

Royal Greenwich – a great place to grow up!



Childcare  
Options  
Royal Greenwich

Welcome to the January edition of the e-bulletin. Wishing all of you a Happy New Year!

- ★ Early Years Census, Headcount and 30 hours for January 2020
- ★ Ofsted Inspections Briefing at 6.30pm on Monday 13 January 2020
- ★ Healthy Early Years London Launch at 6:30pm on Thursday 23 January 2020
- ★ An Inspector Calls... Policy & procedures guidance
- ★ Men in the Workforce Survey responses requested
- ★ Home Learning Environment – BBC Tiny Happy People
- ★ Public Health England - Flu Campaign/ Prevention & Notifiable Diseases
- ★ Keeping Children Safe – LADO
- ★ Training – including INSET training offer and new 2 day Child Development course

### Funding Claims & Headcount – You can submit your funding claims NOW!

- ✓ Headcount/ Census day is 16 January – all 30 hour codes must have been verified either on the EYP Hub or directly with the local authority prior to this date. Any codes verified after this date will not be valid for a Spring place and funding will not be paid
- ✓ You can then submit your adjusted claims with actual pupils (leavers and starters) from 16 January to 30 January
- ✓ Please note all adjusted claims on the Headcount Form must be returned no later than 30 January at the latest to [eyc-funding@royalgreenwich.gov.uk](mailto:eyc-funding@royalgreenwich.gov.uk)
- ✓ Even if there are no changes, please return your headcount as an adjustment as this acts as your declaration of the pupils in your provision as of 16 January

<b>Spring 2020: 1 January to 31 March</b> <b>School Term Dates: Monday 6 January to Friday 3 April</b>		
<b>Funding Claim Submission Period</b> <b>Wednesday 4 December to Thursday 30 January</b>		
<b>Main Claim</b> Wednesday 4 December to Thursday 16 January	<b>Headcount/ EY Census Day</b> Thursday 16 January	<b>Final Adjustment Claim</b> Thursday 16 January to Thursday 30 January
Pupils <u>must</u> be in your setting on <b>Thursday 16 January</b> to make a funding claim. The funding claim covers 11.8 week period 1 January to 31 March 2020		Following submission of your final adjustment claim no later than Thursday 30 January – any subsequent funding claims/adjustments for late starters and leavers <u>must</u> be notified to <a href="mailto:eyc-funding@royalgreenwich.gov.uk">eyc-funding@royalgreenwich.gov.uk</a> by email

## IMPORTANT NOTIFICATION

### EYP HUB IS NO LONGER OPERATIONAL

You must complete all 30 hours checks prior to funding claim submissions on Headcount/ Census day **16 January 2020**.

30 hour codes must be sent directly through to [eyc-funding@royalgreenwich.gov.uk](mailto:eyc-funding@royalgreenwich.gov.uk) on the 30 hours checker Excel form attached.

All 2 year olds must have a completed Together for Twos form from the local Children's Centre who will check eligibility directly with the local authority by contacting FIS on [fis@royalgreenwich.gov.uk](mailto:fis@royalgreenwich.gov.uk)

### Headcount – Funding Claim: For private, voluntary and independent providers, childminders and maintained schools with 2 year olds

**All providers with funded children should have received a pre-populated pupils headcount form in December 2019. If you have not received it or are unable to locate, please email [eyc.funding@royalgreenwich.gov.uk](mailto:eyc.funding@royalgreenwich.gov.uk)**

This form has 3 tabs – click on each tab to open. The tab labelled children is the headcount.

01 **Number of Children**  
02 Please include both funded and unfunded places  
03  
04 Number of two year olds (2017 birth dates only)  
05 Number of three year olds (2016 birth dates only)  
06 Number of four year olds (2015 birth dates only)  
07  
08  
09  
10  
11

Census Children Codes&Errors +

Your funding claim and census information must be accurate as of **16 January 2020**

- You can submit your headcount (and claim advance payment for the Spring term) and census form immediately ie before Christmas term ends if you know which pupils will be in your setting on **16 January**.
- Your main funding claim and census must be returned **no later than 16 January** to draw funding.
- The Spring term maximum claim is 11.8 weeks
- Your main funding claim will be checked, processed and paid with 50% advance payment for group care providers and 100% for childminders.
- Your adjustment claim for 50% balance is from 16 January up until 30 January, you must double check that all pupils were correctly recorded in your main claim and then re-submit the form with any adjustments for the balance of your payment. Childminders must also return adjustment form otherwise an invoice may be raised to reclaim advance payment. The adjustment is final verification of the accuracy of your claim. If there are no changes – please add a message in the body of your email.

