (combination of am and/or pm) to suit parent requirements
3 x 4 hour sessions + 1 x 3 hour session over 4 days or
3 combinations of am or pm sessions of variable length without break for lunch on longer sessions (eg: 2.5, 3, 4, 5, 6-10 hours over a minimum of 2 days and to a maximum of 15 hours) to suit parent requirements.

High Cost Supplement - Definition

The High Cost Supplement is designed to assist Providers with the cost implications of employing:

Higher Level - Qualified Teacher(s) or Early Years Teacher(s) (at least 1 individual) actively working with children, or

Lower Level – A staff member holding a Level 3 qualification in an Early Years discipline, actively working with children

Providers who meet the above appropriate criteria may apply for Either the Lower OR Higher Level, not both, as Higher Level provision 'automatically' includes Lower Level provision.

Quality- Definition

The Quality supplement is available to settings who are judged "Outstanding" by Ofsted and are willing to take part in support systems for settings, providers, childminders and community projects aimed at narrowing the gap and increasing the quality of provision within Wokingham.

Completion of audit of expenditure for this supplement will be required annually.

Provision of Information to WBC

WBC has the right to reject an Application on the 'Wokingham Borough Council's List of Providers' who claim EYFE Funding or withdraw a Provider(s) from the list if any or all of its conditions are not met.

List of Information to be provided

For new applicants, please ensure that your Application includes copies of the Policy and Procedure Documents as detailed in Annex 2.

21. New Providers will be required to complete and submit an Application Form and provide a range of documentation as specified for approval by WBC. WBC reserves the right to refuse registration if a Provider fails to meet the standards and eligibility requirements set out in the document 'Early education and childcare statutory guidance for local authorities September 2013.' and / or any conditions imposed by WBC.
22. All Providers must make available to WBC any information or paperwork on request and within the specified timescales. **In addition, Providers must make available to WBC paperwork as requested to undertake an Audit on the Policies and Procedures in place at the provision for claiming EYFE Funding and to check previous claims made.**

For every Application for an EYFE place for a 2, 3 or 4 year old child, a Provider /Parent Contract Form (Annex 1) must be completed and signed by parents for each eligible child. This Form should be retained by the Provider.

All parents of EYFE Funded children must be given a Privacy Notice which explains what data is collected and why. The Privacy Notice Guidance and Notice is forwarded to all registered Providers each year by WBC as a part of the Headcount procedures. Providers must retain a copy of any forms relating to their EYFE Funding claim for a minimum of 7 years (current year plus 6 prior) for Audit purposes.

Insurance Requirements

23. Providers must ensure that they have in force at all times adequate and suitable insurances e.g. employers and public liability, to cover all claims made by or on

behalf of children, staff and visitors to the premises in respect of loss or damage to property or goods, personal injury, disease and death, to the extent that such claim was due to the act or omission of the provider or its staff.

24. Providers must, if requested by WBC, produce valid certificates of insurance covering these risks. Providers must notify WBC, within 7 days of any claim made against them by or on behalf of a child in respect of personal injury, disease or death arising out of integrated care and learning in respect of which EYFE Funding was claimed.

Audit and Record Keeping Requirements

25. Providers are required to keep financial records / accounts of the receipt and use of funding for a minimum of 7 years (current year plus 6 prior).
26. Providers must agree to be inspected by officials from WBC (or WBC's Nominees) to ensure EYFE Funding is being used correctly. They must allow access to all accounts, supporting documents and other materials, and provide such assistance with their interpretation as shall be required. WBC should provide reasonable notice of any such inspections.
27. The Provider must record the presence or absence at each session of each child for whom EYFE Funding has been claimed and have a procedure in place for unexplained absence(s).
28. The Provider must make certain that funded non attendees are contacted on the first day of absence and this communication is recorded and subsequently give appropriate support on their return to ensure continued attendance.

