



Early Years Team

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Early Years Bulletin

Dear Colleagues,

As we remain in an unprecedented period of National Mourning, we wanted to share with you guidance on how to navigate this time sensitively and respectfully. The death of a prominent figure can significantly affect children and so it is important we approach this with care. In this regard we have shared the latest DfE guidance and signposted to further support at this difficult time.

In addition, this week's bulletin shares business support ideas in response to the recognition of the challenges the Early Years sector currently face.

We also hear from the Inclusion Team who clearly lay out the support available to settings who are supporting those children with SEN who are unable to access nursery assessment places in the 2022-2023 academic year.

Best regards,

The Early Years Team

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DfE update: A period of National Mourning

Following the announcement from Buckingham Palace of the death of our sovereign, Her Majesty Queen Elizabeth II, a period of National Mourning has started and will continue until the end of the State Funeral. This is a period of time for reflection in response to the death of the Sovereign.

[Guidance](#) providing the public, businesses and institutions with advice on the period of National Mourning following the death of Her Majesty Queen Elizabeth II has been issued by the Cabinet Office. The official date of the State Funeral is 19th September 2022, and this day will be a bank holiday.

National Mourning Period

For early years providers, there is no obligation for settings to observe particular behaviours during the mourning period. Depending on the nature and location of your setting and the tone of planned events, some settings may wish to consider cancelling or postponing events, especially on the day of the State Funeral, however this is at the discretion of individual settings.

For more information about the mourning period please visit www.royal.uk.

State Funeral / Bank Holiday

As with other bank holidays, it is at the discretion of individual settings whether they close or stay open. There would be no government expectation for early years and childcare settings to remain open on the bank holiday, although settings will appreciate that more parents may need to work that day than on a typical bank holiday.

To confirm, there will be no impact on your funding claim if you choose to close on Monday 19th September. Your actual claim should be submitted as normal.

However, providers should be mindful of the impact on parents if they choose to close and should be confident, they can still provide the total number of hours parents agreed with the provider in their parental declaration.

Ofsted

Ofsted inspections will continue as normal through the mourning period. No inspections will be scheduled on the bank holiday. Settings should discuss any concerns with Ofsted, including whether they are facing exceptional circumstances that might warrant deferral of their inspection.

Support

[Winston's wish](#) is a charity which supports bereaved children, young people, their families and the professionals who support them. They share advice on how to talk to children about the death of the Queen.

[Minded](#) remains a source of information to support children and young people to manage death and loss. There has also been additional Mental Health Support information added to the [County Council website](#) to support adults and young people.

It's important during this time to make sure you're taking care of your own mental health. If you, or someone you know is struggling, the [Now We're Talking website](#) has lots of information to help.

The 24/7 mental health helpline also provides support or advice if you, or someone you know, is experiencing a mental health crisis and needs urgent help. Phone 0808 196 9127 or visit <https://hacw.nhs.uk/urgent-help>

Early Years Bulletin: Business Support

In recognition of the challenges our early years providers are currently facing we wanted to signpost to some localised support available.

Worcestershire Libraries



This September the Business & IP Centre Worcestershire is running free business networking, workshops, business support clinics and webinars on a range of business topics that can help entrepreneurs, SME's and those who are yet to start their business.

Business Breakfasts

Free (booking required)

Join us for pastry and a chat and meet other small and start-up businesses from the area.

The Hive (Worcester) Business Breakfast – 16th September, 8:00am – 9:30am

Droitwich Library Business Breakfast – 23rd September, 8:15am – 9:30am

For more information and to register, please visit: <https://www.eventbrite.co.uk/o/bipc-worcestershire-free-support-for-business-31275789667>

Entrepreneurship Workshops at Malvern Library

Free (booking required)

Malvern Library are running a series of Entrepreneurship Workshops that provide effective insight and advice to start, grow and exit your business. Each session is stand-alone, so you don't need to attend the whole series to benefit.

The workshops are informal with a presentation to guide the discussion and plenty of opportunity to relate the topic to your own venture or business idea. Hosted by local serial technology entrepreneur Adrian Burden. Please book each workshop separately.