Your headcount form has been pre-populated with your pupils from the Autumn Term – sample is below

- please select left option and add leaving dates if the pupil is no longer with you
- add new pupils at the bottom of the sheet
- add all parent information
- make sure you have done all your 30 hours checks by 16 January by using attached 30 hour checker Excel form

### **Census: For private, voluntary and independent providers and childminders**

This form will also be used to collate **CENSUS** information. It is essential that you add all your setting and pupil information to the form. Accurate and timely completion of the Early Years Census is a **legal requirement**.

- Your census information must be accurate as of **16 January 2020**
- You must complete the census cover sheet fully and accurately. It is on the basis of the Census that funding is drawn down to pay providers. If you do not complete your census, you will be in breach of a statutory requirement and will not be paid.

### **30 hours codes: For all providers including maintained schools**

- **Any 30 codes which are not verified with the local authority via the 30 hour checker Excel as eligible by 16 January will not be funded**
- The EYP Hub has now been decommissioned and is no longer working. Any new codes or reconfirmed codes which you have not already checked must be verified by adding to the 30 hour checker Excel form and emailed to [eyc-funding@royalgreenwich.gov.uk](mailto:eyc-funding@royalgreenwich.gov.uk). You will be notified once the codes have been checked and verified as eligible.
- You can add all your 30 hour codes from **21 December to 31 March to the attached 30 hour checker** and we will manually verify them.

### **Together for Twos – 2 year olds: For all providers including maintained schools**

- All 2 year olds funded places must have a placement form from the Children's Centre
- Any new 2 year olds eligibility must be checked by the Children's Centres and you can only offer a place once you have the placement form.
- You can request a pre-check for eligibility with Families Information Service (FIS) on 020 8921 6921 and then send parent to the local Children Centre

## CENSUS SHEET sample

It will be prepopulated in part – you will need to fill in any yellow boxes.

Remember for staff, you must include yourself if you are a childminder as well as your childminding assistants. You should only record the highest qualification held by a staff member. You only include people working directly with children – for example you include apprentices but not the cook or premises manager unless they are included in your ratios and have relevant qualifications.

**PLEASE COMPLETE ALL SECTIONS HIGHLIGHTED IN YELLOW. RED HIGHLIGHTING INDICATES DATA THAT IS INCONSISTENT.**

**ALL INFORMATION SHOULD BE CORRECT AS OF WEEK BEGINNING 13 JANUARY 2020**

<b>DfE URN</b>	<input type="text"/>
<b>Ofsted URN</b>	<input type="text"/>
<b>Establishment Name</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>
<b>Postcode</b>	<input type="text"/>

<b>Provider Category</b>	<input type="text"/>
<b>PRIV - Private</b> <i>(Includes Private Limited Companies, sole traders)</i>	
<b>VOLY - Voluntary</b> <i>(Includes charities, non profit and community interest companies)</i>	
<b>INDS - Registered independent school</b> <i>(Registered independent schools with nursery provision - <a href="https://www.gov.uk/independent-school-registration">https://www.gov.uk/independent-school-registration</a>)</i>	
<b>LADN - Local authority day nursery</b> <i>(Nurseries run by the LA)</i>	
<b>SFGR - State-funded governor-run</b>	
<b>CHMD - Childminder</b>	
<b>OTHR - Other provider category (please enter details here if applicable &gt;&gt;&gt;)</b>	<input type="text"/>

<b>SETTING/DAYCARE TYPE FOR PRIVATE AND VOLUNTARY SETTINGS ONLY</b>	
<b>Setting Type</b>	<input type="text"/>
<b>EYP - Early Years Childcare Provider</b> <i>(includes Day Nursery, Playgroup or Pre-School, Nursery)</i>	
<b>SSC - Sure Start Children's Centre</b> <i>(includes main centre and linked settings)</i>	
<b>OTH - Other setting type (please enter details here if applicable &gt;&gt;&gt;)</b> <i>(includes Family/Combined/Integrated centre)</i>	<input type="text"/>
<b>Daycare Type</b>	<input type="text"/>
<i>Full - 6 hours or more</i>	
<i>Sessional - less than 6 hours</i>	
<i>If you offer both full and sessional daycare, please select "Full"</i>	
<b>Other daycare type (please enter details here if applicable &gt;&gt;&gt;)</b>	<input type="text"/>

