



**Childcare Sufficiency Action Plan 2016 – 2017**  
**In response to 2016 Annual Childcare Sufficiency Assessment Report**

Targets:	RAG Overview:		
	Review by half term Spring 2017	Review by half term Summer 2017	Evaluate by start of Autumn 2017 use to inform '17 report / Plan
1. To ensure sufficient places are available in high quality Early Years and Childcare Provision for funded 2 year olds and all 3 and 4 year old children.			
2. To ensure the Early Years' Service has accurate data and information regarding the capacity and take up of places.			
3. To develop data collection processes to identify the individual characteristics of children attending Early Years provision in Rutland and ensuring sufficient capacity to meet needs	Not yet completed – starting survey process in May 2017		
4. To implement the 30 hour extended entitlement (30HE) offer to eligible children of working Parents, monitoring the impact of quality and sufficiency.	Implementation on track to ensure well-prepared for statutory timescale	Implementation on track to ensure well-prepared for statutory timescale	
5. To Monitor the impact of the New Single Funding Formula on Rutland Providers.			
6. To ensure our Providers are confident and well trained to support children with additional needs including those who have significant and complex SEND.	Included now within Inclusion Strategy		
7. To work with Rutland Schools and other providers to ensure families are able to access high quality out of school and holiday provision.	Previously covered by *FIS but omitted from RIS contract; recently picked up by L&S team	L&S team developing implementation plans	

\*FIS Family Information Service; RIS Rutland Information Service; L&S Learning and Skills

<b>TARGET:</b>	
<b>1. To ensure sufficient places are available in high quality Early Years and Childcare Provision for funded 2 year olds and all 3 and 4 year old children.</b>	
<b>OUTCOMES:</b>	<b>MEASURED BY:</b>
<ul style="list-style-type: none"> <li>➤ 95% of parents of Rutland children who apply for a place are able to take up their entitlement to funded early education in Rutland in a high quality setting: This compares with indicators from Early Implementer take up: Tower Hamlets: 50%; Yorkshire 85%; Leicestershire 95%</li> </ul>	<ul style="list-style-type: none"> <li>➤ Estimate of take up – 3 times a year (funding process); March 2017, July 2017, November 2017</li> <li>➤ Annual Parental Childcare Sufficiency Survey</li> <li>➤ Officer visits to businesses and phone surveys</li> </ul>
<b>AIMS:</b>	
To ensure that all children, who meet the prescribed eligibility criteria, are able to take up a 'High Quality' Early Education Place regardless of their parents' ability to pay thereby supporting parents to be able to work, study or train for employment	

ACTION	PROGRESS	TARGET DATE	ACCOUNTABILITY	MONITOR
1.1 To develop a system to ensure there is a clear process in place to access information relating the outcome of all Ofsted inspections for all EYFS Providers. Both for the Learning and development requirements and the safeguarding and welfare requirements (see also Target 2).	Data collated on spreadsheet Update data as available and review 3 times per year	October 2016 March 2017, July 2017, November 2017	Karen Bland Karen Bland	Head of Learning and Skills:
1.2 To ensure all Early Years Providers inform Rutland County Council of the outcome of any Ofsted inspection that has taken place in their provision as agreed in their contract.	Add requirement to all annual updated contracts and new contracts Inform providers at networks	April 2017 September 2017 April 2018	Karen Bland	Head of Learning and Skills
1.3 Rutland Information Service (RIS) to undertake statutory duty to inform the Early Years Team, immediately, of any Ofsted Inspection Outcomes received through the weekly Ofsted 'Downloads'.	Meet with RIS to confirm responsibility	January 2017	Sally Hickman	Head of Learning and Skills
1.4 The Early Years Team to provide a tailored	Reviewed of package of support to reflect	September 2017	Sally Hickman	Head of Learning and Skills

<p>package of support to all providers judged as 'Requiring Improvement' or 'Inadequate' as outlined in their package of 'Core Support'.</p>	<p>funding and as outlined in Education Strategy Deliver as determined by Ofsted outcomes</p>			
<p><u>Additional resources required to achieve aim:</u></p> <p>Rutland Early Years Agency Ltd Childminding to provide support as identified within their contract Rutland Information Service historically undertook aspects of this work (1.3) but on review of activity this will be additional work for Learning and Skills Team (cost to be finalised, within Learning and Skills budget; approximately 5 hours per week)</p> <p style="text-align: right;"><b>TOTAL: £TBC</b></p>				

