

## Early Years Standards Team Quality Review for Free Early Education for Two Year Olds (FEE2) Scheme Participation

### The approval process:

In order to participate in the FEE2 scheme childcare settings are expected to deliver a high quality childcare provision. Settings are assessed by the Early Years Standards Team, the Pre-school Inclusion Team and Barnet Pre-School Learning Alliance. These teams will review; the quality of the provision, the inclusive practice and ability to support child with additional needs and demonstrate how the setting is meeting the Ofsted welfare requirements.

<b>Setting name:</b>	<b>Name of manager:</b>
<b>Setting address:</b>	
<b>Setting contact phone number:</b>	<b>Setting email address:</b>
<b>Review completed by (Early Years Consultant):</b>	

### Quality – All quality requirements are from the Barnet Self Evaluation toolkit. All settings are assessed based on:

- provide a well organised appropriate environment;
- keep children safe;
- improving practice;
- keep children at the heart of all that happens;
- the quality of adult interactions.

Please complete the grid below to demonstrate how the setting is meeting the above requirements:

Area	Comments/observations	Actions required - by whom and by when	
<b>Providing a well organised appropriate environment</b>			Met <input type="checkbox"/> Not met <input type="checkbox"/> - Actions required
How well do you organise the setting and overcome obstacles to provide a stimulating environment that responds to the particular			

needs of each child? Outdoor space? Accessible displays at child height. Appropriate storage. Quiet spaces, Clean and inviting areas. Screening. Labelling that is appropriate.			
Do all the children you care for have access to all the activities you offer? If not, why? How could you make them accessible? Full day care, sessional, pack away			
Is there a good range of quality developmentally appropriate resources? Including core continuous provision;- home corner, role play, creative workshop, malleable, large and small construction, water, sand, natural and recycled materials, book area, mark making, movement area outside or in, music, ICT.			
Is there evidence of positive images of diversity and resources that represent both the families using the setting and the wider community			
<b>Keeping children safe</b>			Met <input type="checkbox"/> Not met <input type="checkbox"/> - Actions required
How do you provide manageable risk both indoors and out.			
<b>Improving your practice</b>			Met <input type="checkbox"/> Not met <input type="checkbox"/> - Actions required
How well do you and those working with you learn new skills, keep up to date with changes and improve your practice for children and their families? Make effective links with outside agencies			
How can you make best use of the self-			

evaluation form Ofsted provides to support you in further improving your provision for children?			
<b>Keeping children at the heart of all that happens</b>			
How well do you know each child's current stage of development and interests to plan for their next steps and support individual needs?			
How will you use children learning and development records to help you manage your provision? (progress)			
How involved are parents in what you plan and do for children? (ongoing)			
<b>Quality of adult interactions</b>			Met <input type="checkbox"/> Not met <input type="checkbox"/> - Actions required

**Approval to participate in the FEE2 Scheme:**

**Approved** ☐

**Not Approved - actions required** ☐

### **Next steps**

Approved:

A copy will be forwarded to Rakhi Bose, Brokerage Officer, Barnet Children's Service.

Further approval from the Pre-School Teaching Team and Barnet Pre-school Learning Alliance is required. Once approval from all teams has been received, Rakhi will arrange for all relevant paperwork to be sent to the setting.

Not approved:

The Early Years Consultant in partnership with the childcare setting will agree the actions are required to meet the quality requirements.

Once all actions are completed the Early Years Consultant will review and once approval from all teams has been received the a copy will be forwarded to Rakhi Bose, Brokerage Officer, Barnet Children's Service. Rakhi will arrange for all relevant paperwork to be sent to the setting.

## Pre-school Inclusion Team Inclusive Practice Review for Free Early Education for Two Year Olds (FEE2) Participation

### The approval process:

In order to participate in the FEE2 scheme childcare settings are expected to deliver a high quality childcare provision. Settings are assessed by the Early Years Standards Team, the Pre-school Inclusion Team and Barnet Pre-School Learning Alliance. These teams will review; the quality of the provision, the inclusive practice and ability to support child with additional needs and demonstrate how the setting is meeting the Ofsted welfare requirements.

<b>Setting name:</b>	<b>Name of manager:</b>	<b>Name of SENCO:</b>
<b>Setting address:</b>		
<b>Setting contact phone number:</b>	<b>Setting email address:</b>	
<b>Review completed by (Area SENCO):</b>		

**Inclusive practice – all requirements have been selected from the Barnet Early Years Setting SENCO Handbook and toolkit. All settings are assessed based on whether they can:**

- demonstrate that they have a named SENCO is in place with defined roles and responsibilities;
- have an SEN/inclusion policy in place which is actively implemented by all staff and an environment and resources to meet the needs of a wide range of children;
- have systems in place to ensure transitions into childcare follow best practice e.g. follow the First Steps toolkit or similar processes;
- have systems are in place for the identification and support of children with special educational needs and disabilities;
- demonstrates a committed to working with parents of children with SEN and relevant involved professionals.