### Staff Qualifications

**CHILDMINDERS** - Please ensure you record yourself as a member of staff. Total staff number cannot be zero.

Some staff who work with children under 5 may not yet have any of the qualifications listed (e.g. apprentices), but they should still be counted in the total number of staff. These qualifications are arranged from lowest to highest. If staff have more than one qualification, please only record them under the highest category.

To check relevant qualifications: <https://www.gov.uk/guidance/early-years-qualifications-finder>

#### Total staff who work with children under 5

Of total staff who work with children under 5:

**Number of staff with a full and relevant Early Years Level 2 qualification**

**Number of staff with a full and relevant Early Years Level 3 qualification and not in a managerial role**

**Number of staff with a full and relevant Early Years Level 3 qualification and in a managerial role**

**Number of staff with Early Years Professional Status**

Early Years Professional Status (EYPS) was an accredited graduate status endorsed by Government between 2007 and 2013 (requires EYPS certification)

**Number of staff with Early Years Teacher Status**

Early Years Teacher Status (EYTS) is an accredited graduate status endorsed by Government since 2013 (requires EYTS certification from DfE)

**Number of staff with Qualified Teacher Status**

Qualified Teacher Status (QTS) is an accredited graduate status endorsed by Government (requires DfE certification and a teacher reference number)

This section is for counting the highest relevant qualifications of staff members who work with children under 5.

If staff do not have relevant qualifications, do not include them in this section.

Do not record more than one qualification for any staff member.

Total number of qualifications can be less than total number of staff but cannot be more.

### Number of Children

Please include both funded and unfunded places

Number of two year olds (2017 birth dates only)

Number of three year olds (2016 birth dates only)

Number of four year olds (2015 birth dates only)

Numbers of children should not be less than those claimed on the Children tab

**HEADCOUNT - FUNDING CLAIM sample**

Ofsted URN				
Setting Name				
		<b>EYPP</b>	<b>DAF</b>	
No. 2yo claimed	0	0 with errors	0	0
No. 3yo claimed	0	0 with errors	0	0
No. 4yo claimed	0	0 with errors	0	0
<b>Total claimed</b>	<b>0</b>	<b>0 with errors</b>	<b>0</b>	<b>0</b>
2yo DOB range:	01/01/2017	31/12/2017		
3yo DOB range:	01/01/2016	31/12/2016		
4yo DOB range:	01/01/2015	31/12/2015		

Please **do not** paste data into the spreadsheet as this will overwrite formatting and validation rules.

Red highlighting indicates that data is missing, inconsistent or incorrect. Please review highlighted cells.

Blue row numbers indicate that your data is filtered. Remove filters if you need to see all data/rows. To unfreeze the field title row and/or the pupil name columns, go to the View menu > Freeze Panes > Unfreeze Panes.

All dates should be in **DD/MM/YYYY** format, using slashes rather than dots.

If totals are not calculating automatically, press **F9**, or change the calculation option from Manual to Automatic.

**PLEASE ADD NEW PUPILS TO BOTTOM OF LIST. IF A CHILD HAS LEFT THE SETTING BEFORE THE START OF TERM, MARK AS "LEFT BY 31/12/19" AND ADD A LEAVING DATE (COLUMN AD)**

Pupil Details															
No.	Left or still attending?	Forename	Surname	Middle Name(s)	Date of Birth	Age	Gender	Ethnicity	SEN Code	Address 1	Address 2	Address 3	Postcode	Admission Date	Leaving Date
1															
2															
3															

If you have any questions or queries, please contact **020 8921 3877** or email [eyc-funding@royalgreenwich.gov.uk](mailto:eyc-funding@royalgreenwich.gov.uk)



### A Quick Summary - 30 hour places in January 2020

All 30 hour codes for should have a **valid start date** that is no later than **31 December 2019**

All codes must be verified by **16 January 2020**. 30 hours codes should be added to the attached 30 hours Excel checker and sent for verification to

[eyc-funding@royalgreenwich.gov.uk](mailto:eyc-funding@royalgreenwich.gov.uk)

**\*\*\*Any codes which have not been checked (including new or reconfirmed codes) with the local authority via the 30 hour checker by 16 January will not be valid for a Spring place and will not be funded\*\*\***

Please note that start dates attached to the code refer only to the date that the application was made, and the parents' income eligibility criteria were ascertained. It is NOT the date from when the child is eligible for a place. You must also confirm age eligibility.