Thursday 22nd September - Workshop 7. Branding, marketing, sales, business development

Thursday 29th September - Workshop 8. Scale-up, dashboard, acquisition / exit

Please book each workshop separately at: <https://www.eventbrite.co.uk/o/bipc-worcestershire-free-support-for-business-31275789667>

Business Support Drop-in Sessions

Various dates throughout September/October (free no booking required)

Available at the following libraries: The Hive, Malvern, Kidderminster, Evesham, Bromsgrove, and Redditch.

Are you thinking of starting a business or becoming self-employed? Or would like to know what resources are available to help grow your business? During these drop-in clinics we can help you by providing:

- guidance for those first key steps,
- show you our business research tools to get industry & market information,
- help you to understand the Intellectual property you have in your business,
- highlight further business support which is available to you.

For more information, please visit: <https://www.eventbrite.co.uk/o/bipc-worcestershire-free-support-for-business-31275789667>

Other free business resources including market research databases and business books are also available in your local library.

Visit our webpage for more information: <https://www.worcestershire.gov.uk/BIPC>.

Business Support: Energy Price Guarantee

In recognition of the financial pressures which families and organisations across the country are under, the government has announced an 'Energy Price Guarantee' which will limit the price suppliers can charge customers for units of gas and electricity. Measures to tackle the root causes of the issues in the UK energy market through increased supply have also been announced.

There will also be a new six-month scheme for businesses and all non-domestic energy users, including charities and public sector organisations, which will offer equivalent support as is being provided for households. Providers in all DfE sectors will therefore be eligible.

After this initial six-month scheme, the government will provide ongoing, focused support for vulnerable sectors. There will be a review in 3 months' time to consider where this should be targeted to make sure those most in need get support.

Further information is available at [GOV.UK](https://www.gov.uk).

Business Support: Employing Ukraine nationals

It has been confirmed that the Ministry of Internal Affairs of Ukraine and the Ukraine Embassy are now able to complete criminal information checks.

Workforce Guidance

We understand LAs have been approached by individuals from Ukraine wishing to enter the EY workforce. Please see the following guidance which outlines the process of obtaining a DBS and criminal checks for individuals who have lived abroad, and specifically for those from Ukraine:

Early Years providers must not allow people whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for.

Registered providers must obtain an enhanced criminal records check in respect of every person aged 16 and over (including for unsupervised volunteers, and supervised volunteers who provide personal care) who:

- works directly with children
- lives on the premises on which the childcare is provided (unless there is no access to the part of the premises when and where children are cared for) and/or
- works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present)

An additional criminal records check (or checks if more than one country) should also be made for anyone who has lived or worked abroad. The Home Office provides guidance to employers who wish to request overseas criminal records checks for time spent overseas. This guidance includes who can apply, how to apply, and contact details for criminal record checks overseas, and can be found at: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

Ukrainian citizens can apply for their Ukrainian criminal record information via the website of the Ministry of Internal Affairs of Ukraine here: <https://vytiah.mvs.gov.ua/app/landing>. To apply for this service the Ukrainian citizen will need an electronic signature. After receiving an extract in Ukrainian, they will need to apply for a letter from the Embassy of Ukraine, which will confirm the information in the extract in English so it can be used in the UK.

While there is no formal requirement in the Early Years Foundation Stage framework or other relevant guidance that requires applicants to provide references, providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who may have regular contact with children (including those living or working on the premises), are suitable.

For further guidance please visit the following link.

[Offer work to people who have come to the UK from Ukraine - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/offer-work-to-people-who-have-come-to-the-uk-from-ukraine)

Early Years Bulletin: News from the Inclusion Team

As you are aware there are a cohort of pre-school children with SEN who are unable to access Nursery Assessment places in the 2022-2023 academic year: this is due to an unprecedented rise in this group of children with needs and those requiring Special School Reception places.

- Special School Outreach services from Fort Royal and Vale of Evesham will support 30 of these children, and parent carers and settings have been contacted by the Outreach leads to discuss the support and set up dates with their mainstream settings to arrange support visits.
- In the Autumn Term the Complex Communication team will support 20 of this group of children via an advice and guidance visit to identified settings. They will also inform the Pre-School Forum as to the likely level of support required on entry into school. The Early Years Inclusion team will take over support in the Spring term 2023.

The remaining children will be supported by the Early Years Inclusion team.

