

Spring term 2011

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Birth to Five Service

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Welcome

to the spring edition of the Birth to Five newsletter. By the time you receive this edition the severe winter weather should be a distant memory and we'll be welcoming in the spring, although it has been wonderful to see some of Lincolnshire's youngest children enjoying the snow for the first time in their lives!

As we go to press, the Comprehensive Spending Review and the restructuring process within the Children's Services of Lincolnshire County Council is very much at the forefront of our minds. There will be some changes to how we work, but our commitment to improving the lives of children and young people in Lincolnshire will remain as strong as ever. The important thing for all of us in the Service is that, throughout all the changes and challenges ahead, we strive to ensure that all children receive the best possible early years experience in high quality provision, enjoying playing, learning and developing. The Birth to Five Service team is committed to continuing to work alongside you to achieve this.

We are aware that many early years providers will have been anxiously awaiting news of what changes may happen to services over the coming months. The good news seems to be that the importance of maintaining early years' services has been recognised, with commitments by the government to continue support for the provision of the free early years entitlement for preschool children, to further develop support for the most disadvantaged two year olds from 2013, and a recognition that a graduate led workforce is a key strength within early years settings. We are delighted to be able to offer reassurance that in Lincolnshire this year funding will continue to be available and will in fact be extended for childcare for the most disadvantaged two year olds, the Graduate Leader Fund will remain in place, funding for inclusion will be increased and we will still be able to offer high quality training for providers.

Further information about the current situation will become clearer over the next few weeks and, at the summer term Manager's Briefings, exact details will be available relating to these initiatives and any further changes that will affect our sector.

Early Years providers in Lincolnshire have risen to many challenges in 2010 and we are aware that you will all be currently working on the implications of the Single Funding Formula. We would like to take the opportunity to thank you for all your continued hard work and dedication to the children and families across Lincolnshire. Any comments and feedback on this newsletter will help us to plan for the future and would be warmly welcomed.

We look forward to continuing to work with you

Stephaine Douglas.

Hello!

Hello is the 2011 National Year of Speech, Language and Communication – a campaign to increase understanding of how important it is for all children and young people (0-19) to develop good communication skills.

- Hello aims to make communication for all children and young people a priority in homes and schools and settings across the UK so that they can live life to the full.
- Parents and Early Years workers often find that they don't know what to expect a child to be able to understand or say. Hello aims to provide this information and advice.
- Communication is a fundamental life skill and one which everyone can improve and support in young children. It is how we connect with another person and it underpins everything we do.
- In the UK today, it is estimated that over 1 million children have long term and persistent speech, language and communication needs (SLCN). This can affect them early, severely and for life.
- In areas of disadvantage, over 50% of children are starting school with delayed language skills. They may have a smaller vocabulary, unclear speech or be able to understand only simple instructions.
- About 10% of children continue to have communication problems which need on-going support throughout their education.
- For many of these children, their daily struggle to communicate means they are shut out of everyday life. Their barriers are often invisible to others.

So what can we do to help?

You can sign up to this National Year of Speech, Language and Communication. The campaign is being coordinated from www.hello.org.uk where you will be able to get national information and resources such as:

'Misunderstood' a booklet to explain what these difficulties are and advice and guidance about the support you can give.

'Don't get me wrong' a booklet for those working with children who have difficulties and who want to find out more.

'Speech, Language and Communication Framework' a really useful tool to assess the competencies of Early Years

Professionals and highlight their training needs.

There will be other publications available soon including posters and leaflets to help practitioners and parents understand the ages and stages of communication development. There are stickers and balloons to order to support your events to promote the Hello campaign.

You may like to link this to a local event such as your Open Day or a national event such as ICAN's Chatterbox Challenge or World Book Day.

You can visit:

www.talkingpoint.org.uk - the information and advice centre for parents and professionals on speech, language and communication, including the new Progress Checker, an on-line assessment for anyone to identify whether a child's development should cause concern and may need referral to a Speech and Language Therapist

www.talktoyourbaby.org.uk - where to get Top Tips and ideas of what you can do to help children's important early development

If you would like information or advice please ask the Birth to Five Service or visit the Birth to Five website where there is further information and ideas about what your setting can do to get everyone talking!

The local coordinator for the Hello campaign is Elaine Cragg, Speech and Language Therapist, Coordinator for Speech and Language in Lincolnshire Children's Centres. Please contact her to let her know what you are doing for the National Year and what impact children's and adult's increased confidence is having in supporting learning.