Child's Date of birth	When parents can check eligibility and get code	When the child becomes eligible
<b>Between 1 April and 31 August</b>	Between 1 April and 31 August	1 September following their <b>third</b> birthday
<b>Between 1 September and 31 December</b>	Between 1 September and 31 December	1 January following their <b>third</b> birthday
<b>Between 1 January and 31 March</b>	Between 1 January and 31 March	1 April following their <b>third</b> birthday



[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

**HMRC Helpline**

**0300 123 4097**

### Eligibility Requirements

1. A child will be eligible for 30 hours at the beginning of the term after they have turned 3
2. Both parents or sole parent must meet the income criteria \*
3. **All codes must be verified by 16 January** directly with the local authority via the 30 hour checker Excel spreadsheet to [eyc-funding@royalgreenwich.gov.uk](mailto:eyc-funding@royalgreenwich.gov.uk)
4. The child has not yet reached statutory school age (the term after they turn 5) nor attends reception class in school

### 30 hours eligibility checks for places in January 2020

- Providers should not offer any places until they have a directly verified the parent's eligibility code with the local authority directly via the 30 hour checker Excel form by **16 January 2020**
- The code only indicates that parents have met the income criteria on the date provided. It is not the start date for taking up the place. Providers must still check **child's age eligibility** (ie statutory term after 3<sup>rd</sup> birthday). Codes must have a start date no later than 31 December 2019
- All codes, including reconfirmed codes, must be verified before the place is taken up in the Spring term. Codes must be **verified** before the child can be offered a place. A child cannot take up a place until the term **following** the validity start date of the code. A child cannot take up a new place during the grace period
- If a code is returned as not eligible, check accuracy of information entered – date of birth and national insurance details used, contact Early Years & Childcare for a double check - and then advise parent to contact HMRC directly
- HMRC helpline** number for all enquiries relating to 30 hours eligibility is **0300 123 4097**
- Any codes starting with I I is a temporary code and parent will need to supply you with a 500 permanent code
- The child can keep their extended hours up until the end of the **grace period**.

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**Date the parent receives an ineligible decision**

**Grace period end date**

1 January – 10 February

31 March

11 February – 31 March

31 August

1 April – 26 May

31 August

27 May – 31 August

31 December

1 September – 21 October

31 December

22 October – 31 December

31 March

- 
- All parents taking up 30 hours place must **reconfirm** their income eligibility every 3 months to ensure they remain eligible. They will get reminder messages into their gateway account.
  - If they do not get a reminder or they have problems, please advise them to contact HMRC as soon as possible to resolve.
  - If a parent becomes ineligible, they may find a new job or increase their hours or income before the end of the grace period and re-submit a new application. If they become eligible again in this period, and the provider has **verified** the eligibility code with the local authority, then the child keeps the extended place
  - If parents become ineligible before they take up a place, they are not permitted to take up extended hours place during the grace period.
  - If parents do not reconfirm on time and have entered the grace period, they will not be able to take up a place until the term following the new start date
  - For more information: -

**Parents** - Families Information Service 020 8921 6921 [fis@royalgreenwich.gov.uk](mailto:fis@royalgreenwich.gov.uk)

**Providers** - Early Years & Childcare Service 020 8921 3877 [childcare-support@royalgreenwich.gov.uk](mailto:childcare-support@royalgreenwich.gov.uk)





## FREE Inspection Briefing : what do we know about how inspectors are applying the new Education Inspection Framework and Early Years Inspection Handbook

6:30 – 8:30 pm  
Monday 13 January

The Gallery  
The Woolwich Centre  
35 Wellington St  
Woolwich  
SE18 6HQ

To book email

[Eyc.training@royalgreenwich.gov.uk](mailto:Eyc.training@royalgreenwich.gov.uk)

Join us for a free briefing reviewing the implementation of the new framework by Ofsted inspectors during the Autumn term.