Continued and recurrent absence periods must be monitored and recorded by the Provider and discussed with your EYA. In the event that a child is found to be continually absent - without good reason - WBC will review its funding of that placement.

29. Providers must use their best endeavours to safeguard these arrangements against fraud on the part of Directors, Governors, staff or parents with particular regard to inaccurate, incomplete or misleading claims for payment.
30. Providers must ensure that all personal data held in relation to their provision are processed and protected in accordance with the Data Protection Act 1998(see Annexe 3).
31. Providers must ensure that personal data is accessible only by authorised persons who have a need to know and who have obtained a Disclosure & Barring Service Enhanced Disclosure. WBC will only exchange personal information with Providers on the basis that this requirement is met. The Provider must respect the family's privacy and confidentiality, sharing only such information as is agreed with the parents or to safeguard the welfare of the child.
32. Providers must submit EYFS data (including Renewals Forms) to WBC on an annual basis and (if requested) take part in activity to moderate that data and practice.

Annex 1 - Parent / Provider Contract – Form



WOKINGHAM BOROUGH COUNCIL

PARENT/PROVIDER CONTRACT – FORM

APPLICATION FOR FREE ENTITLEMENT HOURS FOR AN ELIGIBLE THREE / FOUR YEAR OLD CHILD

Wokingham Borough Council maintains a register of early years providers who have been assessed as being eligible to offer the Free Entitlement for (two) three and four year olds. Each provider has their own specific offer to parents for the free entitlement depending on their individual circumstances.

By applying to any early years provider and signing for a place you are accepting that the free entitlement offer meets your current needs and realise that should your individual needs change that this provider may no longer be able to offer you the free entitlement in accordance with your requirements and that you may have to consider an alternative provider who may be better able to meet your requirements.

Please complete this form (using black ink) and return it as soon as possible to your child's Early Years provider. The details marked with an asterisk (*) must be supplied. Information given on this form will be subject to checks for compliance with the Council's Terms and Conditions for the Free Entitlement within Wokingham Borough and with '*Early education and childcare, Statutory guidance for local authorities*. September 2013

I understand that my child is entitled to a maximum of 15 hours of free early education a week for a maximum of 570 hours a year, from the term after their third birthday. I understand that if I exceed the 570 hours of care I will be required to repay Wokingham Borough Council or any other Local Authority in the case of spilt provision any additional hours claimed.

Name of Provider *	<input style="width: 100%;" type="text"/>	
Child's Forename *	<input style="width: 100%;" type="text"/>	
Child's Middle Name(s) *	<input style="width: 100%;" type="text"/>	
Child's Surname * (full legal surname)	<input style="width: 100%;" type="text"/>	
Preferred Surname* (if different, for use in provision)	<input style="width: 100%;" type="text"/>	
Chosen Forename	<input style="width: 100%;" type="text"/>	
Date of Birth *	<input style="width: 100%;" type="text"/>	
Gender *	Male <input checked="" type="radio"/>	Female <input type="radio"/>
Full Address *	<input style="width: 100%; height: 40px;" type="text"/>	
Postcode *	<input style="width: 100%;" type="text"/>	
Is the child subject to a Care Order? *	a. Yes b. No	
	If Yes please advise the name of the Local Authority	
Ethnicity (tick 1 box as appropriate)	<input type="radio"/> WBRI White, British <input type="radio"/> WIRI White, Irish <input type="radio"/> WIRT Traveller of Irish Heritage <input type="radio"/> WROM Gypsy / Roma <input type="radio"/> WOTH White, any other White Background <input type="radio"/> MWBC Mixed, White and Black Caribbean <input type="radio"/> MWBA Mixed, White and Black African <input type="radio"/> MWAS Mixed White and Asian <input type="radio"/> MOTH Mixed, any other mixed background <input type="radio"/> AIND Asian or Asian British, Indian <input type="radio"/> APKN Asian or Asian British, Pakistani <input type="radio"/> ABAN Asian or Asian British, Bangladeshi <input type="radio"/> AOTH Asian or Asian British, other Asian Background <input type="radio"/> BCRB Black or Black British, Caribbean <input type="radio"/> BAFR Black or Black British, African <input type="radio"/> BOTH Black or Black British, any other Black background <input type="radio"/> CHNE Chinese <input type="radio"/> OOTH Any other ethnic background <input type="radio"/> REFU Do not wish to be recorded	
Signature of Parent / Carer (please also print name) *	<input style="width: 100%; height: 30px;" type="text"/>	
Council Tax Authority *	<input style="width: 100%;" type="text"/>	
TO BE COMPLETED BY PROVIDER	Evidence to confirm date of birth Seen By (print name & position)	
	Date Seen	