Elaine.Cragg@lpct.nhs.uk

Part of Lincolnshire's response to the National Year of Speech, Language and Communication is the Birth to Five Service Early Years Conference which has communication as its focus for this year. Please look at the information in this newsletter and join us at Bishop Grosseteste University College in Lincoln on 17th or 18th June 2011!

jayne.carter@lincolnshire.gov.uk



Early Years Foundation Stage Forum

Birth to Five Service Scheme

In order to offer extra support with all those working within the EYFS we have arranged one year's free full membership of the Foundation Stage Forum

This gives online access to

- A national network of EYFS professionals
- Membership of a hugely active community of teachers, practitioners, providers and other professionals
- A 24hr resource for people in similar settings and situations
- Downloadable resources
- Your own local forum, for meeting up with practitioners in your area

Visit www.foundation-stage.info and click on register.

Select a username and password and a valid email address.

Select the LA password field and enter Bader2010

If you have a problem with logging on or registering, email subs@foundation-stage.info

We hope this will provide a valuable source of support for all early years practitioners penny.wainwright@lincolnshire.gov.uk

Grant Net

To assist local organizations in their search for funding, Lincolnshire County Council has taken out a subscription to GRANTnet (The UKs leading free-to-use funding database).

What is GRANTnet?

GRANTnet is a user-friendly free to use service which has been devised to assist community and voluntary groups, sports and other clubs, schools, social enterprises and small businesses in identifying funding sources available for specific projects.

How does GRANTnet work?

Once you have registered with GRANTnet, you will be e-mailed a password which will allow you to gain access. Having logged into the system, you must answer a few simple questions about your organization and the project which

you wish to undertake; GRANTnet will then provide an overview of all the schemes available.

Users' input and search results will be sent to the Economic Regeneration Programmes & Funding Team at Lincolnshire County Council. Where you have indicated that you would like extra help, they will then forward your details on to relevant voluntary/community group support agencies who can provide a wide range of support to assist you to apply for grants.

How is GRANTnet accessed?

You can register on GRANTnet by accessing the address below and registering your details <http://www.grantnet.com/index.aspx?pid=67886B3C-5189-42C8-BABE-330AA3045B88&>

samantha.waite@lincolnshire.gov.uk

The Early Years Entitlement for 3 and 4 year olds

Providers in Lincolnshire have embraced the government changes to the Early Years Entitlement (EYE). An overwhelming 80% of providers offer the EYE with flexibility and 65% of providers offer up to 6 hours delivery per day. A selection of providers have successfully trailed the 'stretched offer', delivering EYE hours over more than 38 weeks per year, supporting parents/ carers to effectively manage their family needs more effectively and for children to access their full entitlement.

Resources have been expanded during the autumn 10 and spring 11 terms to provide guidance on the use of notification forms and delivering the EYE. We hope that the new guidance and information provided is proving useful and we encourage providers to continue to use these tools. Clear information on Lincolnshire's offer, legislation and guidance, delivery, administration, new starters and EYE updates continues to be available on the Birth to Five Service website.

The amendments to the on-line system for the headcount data collection and the recent introduction of the on-line interim data collection have been positively received by providers. Feedback indicates that the on-line system is user friendly and time saving, providers particularly welcomed the email summary of data submitted.

Providers should ensure the new Parent Declaration Form is being completed for all children accessing EYE in the summer term and look out for the EYSFF Executive Summary which will be released in March.

If you have any queries regarding the Early Years Entitlement after referring to the website, please do not hesitate to contact a member of the EYE Team.

geraldine.o'neill@lincolnshire.gov.uk

ProHelp

What is ProHelp?

ProHelp is a national network of over 600 professional firms committed to making a difference in their local community, supporting community groups and voluntary organisations by providing free advice and professional support.

ProHelp can offer access to a range of professional expertise. Members include solicitors, accountants, surveyors, architects, public relations, marketing and management consultants.

Each ProHelp group is a local network of professional firms. All community organisations receive the same level of service as a fee-paying client - the only difference is that the service given to a community client is free.

You will probably be asked to complete a simple application form to let the team know what type of support you require. A summary of your request will then be taken to ProHelp members who will consider it. If a firm is available to help, a meeting will then be arranged to take things further. ProHelp also run general advice surgeries and workshops on specific topics impacting on local community groups.