- ★ Update from recent Ofsted regional meeting for local authorities
- ★ Pattern of inspections – nationally and locally in Greenwich
- ★ Review of the inspection judgements and criteria and how they are being applied

**New inspection judgements**

**Ofsted**





## Healthy Early Years London

### Launch Evening

6.30pm – 9.30pm, Thursday 23 January 2020

The Gallery, The Woolwich Centre

**Places are filling fast – FREE – book your space today**

The briefing will include:

- ❑ an introduction to HEYL in Greenwich
- ❑ the benefits to your setting and the children you care for by being involved.
- ❑ an overview of the registration and first steps process to help you get started
- ❑ a timetable of follow on workshops focusing on various themes within the HEYL award

The first workshop focus is on healthy **menu planning** - with growing concerns around childhood obesity and oral health we have a duty to encourage children to eat and drink healthily. A healthy balanced diet and regular physical activity are essential for children's health & wellbeing. Research confirms that healthy eating habits in the years before school are very important because they influence growth, development and academic achievement in later life. It is also a statutory requirement in the EYFS

Early Years Foundation Stage	
Learning & Development	Safeguarding & Welfare
s1.5 Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of <b>physical activity</b> , and to make <b>healthy choices</b> in relation to food	s.3.47 / s3.48 Where children are provided with meals, snacks and drinks, they must be <b>healthy, balanced and nutritious...</b> (and there is) an area which is adequately equipped to provide <b>healthy</b> meals, snacks and drinks for children as necessary

Davina De Laszlo - Infant Nutrition Advisor, Public Health & Wellbeing

- ★ understanding Eat Better, Start Better guidelines
- ★ an opportunity to discuss what a Healthy Eating policy looks like and how to implement
- ★ ideas on incorporating a balanced and varied menu to children as well as guidance on portion sizes

If you would like to attend the briefing and get started on getting your Bronze HEYL award, sign up via the training portal <http://servicestoschools.royalgreenwich.gov.uk/courses>

## **An Inspector Calls.... Policy & procedure guidance**

Policies and procedures are the framework for your daily operations and a reflection of your values. Policies help to guide you and your employees in success by defining the standards for conduct, setting goals and reducing risk.

- Policies set the tone of your setting by establishing your principles and values
- Procedures define the process in how you do this with the steps you take to adhere to the policy

As you get started it is helpful to keep in mind your end goal. Policies are not just documents written to satisfy Ofsted requirements, they are important documents to support you and your employees in their roles. So, ask yourself the following questions:

- Why are you writing this policy?
- What is its purpose?
- Who will be reading it?

It is recommended to complete some research of other similar policies and procedures, so you get an idea of the content required. Websites such as PACEY, childcare.co.uk and NDNA provide pre-written policy templates.

Using the same structure or template for your document will keep them easy to understand and navigate.

What to include:

- Document header & footer – Policy title, date effective from, revision date, authorisers signature
- Introduction / purpose statement – What is the policy about and what is the reason for having it?
- Policy – The content of the policy specific to the topic
- Procedures – Step by step instructions for routine tasks and operations related to the policy
- Conduct – Guidelines for expected behaviour & outcomes for unacceptable behaviour
- Reporting requirements – What is needed to report after an incident?

Once written it is recommended to have others review the policy and procedure, and to ensure they work. You may consider a trial run of the policy by employees before finalising or if employees give feedback this should be taken into consideration when the policy is due for review and update.

After the document has been signed off it will need to be distributed to all employees with a record kept of who has read it and when.

Consider a training plan to ensure staff are aware of policies and procedures and are effectively used for the day to day operations.

Policies should be reviewed and updated annually.

## Men in the Early Years Workforce

A big thank you to those who have returned the men in the workforce survey. We have received a response from 17 groupcare and 7 childminders so far. To ensure we are getting a true picture we would be grateful for a response from ALL early years providers in the borough.

Please complete and return the survey as soon as possible.

[Childcare-support@royalgreenwich.gov.uk](mailto:Childcare-support@royalgreenwich.gov.uk)

## Home Learning Environments

Support your parent partnerships and help enrich children's cultural capital by promoting home learning opportunities.