The support from the Early Years team will consist of:

- Up to 6 visits from the Area SENCOs who will provide support on interventions and assessment of the level of support and provision the children will require on entry into school. This will include children who require an Education Health Care Needs Assessment, or the Enhanced Transition Support.
- Up to 3 visits from the SENCO Support Advisors who will provide a package of direct support to the early year's practitioners / setting, which is agreed by both parties, based upon the individual needs of the child.

The SENCO Support Advisors will not be meeting with parent carers to utilise all available hours of support in direct modelling to the early year's settings staff team. The team will be in contact shortly with settings to arrange visits.

Due to the high number of children who were unable to access Nursery Assessment Units, these children will be prioritised for support by the Inclusion team in the Autumn Term.

Staffing Increases to the Inclusion Team

The Inclusion Team have recruited 2 full time Area SENCO's and an additional SENCO Support Advisor, who will be in post as soon as relevant checks have been completed. This will provide more capacity for the team, with other Pre-School Forum children on the caseload receiving their on-going support from the Spring Term onwards.

Inclusion Funding

All children who were unable to access a Nursery Assessment Place will be eligible for the Exceptional Early Years Funding. The Early Years team will automatically allocate them the Exceptional Funding on the provider portal – no applications are required this term for this cohort of children. You will receive written confirmation of this shortly from the team, along with the monitoring forms that will be required to be returned on a termly basis.

Training for Early Years Setting

The Inclusion Team and our colleagues in SEN Support services are devising a range of free training workshops that will be available to all early year's providers.

Workshops and Podcasts

This will include a range of workshops / podcasts that will be recorded and made available for settings to view at convenient times and repeatedly as needed.

Training in Social Communication and Autism

All Early Years settings who have children known to Preschool Forum who present with social communication difficulties will be invited to their termly virtual training.

Surgeries

WCF will also be advertising dates for live surgeries where early years practitioners can call in to discuss specific needs and children, with a range of specialist professionals.

Contact details

The Inclusion Team can be contacted via the Inclusion Team Helpline on 01905 843 099 or via our team email on: eyinclusion@worcschildrenfirst.org.uk.

A range of advice and guidance can be accessed from the Inclusion Team Webpages:
<http://www.worcestershire.gov.uk/WCFEducationServices/info/31/early-years-inclusion>

A range of Early Years Inclusion Webinars are available on the WCF YouTube page:
<https://www.youtube.com/channel/UCIzuswwI21xIhgENexILv2Q>

A range of information specific to parent and carers of children with SEN is also available on the SEND Local Offer: <https://www.worcestershire.gov.uk/sendlocaloffer>

The Pre-School Forum will continue to monitor children and refer to appropriate services, along with working closely with our colleagues in health services.

As the Early Years practitioners coordinating the education provision and support for the children within your setting, please discuss the support arrangements for children with their parent carers.

Early Years Bulletin: Training news

Early Years Conference Update

The decision has been made to postpone the upcoming Early Years Conference to Spring 2023, allowing us the opportunity to reduce the cost of attendance to make it a more inclusive event.

Details of the new dates will be circulated shortly.

New booking system for training and conferences

On Wednesday 14th September we launched the new website for booking training and conferences with Worcestershire Children First. This has replaced the old CPD website which closed at the end of last week.

You can now use this link to book any required training courses or conferences as listed on the [Worcestershire Children First Education Services website](#).

[Access the new WCF CPD site here](#)

What happens now?

CPD leaders will receive an email between 14th and 16th September with new log in details to book courses for their school/setting. The email will come from a DoNotReply@ email address and have a subject title of 'CPD Traded Services Course booking' - please check your junk or spam folders just in case. If you have not received an email with new log in details, or are unsure who your CPD leader is, please contact the training team by emailing workforcesupport@worcschildrenfirst.org.uk – we ask that you do not do this until after the 16th September.

If your School / Setting has more than one CPD leader then please wait until 20 September before contacting the training team to request access. Login details for the new site are being sent out in a phased approach during this three day window.