To be eligible for ProHelp support you must be a community-based, not-for-profit group working for the social and economic regeneration of your local area and should fit within the following criteria:

- Have a track record of working successfully with the local community
- Have no funding available for the specific project and not paid advisors retained to do the work
- If part of a national organisation, your branch must be locally constituted, and prove that neither the expertise nor the funding to pay for the work is available centrally
- Your project must be realistic and viable
- Your governing body must be willing to authorise the involvement of ProHelp.

For more information

www.prohelp.org.uk

www.bitc.org.uk/prohelp

samantha.waite@lincolnshire.gov.uk



Lincolnshire's Early Years rated highly in annual monitoring.



Lincolnshire's Birth to Five Service has achieved an outstanding rating in the 2010/11 annual monitoring visits by the National Strategies. This was for all elements assessed within the national Quality Standards for Local Authorities in early years. These elements include the leadership and management of early years, outcomes of Ofsted inspections in schools and settings, Workforce development including the Graduate Leader programme, the quality of support by Early Years Consultants and progress made by children.

The judgement includes an Outstanding for the Every Child a Talker (ECaT) initiative, led by Jayne Carter. The implementation of the project was seen as being outstanding, with strong strategic and operational activity ensuring rapid progress, through dissemination across the Local Authority and with a wide range of partners. Significant improvements were evidenced for practitioners and in provision in settings, for parents, and in children's progress. The assessor commented that she 'came away wishing we could bottle some of your energy and commitment, and spread it around everywhere. It was heartening to see not only the impressive high quality provision and the reflective approach which is prioritizing early

language, but also Jayne's inventive and thorough work and the strong strategic support for ECAT.' A huge 'well done' to Jayne and all the practitioners involved in ECaT!

Also included in the assessment is the progress made by the Local Authority in the areas covered by the Early Years Foundation Stage Profile (EYFSP) The EYFSP is the statutory assessment for children and is a way of summing up each child's development and learning needs when they reach the end of the Reception year. Lincolnshire's national ranking rating has been a significant indicator in achieving this outcome. The LA made outstanding progress with EYFSP results for 2009 -10. Data shows an 11 percentage point increase on the number of children achieving at least 78 points across the EYFSP with at least 6 points in each of the scales in PSED and CLL and that the gap between the lowest achieving 20% in the EYFSP and the rest has been narrowed by approximately 3% points. This places Lincolnshire in the top quartile of LAs across the country.

This grading is a fantastic achievement and congratulations must go to all staff and settings who have contributed towards this outcome.



Update from HMRC

Your 2010 Employer CD Rom from the HM Revenue & Customs needs updating now!

HMRC will be no longer be sending out the Employer CD-ROMs, so you need to update your CD ROM now.

From now on you are able to download all new PAYE tools from the HMRC tools from their website.

You are then able to transfer all the information from your current CD-ROM to the new tools.

Don't worry, it will all be straight forward and there will be easy to follow instructions provided.

While you're updating your current CD-ROM, why not sign up for the latest PAYE information at www.hmrc.gov.uk/payeforms-publications/register.htm

Source: HMRC leaflet provided by Anita Siman (HMRC).

samantha.waite@lincolnshire.gov.uk

Goodbye

As many of you will be aware, Muriel George is retiring on 29 April. Muriel has been a champion for early years in Lincolnshire and for the Birth to Five Service in particular throughout the last few years.

Muriel first came to Lincolnshire as a young teacher in 1974. During her career she has been a headteacher, advisory teacher, inspector, adviser and is currently Principal Advisor for Primary Leadership and Management and leads the Birth to Five Service. In those 37 wide ranging years, her work has touched and impacted upon the lives and work of thousands of practitioners, teachers and Headteachers across Lincolnshire and she is held in high esteem and affection by many whose careers have profited from her help and support.



Her departure is a significant and poignant event and, for the Birth to Five Service, and will mark the end of an era. We would wish to express our appreciation and gratitude for Muriel's work with early years settings over the last few years and her innumerable kindnesses and ready support for the individuals both within the Service and within settings.

We wish her the very best of health and happiness in her retirement.



School and Setting Combined Clusters

Dates for the summer combined clusters are currently being set for venues countywide. The focus for these will be Calculating. This will build on the previous session in the autumn term that focussed on the documents 'Children thinking Mathematically' and 'Numbers and Patterns'.

Schools and settings will receive letters of invite for these sessions which will take place in June. The sessions will be half day either morning or afternoon. We look forward to seeing you all at a venue near you!