BBC have launched a new website page dedicated to supporting parents with activity ideas and advice for communication and language development.

The Department for Education and Ofsted have been focusing on this aspect so act now to embed good practice and give children the best possible start in life.

<https://www.bbc.co.uk/tiny-happy-people>

## TINY *Happy* PEOPLE

*Your words build their world*

A chatty child is a happy child, so Tiny Happy People is here to help you develop your child's communication skills through simple interaction and play.



### Activities

Simple, fun and free activities to try with your baby. Just select the age of your child.



### Tips and advice

Experts and parents give their advice on language learning, child development and parent life.

## **Consultation on Proposed Admission Arrangements for Royal Greenwich Nurseries and Schools for the 2021/22 Academic Year**

Dear Provider

Please respond to the consultation below for a change in school admissions criteria which will affect all children who will be attending Greenwich primary schools. Please respond directly to [school-admissions@royalgreenwich.gov.uk](mailto:school-admissions@royalgreenwich.gov.uk), with “Admissions Consultation” in the title.

The Royal Borough of Greenwich is consulting on the following:

- Admission arrangements for community nursery, primary and secondary schools, including Post 16 provision for the 2021/20 academic year.
- Co-ordinated primary and secondary planned admission schemes for the 2021/22 academic year.

The consultation documents are available via the following link

[www.royalgreenwich.gov.uk/admissionsconsultations](http://www.royalgreenwich.gov.uk/admissionsconsultations)

It is proposed that children who have been in state care outside of England and ceased to be in state care because of being adopted are given second highest priority under Royal Greenwich’s oversubscription criteria.

All local authorities must establish a ‘relevant area’ for admission policy consultation and review this every two years. It is proposed that Royal Greenwich’s ‘relevant area’ remains the same as the administrative area for the Council.

Schools, nurseries, daycare nurseries and preschools, and childminders are asked to share the consultation with members of their community i.e. children, parents and staff.

Any comments on these proposals should be sent to [school-admissions@royalgreenwich.gov.uk](mailto:school-admissions@royalgreenwich.gov.uk), with “Admissions Consultation” in the title. The deadline for responses is **noon on Friday 24 January 2020**.

We are assisting the following own admission authority schools that are also consulting on their 2021/22 admission arrangements. All comments need to be sent directly to the school by the above date.

Brooklands School <https://www.brooklandsschool.org.uk/>

Greenacres School <https://www.greenacres.org.uk/>

Millennium School <https://www.millenniumprimary.org.uk/>

Nightingale School <https://www.nightingaleprimary.org.uk/>

Timbercroft School <https://www.timbercroft.greenwich.sch.uk/>

Christ Church CE School & St Mary Magdalene CE All Through School  
<https://www.koinoniafederation.com/>

sent on behalf of

**Catherine Grace** Admissions Manager Royal Borough of Greenwich



The children's flu vaccine is offered as a yearly nasal spray to young children to help protect them against flu. Encourage parents to ask their GP or pharmacist about it. Here is a video you can share with parents via your social media or newsletters.



Flu Spray - Small  
Children.mp4

[nhs.uk/flu vaccine](https://nhs.uk/flu vaccine)

## Prevention & Control of Infectious & Notifiable Diseases

Guidance

### Health protection in schools and other childcare facilities

A practical guide for staff on managing cases of infectious diseases in schools and other childcare settings.

**Please see attached handout for more  
guidance and information**



[www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities](https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities)

PHE South London Health Protection Team  
Floor 3C Skipton House, 80 London Road  
London  
SE1 6LH  
[phe.slhpt@nhs.net](mailto:phe.slhpt@nhs.net); [slhpt.oncall@phe.gov.uk](mailto:slhpt.oncall@phe.gov.uk)  
Phone: [0344 326 2052](tel:03443262052)  
Fax: [0344 326 7255](tel:03443267255)

Please alert and copy in [childcare-support@royalgreenwich.gov.uk](mailto:childcare-support@royalgreenwich.gov.uk)

## Keeping Children Safe: LADO

### What is LADO and why we need to refer to them?

**Local Authority Designated Officer (LADO)** receive referrals regarding allegations against childcare professionals and volunteers. The LADO is a Senior Social Care Manager who has expertise in Safeguarding Children.