<b>TARGET:</b>				
<b>2. To ensure the Early Years' Service has accurate data and information regarding the capacity and take up of places.</b>				
<b>OUTCOMES:</b>		<b>MEASURED BY:</b>		
<ul style="list-style-type: none"> <li>➤ An effective procedure is in place to collect accurate data to identify gaps in the market and support the development of additional provision across Rutland</li> <li>➤ Sufficient places are available for those who require them</li> </ul>		<ul style="list-style-type: none"> <li>➤ Estimate of take up – 3 times a year (funding process); March 2017, July 2017, November 2017</li> <li>➤ Annual Parental Childcare Sufficiency Survey</li> <li>➤ Officer visits to businesses and phone surveys</li> </ul>		
<b>AIMS:</b>				
To develop, In partnership with Providers, a process this accurately collects data to reflect the capacity of Early Years and Childcare provision in Rutland.				
To ensure the Local Authority has sufficient provision for all children to take up their 'Free Entitlement'.				
ACTION	PROGRESS	TARGET DATE	ACCOUNTABILITY	MONITOR
2.1 Meet with Providers to discuss the development of an effective process to gather information 3 times annually	Focus of discussion at Network meeting to agree process	November 2016	Karen Bland	Head of Learning and Skills
2.2 Monitor the implementation of the process to ensure it reflects take up and vacant capacity	Monitor through funding form	March 2017, July 2017, November 2017	Miranda Krawczyk	Sally Hickman
2.3 Regularly monitor the take up of places and assess vacant capacity	Monitor through funding form and Annual Childcare Sufficiency Assessment	March 2017, July 2017, November 2017	Karen Bland	Sally Hickman
2.4 To establish parental view of childcare sufficiency	Complete annual survey with parents and carers	March 2017	Karen Bland	Sally Hickman
2.5 To establish employers' views of the needs of their workforce in relation to childcare sufficiency.	Complete annual survey with employers	May 2017	Karen Bland	Sally Hickman
2.6 Closely monitor the movement within Service families to ensure the balance of	Liaise with relevant MOD Welfare Officer and with providers and with RCC	December 2016, June 2017	Karen Bland	Sally Hickman

<p>occupancy and capacity is maintained</p> <p>2.7 To inform elected Council Members on how they are meeting their duty, as far as is reasonably possible, to secure sufficient childcare for the children and families in Rutland.</p>	<p><b>Admissions Team</b></p> <p>Compile and present Annual Childcare Sufficiency Assessment Report to Cabinet</p>	<p>September 2017</p>	<p>Sally Hickman</p>	<p>Head of Learning and Skills</p>
<p><u>Resources required to achieve aim:</u></p> <p>Learning and Skills Officer Time (approx. 200 hours); whilst this is included within officer role this additional activity will place pressure on completing all statutory duties: <b>£3,000</b></p>				

<p>TARGET:</p> <p><b>3. To develop data collection processes to identify the individual characteristics of children attending Early Years provision in Rutland and ensuring sufficient capacity to meet needs</b></p>				
<p>OUTCOMES:</p> <ul style="list-style-type: none"> <li>➤ The successful development of a data collection process which accurately gathers ongoing information and data to ensure the balance of occupancy and capacity is maintained</li> </ul>		<p>MEASURED BY:</p> <ul style="list-style-type: none"> <li>➤ Data collected through funding form; March 2017, July 2017, November 2017 to include: <ul style="list-style-type: none"> <li>○ both funded and non- funded children</li> <li>○ those providers who claim Early Years Pupil Premium</li> <li>○ those providers who have children who have completed the integrated review</li> <li>○ those providers who plan to offer 30 hours extended entitlement</li> </ul> </li> </ul>		
<p>AIMS:</p> <p>To create a data collection process as part of Target 2 and collate information from Providers in relation to gathering data for all children attending provision</p>				
ACTION	PROGRESS	TARGET DATE	ACCOUNTABILITY	MONITOR
3.1 Develop a revised data collection process and identify gaps	Review the current process used to gather information and data	November 2016	Miranda Krawczyk	Karen Bland
	New form in place for distribution	December 2016	Nicky Hicks	Karen Bland
	Monitor the effectiveness of the new system and amend as appropriate	January 2017	Sally Hickman	Head of Learning and Skills
3.2 Ensure accuracy of data to enable audit of provision	Analyse data and validate against funding information	January 2017	Sally Hickman	Head of Learning and Skills
3.3 Inform any provider where inaccuracy in returned 2016 data	Talk to individual providers and provide assistance in completing	February 2017	Karen Bland	Sally Hickman

	returns			
<u>Resources required to achieve aim:</u> Learning and Skills officer time (approx. 100 hours) within officer role				

