



Committee Handbook

This handbook contains information, signposting, resources and support to help you undertake your role, and is your starting point to being an effective management committee.



Please note the following amendments to the Committee Handbook:

Page 4 - For further details contact the Early Years and Childcare Sufficiency Team:
Telephone: 01223 507125
Email: childcaresufficiency@cambridgeshire.gov.uk

Page 5 - Charity Commission - Telephone: 0845 300 0218

Page 8 – It is not an Ofsted requirement to have an Operational Plan, however it is best practice.

Page 20 - Ofsted:
Telephone: 03001 231231
Address: 3rd Floor National Business Unit, Royal Exchange Building, St Anne's Square, Manchester, M2 7LA

Page 23 – Disclosure Barring Service (DBS) replaces Criminal Records Bureau (CRB)

Page 23 - OFSTED - Carries out checks for the committee members only*. An EY2 form should be completed first.

*From 1st September 2012 Ofsted will no longer be responsible for carrying out any checks on the day to day manager. This will be the responsibility of the registered provider, as is currently the case for all other staff they employ. Ofsted will not interview the setting manager to determine whether they are suitable, this will be the registered provider's responsibility.

From Monday 1 July 2013 the process for getting an enhanced 'CRB' Certificate (Criminal Records Bureau) changed, and it is now known as an enhanced DBS certificate (Disclosure and Barring Service), so where the term 'CRB' appears throughout the handbook please substitute 'DBS'. For full information on DBS changes go to: <https://www.gov.uk/disclosure-barring-service-check/contact-disclosure-and-barring-service>

There is also an OFSTED DBS Factsheet available to download:
<http://www.ofsted.gov.uk/resources/factsheet-childcare-disclosure-and-barring-service-dbs-checks-for-those-providers-who-register-ofste>

Updated April 2014

Page 23 - the 3 organisations that may be used for processing DBS checks:

@atlantic Data Limited:

Telephone: 08718 727 800,

Address: @lanticdata Limited, PO Box 6090, Milton Keynes, Bucks, MK1 9BW,

Email: info@lanticdata.co.uk

Website: www.atlanticdata.co.uk

TMG CRB - details unchanged

Capita Education Resourcing (CER) - details unchanged

Page 24 – The Constitution

A model constitution was written in 2011 to replace the 2008 version.

Page 35 – Risk Assessments

3.53 Statutory Framework for the Early Years Foundation Stage states “Providers must ensure that their premises, including outdoor spaces are fit for purpose. Spaces, furniture, equipment and toys must be safe for children to use and premises must be secure ”

Page 39 - To request your free copy of the BOOST Toolkit please contact the Early Years and Childcare Sufficiency Team on 01223 507125 or email childcaresufficiency@cambridgeshire.gov.uk

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| 4 Children | ? |

Dear voluntary management committee,

Welcome to your committee handbook

As a voluntary management committee you are responsible for the management and employment of all staff working within your setting. By taking the time to be part of the committee you are doing a valuable job for all the children and young people that attend your setting now, and in the future.

Being a committee member can be an excellent opportunity to use existing skills and experience and to learn new skills too.

You are not alone, there is support to help you undertake your role and this handbook is your starting point to being an effective management committee.

This handbook has been put together by Cambridgeshire County Council in Partnership with Cambridgeshire and Peterborough Pre-school Learning Alliance.

We hope that you find the information, signposting and resources useful. We have included a section for you to insert key information such as insurance details, bank details etc. We would like you to keep these details up to date and to use this handbook day to day in order to fulfill your duties. Once it's time for you to move on and another committee is elected, please use this handbook as part of your handover and pass it along with other useful information to the new committee.

If you require any support with the business and management of your childcare setting please contact the Childcare Business and Employer Support Team on 01954 284203 or email: childcarebusinessandemployersupport@cambridgeshire.gov.uk

Wishing you all the best!

Regards

The Childcare Business and Employer Support Team
Children and Young People's Service - Cambridgeshire County Council

Frequently Asked Questions

Q. What is a committee?

A. A group of people who have been elected to achieve the objectives set out in the organisation's constitution. If your setting is a registered charity your committee members may also be known as trustees.

Q. How often do we have to have committee meetings?

A. Regularly in accordance with your constitution. This may be once a half term and an AGM should be held every year to present an overview of the past year and to elect new committee members.

Q. Who can I contact for support?

A. Cambridgeshire's Childcare Business and Employer Support Team (CBES), and your professional membership organisation.

Q. What is expected of committee members?

A. Please contact the CBES Team to arrange a Committee Induction to help you understand your roles and responsibilities.

Q. Do I need any qualifications or specific skills?

A. You do not need to hold any specific qualifications but an effective committee is made up of a diverse range of people with a good mix of skills. For more information about committee roles see page xx.

Q. Do I get paid as a committee member?

A. It is a voluntary role, but you can claim for agreed out of pocket expenses.

Q. Do I have to have a Criminal Records Bureau (CRB) check?

A. Yes, all committee members have a duty to safeguard children and young people, so will need to have an Enhanced CRB check and be Independent Safeguarding Authority (ISA) registered if joining the committee after October 2010.