It is highly IMPORTANT that all allegations and concerns must be reported to the Local Authority Designated Officer (LADO) **within the same working day**. You are also expected to contact Early Years & Childcare service and Ofsted, so all agencies are aware of the referral.

### You must act without delay

### What if I am not sure if I need to refer?

Contact the LADO or Early Years & Childcare team to discuss your situation, they are always happy to provide advice and information.

### Do you know what to do if you have someone in your organisation who has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

If you have any of these concerns about staff or volunteers your Local Authority Designated Officer (LADO) has a statutory responsibility to provide advice about what action needs to be taken.

### What happens after I make a referral to the LADO?

The LADO will have a conversation with you about the situation. It will be decided if the situation meets the threshold for a LADO investigation.

### What happens during a LADO investigation?

A meeting will be held with relevant professionals in attendance including representatives from your organisation. After information is shared at the meeting, there are three different potential strands of action that will be recommended:

- a police investigation of a possible criminal offence
- enquiries and assessment by children's social care about whether a child is in need of protection or in need of services
- consideration by an employer of disciplinary action in respect of the individual

If after the initial evaluation between the LADO and the referring agency there is information to indicate that there are grounds for a child protection response, a meeting is held to determine the approach and action needed. The LADO takes responsibility for organising the meeting.

### What else will the LADO help with?

The LADO (or delegated officer) will also assist the referring agency with other considerations, including sharing information with parents, liaising with the police and other agencies, monitoring the progress of cases and ensuring that they are dealt within agreed timescales.

[childrens-LADO@royalgreenwich.gov.uk](mailto:childrens-LADO@royalgreenwich.gov.uk) 020 8921 3930

[childcare-support@royalgreenwich.gov.uk](mailto:childcare-support@royalgreenwich.gov.uk) 020 8921 3877

[enquiries@Ofsted.gov.uk](mailto:enquiries@Ofsted.gov.uk) 0300 123 1231

## Online Training Portal - PVI & Childminder Section on Direct Services to School

Easier and quicker to book training with the Early Years & Childcare

<http://servicestoschools.royalgreenwich.gov.uk/courses>

**Childminders** - you will have received a link for access to the new online booking portal. Your account has been activated and a password sent to you which you can change once you have logged in. If you did not get an email or have childminding assistants, please follow the instructions online and register directly on the training portal.

**PVIs & Groupcare Provider** - please ask your staff to register. We recommend that you use business email addresses for staff. If you the manager is booking on staff- please add staff name in notes section so we know who to expect.

Follow link to course page and click on Private, Voluntary and Independent (PVI) and childminders (blue box)

The Early Years & Childcare Service directly deliver subsidised single agency GSCP training to early years and childcare providers. If you identify safeguarding needs or gaps, or see an interesting course, then please contact [eyc.training@royalgreenwich.gov.uk](mailto:eyc.training@royalgreenwich.gov.uk) to arrange a tailored single agency or INSET training course that meets your needs. You are strongly advised to use EYC safeguarding training as it based on Greenwich safeguarding priorities, procedures and local Ofsted actions. Ofsted outcomes demonstrate that online training is less effective.

The screenshot shows the website interface for 'Direct Services to Schools'. The navigation bar includes 'Home', 'About us', 'Services', 'Courses', 'Rooms', 'NQT Vacancies', 'Apprentices', and 'Contact'. The main heading is 'Courses'. On the left, there is introductory text about training opportunities and a note that users need to register an account. The main content area features a grid of buttons for different course categories, each with a red play button icon. A blue arrow points from the introductory text to the 'Private, Voluntary and Independent (PVI) and Childminders' button.