Details of Early Years Provision *

Please give the name of the Early Years provider (nursery / pre-school provision / childminder) where your child will access the free entitlement

Name of Provider *

Please complete and sign the provider's copy of this form, stating the number of free entitlement hours that your child will attend each week. I understand that should the number of hours my child accesses for the free entitlement change that I will need to reconfirm by signing below.

Term	Number of attended free entitlement hours	Signature (parent / carer)	Date

Split Provision

It is usually in the best interests of a child to attend only 1 provision. Sometimes this is not possible due to individual circumstances and 2 providers may need to be accessed, because the parent has work or other commitments on certain days which require full-time childcare.

If your child accesses the free entitlement with a second provider please complete the box below.

My child is also registered at

Provider.....address.....

where he / she will access free entitlement hours per week.

Parental Declaration *

Information given on this form will be subject to checks for compliance with the Council's Terms and conditions for the Free Entitlement within Wokingham Borough and with Early education and Childcare Statutory Guidance for local authorities September 2013. Any personal information given on this form will be used in accordance with the Privacy Notice issued by the Early Years provider.

- I confirm that the information I have given on this form is complete and correct.
- I confirm that I understand that the 15 hours free entitlement must be free at the point of delivery and that I cannot be charged for this.
- I have received detailed information from the provider of free entitlement and accept that any additional services I choose to take up over and above the free entitlement hours will be charged for.
- My total hours claimed, if accessed through more than 1 provider, does not exceed my child's free entitlement *This includes private, voluntary, and independent providers, childminders and Local Authority nurseries / schools in Wokingham Borough and any other Local Authority.*
- I understand that my child is entitled to a maximum of 15 hours of free early education a week for a maximum of 570 hours a year, from the term after their third birthday. I understand that if I exceed the 570 hours of care I will be required to repay WBC or any other Local Authority in the case of split provision any additional hours claimed.
- I understand that each provider has their own specific offer to parents for the free entitlement depending on their individual circumstances. By applying to any early years provider and signing for a place I accept that the free entitlement offer meets my current needs and realise that should my needs change that this provider may no longer be able to offer me the free entitlement in accordance with my requirements and that I may have to consider an alternative provider who may be better able to meet my requirements.

Data Statement

1. The Early Years Provider mentioned above provides early education as part of the Government's offer of 15 hours of free early years education to all 3 & 4 Year olds and some identified 2 year olds.
2. When you have been offered and have accepted a funded place, information will be shared between the chosen early years provider and WBC for the collection of data on funded hours, attendance and other information as well as any other providers and professionals directly involved in caring for your child so that they have a better understanding of the needs of your child and your child's school once you have been offered a school place.

Your information is protected by the Data Protection Act 1998. This means that the information will only be used as stated above, It will be kept safe and secure and you have right to see what information is being kept about you.

To be completed by the person / organisation with parental responsibility

1. I confirm that I have parental responsibility for the child.
2. I have read and understood the data statement above and would like my child to have funded sessions at an appropriate provision.