<b>TARGET:</b>				
<b>4. To implement the 30 hour extended entitlement (30HE) offer to eligible children of working Parents, monitoring the impact of quality and sufficiency.</b>				
<b>OUTCOMES:</b>		<b>MEASURED BY:</b>		
➤ 100% of children whose parents wish to take up the 30 hours of childcare are able to do so.		➤ Data collected through funding forms and data analysis systems		
<b>AIMS:</b> To ensure that the Local Authority is able to fulfil the offer of doubling the amount of free Early Education and childcare from 15 to 30 hours a week for working parents of 3 and 4 year olds from September 2017.				
ACTION	PROGRESS	TARGET DATE	ACCOUNTABILITY	MONITOR
4.1 To work with providers to establish numbers of eligible and interested parents planning to take up an extended 30 hour entitlement (30HE ) place for their children	Undertake phone survey, visits and networks to establish potential numbers	November 2016, February 2017, March 2017, May 2017, June 2017	Karen Bland	Sally Hickman
4.2 Re-evaluate current Childcare sufficiency in all areas of the county	Complete annual childcare assessment	February 2017 to May 2017	Sally Hickman	Head of Learning and Skills
4.3 Review all policy, systems and processes to ensure they need the requirements and address the 30HE	Rewrite contracts to include 30 hours and develop guidance; develop appropriate documentation and policies	August 2017	Karen Bland	Sally Hickman
4.4 Inform providers and parents of the process for checking their eligibility for the 30HE	Highlight national agenda within authority including promotional material for distribution including social media	June 2017 (? Purdah)	Karen Bland	Sally Hickman
4.5 support Providers in their preparation for the implementation of the 30HE	Deliver a Managers' training day and ongoing support	February 2017	Karen Bland	Sally Hickman



<p>4.6 Consider option for a 'Monthly ' payment process for Providers; currently payment in advance 3 times a year</p> <p>4.7 Monitor the take up of the 30HE to ensure the LA has sufficient capacity to deliver the entitlement.</p>	<p>Investigate options available and capacity to deliver monthly ; gather feedback from providers</p> <p>Undertake regular monitoring through survey and data collection</p>	<p>January 2017</p> <p>September 2017, January 2018, April 2018</p>	<p>Sally Hickman</p> <p>Sally Hickman</p>	<p>Head of Learning and Skills</p> <p>Head of Learning and Skills</p>
<p><u>Resources required to achieve aim:</u></p> <p>Learning and Skills Officer time (approx. 500 hours) within role</p> <p>The support of Barbara Wilson - Childcare Works Advisor (Hempsall's - DfE) available at no charge to LA</p> <p style="text-align: right;"><b>£7,500</b></p>				

<b>TARGET:</b>				
<b>5. To Monitor the impact of the New Single Funding Formula on Rutland Providers.</b>				
<b>OUTCOMES:</b>		<b>MEASURED BY:</b>		
<ul style="list-style-type: none"> <li>➤ The successful implementation of the National Funding Formula that ensures Early Years Providers remain viable and sufficient provision remains available to meet local needs</li> </ul>		<ul style="list-style-type: none"> <li>➤ Data collected through funding forms and data analysis systems</li> </ul>		
<b>AIMS:</b>				
To implement the Early Years National Funding Formula – Monitoring the impact for Rutland to ensure Providers remain financially viable.				
ACTION	PROGRESS	TARGET DATE	ACCOUNTABILITY	MONITOR
5.1 EY Advisor to raise awareness to all relevant Officers , Council Members and partners of the proposed cuts to the EY Dedicated Schools Grant (DSG) and the potential impact on viability of Rutland’s Early Years Providers	Undertake meetings and wider communication with all relevant stakeholders	July 2016 to September 2016	Sally Hickman	Head of Learning and Skills
5.2 The Local Authority to challenge the DfE in regard to the level of funding outlined in the indicative budget for the Early Years Dedicated Schools Grant(DSG)	Undertake frequent communication with DfE and Childcare Works	July 2016	Sally Hickman	Head of Learning and Skills
5.3 The LA to request EY Providers to share information regarding the effect of the NFF on the future viability and sustainability of their businesses	Contact all settings and calculate potential deduction in income based on current payment structure, and forecast ; establish the impact of the proposed reduction to funding	January 2017	Sally Hickman	Head of Learning and Skills
5.4 Monitor the take up and impact of all funded providers to ensure sustainability across the county	Undertake surveys and data collection as part of the Annual Childcare Assessment 2018	June 2018	Sally Hickman	Head of Learning and Skills

Resources required to achieve aim: Learning and Skills officer time to deliver target (50 hours) within officer role				
Funding available through Early Years Dedicated Schools Grant (DSG)Allocation:				
Two Year old Entitlement: <b>£104,000</b>				
Education for the under 5's: <b>£87,800</b>				
3 and 4 year old universal and extended entitlement : <b>£1,575,000</b>				

**TARGET:**  
**6. To ensure Rutland Providers are confident and well trained to support children with additional needs, including those who have significant and complex SEND.**