All Courses	EYFS
Primary	Secondary
Leadership	NQT
Support Staff	Prioritising Mental Health
Governors	Whole School
SEN	Health and Safety
Child Protection	Private, Voluntary and Independent (PVI) and Childminders



If you would like to book one of the EYC delivered training courses for your staff INSET days, please contact [eyc.training@royalgreenwich.gov.uk](mailto:eyc.training@royalgreenwich.gov.uk)

**\*For Paediatric 1st Aid Training, please ensure you apply at least 3 months before the expiry date of your certificate**

**New venue PFA : Block I, 10a Woolwich Dockyard Industrial Est,  
Woolwich Church St, Woolwich SE18 5PQ**

To book click on or copy and paste link into your browser - <http://servicestoschools.royalgreenwich.gov.uk/courses>

Area of EYFS	Training Courses and Workshops	Dates	Start Times	End Times
<b>Learning &amp; Development</b>	Advanced Managing Challenging Behaviour	11/07/2020	09:00	12:15
	Child Development Course Day 1 – Module 1	11/07/2020	09:00	12:30
	Child Development Course Day 1 – Module 2	11/07/2020	13:30	16:30
	Child Development Course Day 2 – Module 3	18/07/2020	09:00	12:30
	Child Development Course Day 2 – Module 4	18/07/2020	13:30	16:30
	Observations, Planning & Assessment	09/05/2020	09:15	15:15
	Childminder’s Conference	13/06/2020	09:00	16:00
<b>Ofsted Ready</b>	Recent Ofsted Inspections Briefing	13/01/2020	18:30	20:30
	Potential Childminder Briefing	07/05/2020	18:30	20:30
	Getting it Right	16/05/2020	09:00	12:30
	Welcome Induction	27/06/2020	09:00	12:30
	Introduction to Safeguarding	25/04/2020	09:00	12:30
	Intermediate Safeguarding	25/04/2020	13:15	16:30
	Safer Recruitment, Induction & Supervision	16/05/2020	13:15	16:30
	Managing Allegations	27/06/2020	09:00	12:30
	Designated Safeguarding Person	18/07/2020	09:00	16:00
	Paediatric 1 <sup>st</sup> Aid	25/04 & 02/05/2020	08:45	15:30
	Paediatric 1 <sup>st</sup> Aid	06/05 & 13/05/2020	08:45	15:30
	Paediatric 1 <sup>st</sup> Aid	20/06 & 27/06/2020	08:45	15:30
	Paediatric 1 <sup>st</sup> Aid	24/06 & 01/07/2020	08:45	15:30
<b>Childminders</b>	Approved Provider List Briefing	02/07/2020	18:30	20:30
<b>Healthy Early Years</b>	Launch – Awards Process - Healthy Eating	23/01/2020	18:30	20:30

### Other courses and training

- ❑ To book courses with Greenwich Safeguarding Children Partnership (GSCP)  
<http://training.greenwichsafeguardingchildren.org.uk/events-list>
- ❑ To complete online Prevent training [http://course.ncalt.com/Channel\\_General\\_Awareness](http://course.ncalt.com/Channel_General_Awareness)
- ❑ For NSPCC support resources and training information about recognising signs of abuse and neglect and how to keep children safe, control click on [NSPCC](#)

**Early Years & Childcare Advisors** are here to provide support, advice and guidance for

- potential providers
- newly registered provision
- pre Ofsted inspection preparation
- post Ofsted inspection action plan
- Welfare requirement notices
- Safeguarding

If you would like to book one of the training course for your staff INSET days, please contact [eyc.training@royalgreenwich.gov.uk](mailto:eyc.training@royalgreenwich.gov.uk)

**Early Years & Childcare duty line number 0208 921 3877**

**FIS 020 8921 6921**

*Please note the following email addresses for your information:*

Early Years & Childcare Advisors and EYP Hub enquiries: [Childcare-support@royalgreenwich.gov.uk](mailto:Childcare-support@royalgreenwich.gov.uk)

Finance/ 30 hour codes for providers : [Eyc-funding@royalgreenwich.gov.uk](mailto:Eyc-funding@royalgreenwich.gov.uk)

Training and online Training Portal (Direct Services) enquiries: [Eyc.training@royalgreenwich.gov.uk](mailto:Eyc.training@royalgreenwich.gov.uk)

Childcare Referrals: [Targeted-childcare@royalgreenwich.gov.uk](mailto:Targeted-childcare@royalgreenwich.gov.uk)

SEND Inclusion Fund: [early-years-inclusion-fund@royalgreenwich.gov.uk](mailto:early-years-inclusion-fund@royalgreenwich.gov.uk)

Families Information Service – Family Services Directory and 2 year old checks :  
[fis@royalgreenwich.gov.uk](mailto:fis@royalgreenwich.gov.uk)