Signatures:

Parent / Carer: Date:

Manager / Supervisor: Date:

Annex 2 - Provision of Information to Parents

Providers must make available free of charge to all parents and prospective parents, the following information about their provision:

- **details of OfSTED registration including current certificate and latest inspection report;**
- **the numbers of staff employed in the provision of such integrated care and learning, ratios of staff to children, professional qualifications held by staff and the provider's policy for staff training;**
- **the outline of the statutory EYFS Framework and how it is provided and accessed in the provision;**
- **policies and procedures in line with their statutory obligations, operationally personalised to their provision. These should include, but not be restricted to, those relating to the following:**
 - **Safeguarding Policy;**
 - **Mobile Phone & Camera Use Policy**
 - **Positive Behaviour Management Policy;**
 - **Substance and Alcohol Misuse Policy;**
 - **Medication Policy;**
 - **Inclusion / Equality Policy;**
 - **Supervision Policy**
 - **Risk Assessment Policy**
 - **Confidentiality Policy**
 - **Missing Child Policy**
 - **Non Collection of Child Policy**
 - **Complaints Policy (which must include the contact details for OfSTED);**
 - **Partnership Working Policy;**
 - **Admissions Policy;**
 - **Unexplained Absences**
 - **Policy and procedure for record keeping and assessment which should include details of parents' access and the provision's obligation to pass on such records to the child's next provision;**
- **Current fee structure and sample invoice reflecting the free entitlement (must include written information about any fees or charges for additional services, and if applicable how flexibility is offered);**
- **Public liability and employers liability insurance documents;**
- **Current Action Plan for those provisions with an inadequate or Requires Improvement Ofsted grade;**
- **term dates for the following year, if appropriate, and the timetable for sessions;**
- **any other information to parents which may be provided by WBC.**

Annex 3 - Data Protection and Information Security

Data Protection

Data kept on children (in any medium) are personal data. The data must be managed in accordance with the requirements of the Data Protection Act 1998. All staff having access to personal data should be aware of their responsibilities under the Act.

To comply with the Data Protection Act (1998), data will only be sent to and received from those provisions that have complied with this act. Provisions will also need to comply with the Safeguarding Vulnerable Groups Act (2006) which involves registration with the vetting and barring scheme to be operated by the Disclosure and Barring Service (DBS).

The Data Protection Act protects the privacy and integrity of data held on individuals by businesses and other organisations and ensures that individuals have access to their data and can correct it if necessary. This act covers data held electronically and in paper format.

There are 8 principles of data protection which require that personal data shall be:

- Processed fairly and lawfully;
- Processed for specific purposes only;
- Adequate, relevant and not excessive;
- Kept accurate and up to date;
- Not kept for longer than is necessary;
- Processed in line with individuals' rights;
- Kept secure against loss or misuse;
- Not transferred to other countries without adequate protection.

These principles have to be applied by all businesses regardless of whether they are registered. In certain circumstances you may need to be registered with the Information Commissioner. Registration is known as Notification and costs £35 per year. (Be wary of any so called 'agency' who tries to make you register and pay more than this).

If you store personal information on individuals you may need to review your policies, practices and procedures.

The website www.ico.gov.uk gives further information on data protection and there is an online tool to help 'businesses' establish if they need to register.

Annex 3 continued

Computer Security

A good web-site giving advice on security as recommended on the ICO website is the government and business sponsored website www.getsafeonline.org.

Security tips include:

- Install a firewall and virus checking on your computer;
- Destroy / delete information after its retention period (7 years for personal data related to business transactions).

Where the information held on a laptop could be used to cause an individual damage or distress it should be encrypted. The level of protection provided by the encryption should be reviewed and updated periodically to ensure that it is sufficient if the device was lost or stolen. It may be necessary to seek specialist technical advice on this.

Secure Data Exchange

Information to be exchanged between the Council and Early Years Provisions **must** be transferred by using the allocated weyfs professional email account or in the case of personal data via the Uniservity EYFS Information Hub.