<p><b>OUTCOMES:</b></p> <ul style="list-style-type: none"> <li>➤ No child with additional needs remains unable to access this level of provision</li> <li>➤ All children with additional needs are able to access high quality individualised Early Years, out of school and holiday provision that meets their individual needs and judged by Ofsted as good or outstanding</li> </ul>	<p><b>MEASURED BY:</b></p> <ul style="list-style-type: none"> <li>➤ Data collected through Inclusion Team monitoring and auditing activity</li> <li>➤ Parental/ carers' responses within the Annual Survey</li> <li>➤ Provider feedback of identified need</li> <li>➤ Ofsted reports</li> </ul>
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**AIMS:**  
All Childcare providers have the knowledge, environment and resources to support children attending who have additional needs including significant and complex SEND.  
All individual children can access Out of School and Holiday childcare which meets their needs and the needs of their parents/ carers

ACTION	PROGRESS	TARGET DATE	ACCOUNTABILITY	MONITOR
<p>6.1 to work in partnership with Inclusion, Special Education Needs and Disability and Aiming High teams at Rutland County Council and other relevant partners to ensure:</p> <ul style="list-style-type: none"> <li>• There is clear 'Local Offer' identifying providers who are able to meet specific or complex needs</li> </ul>	<p>Correspond with all Early Years Providers requesting their updated Local Offer information; further update through network meeting</p> <p>Rutland Information Service to update the Rutland web-site with individual Provider and ensure clarity of provision</p>	<p>September 2016; February 2017</p> <p>September 2017</p>	<p>EYFS Inclusion Officer</p> <p>Karen Bland</p>	<p>Head of Early Intervention and Inclusion</p> <p>Head of Learning and Skills</p>

<ul style="list-style-type: none"> <li>Providers have relevant skills and expertise to meet additional needs of children in their care through programme of central training available to support the development of relevant skills</li> </ul>	<p>EYFS Inclusion Officer to run termly Inclusion Network meetings to update providers</p> <p>Signpost providers to advice and guidance on an individual level available through The Parks and variety of outside agencies dependent upon needs of child, for example Speech and Language Therapist (SALT).</p>	<p>December 2016, April 2017, July 2017</p>	<p>EYFS Inclusion Officer</p>	<p>Head of Learning and Skills</p>
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Resources required to achieve aim:

Within officer role (approx. 150 hours) plus Rutland Information Service

**TARGET:**

**7. To work with Rutland Schools and other providers to ensure families are able to access high quality out of school and holiday provision**

<p><b>OUTCOMES:</b></p> <ul style="list-style-type: none"> <li>As part of the ongoing Childcare Sufficiency Assessment process the views of Rutland families confirm their satisfaction regarding their access to high quality out of school and holiday provision</li> </ul>	<p><b>MEASURED BY:</b></p> <ul style="list-style-type: none"> <li>Data collected through the annual Child Care Sufficiency Assessment</li> <li>Ofsted inspection outcomes</li> <li>Providers' quality assurance of their Provision</li> </ul>
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**AIMS:**  
To review and evaluate the current 'Out of School' and 'Holiday' Childcare provision in Rutland, to ensure that Parents have access to high quality provision which meets their individual family needs.

ACTION	PROGRESS	TARGET DATE	ACCOUNTABILITY	MONITOR
7.1 Allocate officer time to identify and evaluate all 'Out of School' and 'Holiday' Childcare provision currently operating in Rutland.	Undertake research to gather authority picture of provision available	June 2017	Officer with responsibility for 'Out of School' and 'Holiday' Childcare	Head of Learning and Skills

7.2 Research the registration and regulation of provision to ensure that all statutory requirements are in place and safeguarding policies and procedures are followed.	Identify all out of school and holiday provision in Rutland; establishing information registration and regulation yearly audit	July 2017	Officer with responsibility for 'Out of School' and 'Holiday' Childcare	Head of Learning and Skills
7.3 Develop a process to ensure data on provision remains up to date and relevant	Work in collaboration with identified Providers and monitor the supply and demand of places; review quarterly	August 2017	Officer with responsibility for 'Out of School' and 'Holiday' Childcare	Head of Learning and Skills
7.4 Identify and support the further development of provision to fill any gaps between supply and demand of places	Evaluate outcomes of review of provision; respond to any areas requiring further development.	October 2017	Officer with responsibility for 'Out of School' and 'Holiday' Childcare	Head of Learning and Skills
<u>Resources required to achieve aim:</u>				
An initial project to establish a 'Directory' of current ' Out of School 'and 'Holiday' providers will need to be undertaken (approx. 30 hours)				<b>£450</b>
<ul style="list-style-type: none"> <li>Followed by 3.5 hours per week of Officer time ; number of weeks per year dependent on number of providers to be audited</li> </ul>				<b>£52.5 per week</b>