Early Bird

Do you have a pre-school child with a diagnosis of Autism?

Access the new information regarding the Earlybird Programme for parents of children with autism.

See www.lincolnshire.gov.uk – for forth-coming course details

louise.whitwell@lincolnshire.gov.uk



Managers Briefings

Summer Term 2011

Please see the managers briefing dates for the Summer Term 2011. As usual, each day has two sessions available, a morning from 9:30 till 12:00 and an afternoon from 13:00 to 15:30. If you have not yet booked your place, please call Jessica Sinclair at the Birth to Five Office on 01522 552768.

Date	Venue
21/06/2011	Bainland Country Park, Woodhall Spa
22/06/2011	Brackenborough Hotel, Louth
24/06/2011	EM Direct, Grantham
27/06/2011	The Bentley Hotel, Lincoln
29/06/2011	Whaplode Manor, Spalding
30/06/2011	Boston Conference and Management Centre, Boston

Risk Assessments guidance

All providers are legally expected to carry out risk assessments on their premises and resources as part of the statutory requirements of the EYFS framework and also as part of the health and safety at work act 1974. A risk assessment is simply a careful examination of what, in your setting, could cause harm to children, staff and visitors, so that you can decide whether you have taken enough precautions to avoid harm.

The law does not expect you to eliminate all risk, but you are required to protect people as far as is 'reasonably practicable'.

Within a childcare setting we have come to realise that children need to take risks in order to learn and thrive, so it is not reasonable to eliminate all risk that they may encounter, however we do have a duty of care to reduce risks that could potentially cause harm or injury. Within the EYFS welfare requirements it states that providers need to ensure that their risk assessments cover everything with which a child may come into contact with.

Most providers have the obvious trips, slips and falls included in their assessments but when completing risk assessments providers need to ensure that they consider risks that are not immediately obvious to them. Examples of this are the hazards of cross contamination with regard coughs and sneezes and the manual handling risks involved in nappy changing especially when lifting a child onto a unit. Further examples are safeguarding issues relating to lone working and the risks involved with children and adults who may have allergies.

One way of considering if you have captured all necessary hazards is to look at everything you do and your everyday working practices. Ask yourself, 'why do we do this?' And if the answer is to safeguard or prevent an accident or injury to children and adults, then it needs to be recorded on

you assessments. For example, many providers have a password system in place to ensure that children are only released to known adults. This is definitely something that could be included within your assessment as a way of reducing the risk of a child being taken without consent.

Daily risk assessments are also something that many of you have implemented and are a great way of ensuring that the environment is ready for children to safely play in. These do not need to be an onerous task everyday; a simple tick list system works really well. However you need to be specific about what needs checking, for example instead of putting toilets you could be more specific and say "toilets are clean" "COSHH substances are out of reach" and "toilet paper and soap are available".

Risk assessments also need to be done and reviewed prior to any outing and it must include a review of required adult / child ratios. An outing is considered to be when children are taken away from the registered premises. The assessment must take account of the nature of the outing, and consider whether it is appropriate to exceed the normal ratio requirement, in accordance with providers' procedures for supervision of children on outings (The Early Year's Foundation Stage – Statutory framework). It is a requirement that assessments are reviewed prior to any outing in order to be able to prove that the review took place, it is necessary to record it in some way. Perhaps a standard form could be completed which includes the hazards that may be encountered and precautions that should be taken. It is also a good idea to have a tick list of essential equipment such as first aid kit, mobile phone and contact numbers. Further help and advice on risk assessments can be found on the Birth to Five website or by contacting the welfare team.

samantha.waite@lincolnshire.gov.uk



Small Claims Court

If you have a claim to make against another business or person and that claim is for less than £5,000 (£2,000 in Scotland) then the Small Claims Court is the way to go.

The Claims are handled in County Courts. You must try to settle a problem before taking someone to court, otherwise you may be penalised. You should only use the court if you cannot solve the problem by negotiation. Contact the person you have the problem with in writing and give them time to reply – a month should be reasonable in most cases.

It is wise to warn them that if they fail to reply within the given time, you will consider court proceedings.

If you then wish to make a claim, you start by filling in a form. These forms are available from local courts and, in England and Wales, from Her Majesty's Courts Service website at www.hmcourts-service.gov.uk.

As the claimant, you may be able to claim interest on the amount you are claiming. If so, you must include it in the amount on the claim form.