Frequently Asked Questions

- Will I have to rebook any courses that I booked in the old system?
 - Any training / conferences booked on the old CPD site up to 09 September will be transferred over.
 - Any NEW bookings made via email between 10th and 16th September will be manually added onto the system whilst CPD leaders await access
- What if I need to change or cancel any courses that I booked in the old system?
 - Cancellations: Once the CPD leader has gained access to the new WCF CPD site they will be able to cancel the course directly
 - Substitutions: If you wish to swap a delegate from one member of staff to another then please email workforcesupport@worcschildrenfirst.org.uk

- Transfer: if you need to transfer the booking from one course date to another then please email workforcesupport@worcschildrenfirst.org.uk
- I can't log in with my new details, who can I contact?
 - If you are the CPD Leader and cannot access the new site, and you have received the email from DoNotReply@ then please contact the training team on workforcesupport@worcschildrenfirst.org.uk
 - If you have not received the DoNotReply@email then please wait until after 20 September before contacting the training team to investigate access and what has happened.
- I need to access a certificate for a course that took place before September 2022
 - Any certificates that CPD leaders were unable to download before 09 September can be requested by emailing workforcesupport@worcschildrenfirst.org.uk with the name of the delegate / course title / date
 - Certificate requests will be processed within a 10-day window unless Ofsted is due.
- I cannot see on our training record any courses before September 2022
 - A requirement of the new system being built meant that we could only import the current academic year training courses onward.
 - Our team has access to historic training data up to 2015 (i.e. when we were Babcock) however it is not in our new booking system
 - If you need to access a certificate then please see the above process.
 - If you need to know when someone undertook a specific training course then please contact the training team by emailing workforcesupport@worcschildrenfirst.org.uk, however we do recommend that schools / settings retain their own training records and refer back to them initially.

We hope you will find the new booking system clear and easy to use however should you need any support please contact the Training Team on workforcesupport@worcschildrenfirst.org.uk.

Safeguarding Training

NEW Early Years and Childcare Designated Safeguarding Lead (DSL): Introduction to the role

The Introduction to the role of the Early Years & Childcare Designated Safeguarding Lead is a NEW course specifically for DSL and Deputy DSL's who are new to the role or have taken on this responsibility within the last 12 months and may / may not have completed the six-hour DSL course.

This is a FREE course to support new DSLs and Deputy DSLs

During the three-hour session delegates will gain:

- An overview of the legislation and statutory guidance relating specifically to the role of the DSL, and to safeguarding and child protection more broadly.
- Information on different forms of abuse that may be encountered, and their possible signs and causes.

- An understanding of information sharing, consent and record keeping.
- An introduction to the processes and procedures used within safeguarding and child protection, including the Worcestershire Levels of Need document.

Cost: **FREE**

- 28th September 2022, 6.30pm to 9.30pm, virtual delivery, course code: 10179 / 81139
- 15th December 2022, 6.30pm to 9.30pm, virtual delivery, course code: 10179 / 81140
- 20th March 2023, 6.30pm to 9.30pm, virtual delivery, course code: 10179 / 81141

Any queries regarding this course or to book a place please contact the Training Team by emailing: workforcesupport@worcschildrenfirst.org.uk.

Off to a Flying Start across Worcestershire

Following a successful Flying Start project in Wychavon in Autumn 2021, we are able to offer a series of free workshops to ensure children across Worcestershire get the best start in Early Years.

Aimed at Early Years providers and childminders across Worcestershire each workshop will look at practical ways you can support children in your setting to achieve the best start in life.

The sessions will also be a great networking opportunity for all Early Years Settings, and we are hoping to kick start some local partnership groups too.

For more information please see the attached flyer circulated with this bulletin.

Early Years CPD – Exploring Children’s Musical Play

Please see details below about new Early Years CPD Music workshops we are running in partnership with Severn Arts.

- 18th October 2022, 4.15pm – 5.45pm – Redditch
- 2nd November 2022, 4.15pm – 5.45pm – Stourport
- 9th November 2022, 4.15pm – 5.45pm – Worcester

Music is magical, it interweaves through all areas of a young child's learning and development and creates an enchanting space in which children can explore.

This Early Years CPD session, aimed at all enthusiastic adults in early years settings, primary and first schools, will be exploring children’s musical play - what it looks and sounds like in circle times and continuous provision, and how we can best support a child’s creative response. In the session you will have the chance to try out musical play yourself, explore lots of exciting musical opportunities and take away some simple songs, chants and rhymes to use in your settings to ignite your mini musicians!

Choose from one of the three workshop dates and venues and sign up at:

<https://online.severnarts.org.uk/early-years-cpd/>

Workshop costs £15 per person.

For Spring Term 2023 please watch out for details of a session that will run later in the evening starting at 6.30pm.