**Please complete the grid below to demonstrate how the setting is meeting the above requirements:**

Area	Comments/observations	Actions required, by whom and by when	Met / Not met
Is there a named SENCO?			Met <input type="checkbox"/> Not met <input type="checkbox"/> - Actions required
Is there a job description and person			Met <input type="checkbox"/>

<b>specification for the SENCO role?</b> NB. The setting SENCO should have at least a level 3 qualification, have some pre-school experience and be part of the senior management team of the setting.			Not met <input type="checkbox"/> actions required
<b>Has the SENCO been given some weekly allocated non-contact time?</b>			Met <input type="checkbox"/> Not met <input type="checkbox"/> actions required
<b>Is the setting SENCO available to meet with the Area SENCO in a quiet space on a regular basis as required?</b> The manager should also be available, on occasion, if appropriate.			Met <input type="checkbox"/> Not met <input type="checkbox"/> actions required
<b>Does the setting have a copy of the SEN Code of Practice?</b>			Met <input type="checkbox"/> Not met <input type="checkbox"/> actions required
<b>Is there an inclusive SEN/Inclusion policy relevant to the setting that all staff have read, signed and dated?</b>			Met <input type="checkbox"/> Not met <input type="checkbox"/> actions required
<b>Is the setting committed to attend the New SENCO Training run by the Pre-school Inclusion Team?</b> <b>Is the setting committed to attending on-going relevant SEN / Inclusion training?</b>			Met <input type="checkbox"/> Not met <input type="checkbox"/> actions required
<b>Has the setting got a copy of 'Making a Start' (accessibility of setting and resources), audited the setting for barriers to inclusion and identified areas to work on in order to make the setting as inclusive as possible?</b>			Met <input type="checkbox"/> Not met <input type="checkbox"/> actions required
<b>Has the setting got a range of resources to meet a variety of children's needs?</b> <b>Is there a plan to improve resources if necessary?</b>			Met <input type="checkbox"/> Not met <input type="checkbox"/> actions required

Copy of First Steps given to the setting? Is the setting committed to planning a best practice transition into the setting (including considering undertaking home visits)?			Met <input type="checkbox"/> Not met <input type="checkbox"/> actions required
Is the setting committed to working with parents of children with SEN and relevant involved professionals?			Met <input type="checkbox"/> Not met <input type="checkbox"/> actions required
What systems are in place for the identification and support of children with special educational needs and disabilities?			Met <input type="checkbox"/> Not met <input type="checkbox"/> actions required
Does the setting have a stable staff team?			Met <input type="checkbox"/> Not met <input type="checkbox"/> actions required
Are the setting staff familiar with child development – particularly do they have an understanding of development in young children?			Met <input type="checkbox"/> Not met <input type="checkbox"/> actions required
Are the setting committed to promoting attachment in young children and attending the 'Baby Basics' course?			Met <input type="checkbox"/> Not met <input type="checkbox"/> actions required

**Approval to participate in the FEE2 Scheme:**

Approved ☐

Not Approved - actions required ☐

**Next steps**

Approved:

A copy will be forwarded to Rakhi Bose, Brokerage Officer, Barnet Children's Service. Further approval from the Early Years Advisory Team and Barnet Pre-school Learning Alliance is required. Once approval from all teams has been received, Rakhi will arrange for all relevant paperwork to be sent to the setting.

Not approved:

The Area SENO in partnership with the childcare setting, will agree the actions are required to meet the inclusion requirements.

Once all actions are completed the Early Years Consultant will review and once approval from all teams has been received the a copy will be forwarded to Rakhi Bose, Brokerage Officer, Barnet Children's Service. Rakhi will arrange for all relevant paperwork to be sent to the setting.

## Barnet Pre-School Learning Alliance Safeguarding and Welfare Requirements Review for Free Early Education for Two Year Olds (FEE2) Participation Approval Form

### The approval process:

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<b>Setting Name:</b>
<b>Name of Manager:</b>
<b>Setting Address:</b>
<b>Setting Contact Phone number:</b>
<b>Setting Email address:</b>
<b>Safeguarding and Welfare Requirement Annual Review Completed by (Pre-school Development Worker):</b>

Barnet Pre-School Learning Alliance will, in partnership with settings, undertake an annual review of a settings ability to meet the Safeguarding and Welfare Requirements.

The Annual Review and any subsequent action plans will be assessed for compliance of the Safeguarding and Welfare Requirements and approval provided to participate in the Two Year Old Scheme provided. Where there are elements on non compliance an action plan will be put into place and completed before approval can be given.

### Safeguarding and Welfare Requirements Assessment

Child Protection	Met <input type="checkbox"/> required	Not Met <input type="checkbox"/> - Actions
Suitable People	Met <input type="checkbox"/> required	Not Met <input type="checkbox"/> - Actions
Health	Met <input type="checkbox"/> required	Not Met <input type="checkbox"/> - Actions
Safety and suitability of Premises, Environment and Equipment	Met <input type="checkbox"/> required	Not Met <input type="checkbox"/> - Actions
Information and Records (Policies/procedures/records)	Met <input type="checkbox"/> required	Not Met <input type="checkbox"/> - Actions

### Approval to participate in the FEE2 Scheme:

Approved ☐

Not Approved - actions required ☐

### Next steps

Approved:

A copy will be forwarded to Rakhi Bose, Brokerage Officer, Barnet Children's Service.

Further approval from the Pre-School Teaching Team and Barnet Pre-school Learning Alliance is required. Once approval from all teams has been received, Rakhi will arrange for all relevant paperwork to be sent to the setting.

Not approved:

The Pre-School Development Worker, in partnership with the childcare setting will agree the actions are required to meet the quality requirements.

Once all actions are completed the Pre-School Development Worker, will review and once approval from all teams has been received the a copy will be forwarded to Rakhi Bose, Brokerage Officer, Barnet Children's Service. Rakhi will arrange for all relevant paperwork to be sent to the setting.

SAMPLE