For more information about claiming interest and how to word your claim, visit Her Majesty's Courts Service website at www.hmcourts-service.gov.uk.

In England and Wales, some claims for a fixed amount of money can be started online at www.moneyclaim.gov.uk.

To find out more about how to claim there is a leaflet on the HMRC website EX302 and leaflet EX350 gives a guide to debt recovery for small businesses. Fees payable depend on how much is being claimed and can be found in leaflet EX50 on the website www.hmcourts-service.gov.uk

samantha.waite@lincolnshire.gov.uk

Early Years Conference 2011

'Celebrating Together – Talking, Listening, Taking Part'

Friday 17th June and Saturday 18th June
Bishop Grosseteste University College, Lincoln

The Birth to Five Service takes great pleasure in announcing that the Early Years Conference for 2011 will be themed around the Year of Communication.

Keynote speaker: Julian Grenier

Julian Grenier is Early Years Adviser to the London Borough of Tower Hamlets. He is the co-author of *Childcare and Education* (2010) with Tina Bruce and Carolyn Meggitt and a regular writer for *Nursery World*. His previous experience includes being headteacher of Kate Greenaway Nursery School and Children's Centre, and 20 years of working with young children in London and Sheffield. Julian is studying for a doctorate in education at London University (Institute of Education).

Workshops:

This year we have increased the number of workshop choices available to five each day.

'Creating emotionally supportive environments to develop children's language and communication' from Julian Grenier

'Interactive Storytelling' from Rhubarb Theatre Company.

'Every Child a Talker: Making a difference.....' from ECaT ELLPs.

'Positive Communication' from Totem Training Ltd.

'Splashing around outside' from the Birth to Five Service

You will be able to attend two of the five workshops at the conference.

The cost per delegate is £25 for a full day, this includes:

- Entrance to the keynote speech
- Two workshops
- Lunch and refreshments
- Delegate Pack
- Access to the tradestands and displays

Please look out for email invitations which will detail the how to book your places. Booking this year will be online and accessible from 4th April.



Birth to Five Service Contact Details

In February, the Birth to Five Service moved offices. Our new address is:

**Birth to Five Service
Myle Cross Centre
Macaulay Drive
Lincoln
LN2 4EL**

All landline phone numbers have changed. Please see below for contacts:

Switchboard

01522 552752

Colin Chapman	Finance Officer	01522 552766
Rick Everson	IT Officer	01522 552767
Selina Falgate	Office Manager	01522 552762
Zoe Munday	Project Manager	01522 552761
Angela Waterman	EYE Administrator	01522 552755
Jessica Sinclair	2 Year Old Pilot Support Assistant	01522 552768
Sue Otter	Workforce Development Lead	01522 552756
Kay Probert	Training Officer	01522 552757
	Support Assistant and	
Angela Hodges	Childminding Support	01522 552758
Denise Robinson	Graduate Leader Fund Co-ordinator	01522 552760
Jenny Boldrin	EYP Co-ordinator	01522 552759

There is no longer a fax facility for reaching the Birth to Five Service. Please see below for email addresses:

General Enquiries:	BirthtoFive@lincolnshire.gov.uk
Workforce and training:	EYWorkforceDevelopment@lincolnshire.gov.uk
Cluster/Briefing bookings:	EYClusters@lincolnshire.gov.uk

Training Directory Goes Online

As we approach a new year's programme of training we are excited to announce that we are moving further into the ever evolving world of technology as we move to the training directory being online. It is expected that this will be a time saving, environmentally friendly and cost effective way to book the training for your staff team, at the click of a button.

We go live from the 4th April and you will find the system on the workforce development home page of the Birth to Five website www.birthtofive.org.uk. PVI settings in Lincolnshire will be issued with a username and password, this will be required in order that you can access the courses at the subsidised rate – please keep this information private as it is for your use only. If you believe you should have a log in information and have not received this to date, please complete the registration form on the top right hand side of the booking system home page and this will be sent to you (if you meet the required criteria).

After much research, over the last few years, it is hoped that this will be the solution to hours spent completing individual booking forms and cheques – how will you spend the time that this is freeing up for you?

Finally, so you keep up to date with our training news, why not follow us on twitter? Just follow the link on our training home page.

susan.otter@lincolnshire.gov.uk



Managed Service on behalf of

Lincolnshire
COUNTY COUNCIL

Every Child Matters In Lincolnshire