Cambridgeshire County Council

Our commitment to Cambridgeshire childcare providers

The County Council's Children and Young People's Service (CYPS) provide a range of development and support services to registered early years and childcare providers in the County.

All settings are allocated an Adviser who will work with the setting to undertake Cambridgeshire's Early Years and Childcare Quality Framework, this self reflective process includes an annual monitoring visit. Advisers provide advice, support and challenge on all aspects of managing a quality early years and childcare setting. The allocated Adviser is also able to make referrals to other specialist teams within CYPS.

As a Local Authority we have a statutory duty to ensure that there is sufficient, high quality, affordable childcare for the families who wish to access it.

Childcare Business and Employer Support Team (CBES)

If your setting requires support* with any of the following:

- business planning
- financial planning
- financial procedures and policies
- cash flow forecast
- budget and monitoring
- funding and sustainability
- marketing and promoting your service
- staff recruitment and management
- premises issues
- employer supported childcare schemes
- trustee and committee roles and responsibilities
- charity status and constitutions
- management structures

For further details Contact :

Childcare Business and Employer Support Team
Tel: 01954 284203
Email: childcarebusinessandemployersupport@cambridgeshire.gov.uk

The CBES Team consists of Cambridgeshire County Council staff and Pre-school Learning Alliance officers.

***To access support settings are required to have signed and returned the Cambridgeshire County Council Local Agreement for Early Years and Childcare Providers.**

Useful contacts for help and advice

ACAS

Tel: 08457 47 47 47

web: www.acas.org.uk

Support available

Employment law, holiday entitlement and pay, disciplinary action

Business Link

Tel: 0845 600 9006

web: www.businesslink.gov.uk

Support available

Business and employment support for setting managers and management committees

H M Revenue & Customs

web: www.hmrc.gov.uk

Support available

Information on Employee PAYE/NI statutory payments etc

Cambridge Council for

Voluntary Service

Tel: 01223 500486

web: www.cambridgecvcs.org

Support available

Advice for voluntary run groups in Cambridge City and South Cambs

Fenland Council for

Voluntary Service

Tel: 01354 659772

web: www.fenlandcvcs.co.uk

Support available

Advice for voluntary run groups in Fenland and North Cambs

Health and Safety Executive

Tel: 0845 345 0055

web: www.hse.gov.uk

Support available

Government legislation for Health and Safety, useful for updates, changes, risk assessment

Ofsted

Tel: 08456 404040

web: www.ofsted.gov.uk

Ofsted regulates registered early years and childcare providers

Pre-school Learning Alliance

National Centre

Tel: 020 7697 2500

web: www.pre-school.org.uk

Support available

Publication orders, membership enquiries, insurance and support

Charity Commission

Tel: 0845 300 0128

web: www.charity-commission.gov.uk

Support available

Advice for registered charities

Childcare Information Service

(Opportunity Links)

Tel: 0845 04 54 014

web: www.opportunity-links.org.uk

Support available

Information about finding childcare, paying for childcare, working in childcare and free recruitment advertising

Useful information and getting started

Courses and training available for Committee Members

Early Years and Childcare Service

The Early Years and Childcare Service offer a range of training for staff and management committee. Current courses and dates are listed in the annual training programme and are available online:

<http://www.cambridgeshire.gov.uk/childcare>

Follow the link to childcare training and qualifications.

Courses are free but are subject to a £10.00 booking fee. For more information and details of how to book onto one of the above courses please call 01954 273355 or email eyctraining@cambridgeshire.gov.uk

Pre-school Learning Alliance

The Alliance offers courses and workshops that help to prepare staff and volunteers to carry out the "behind the scenes" work needed to manage a setting.

Current courses are listed in the annual training programme or contact Caroline Bradshaw on 01954 231751 or email caroline.bradshaw@pre-school.org.uk for further information.

Cambridge Council for Voluntary Service

Cambridge Council for Voluntary Service offer short courses.

These courses are free, for information on what course they are currently running please call 01223 464696 or email enquiries@cambridgecvs.org.uk

Fenland Council for Voluntary Services

Fenland Council for Voluntary Services offer short courses.

These courses are free but a £10.00 booking fee is required to secure a place, this will be refunded if you give 48 hours notice of cancellation or on the day that you attend the course.

To find out what courses are currently running please call 01354 659772 or email info@fenlandcvs.co.uk

HM Revenue & Customs

HM Revenue & Customs offer courses on - Paying your employees, Statutory Sick Pay, paying expenses and giving benefits. Most events run for a half-day, usually in the morning. There are a selection of dates and venues in Huntingdon and Peterborough.

For more information please visit the website: www.hmrc.gov.uk/bst/centraltraining.htm or call: 01332 724410.

Courses and training available ...continued

Young Lives

Young Lives offers a range of courses to support children and young people's workers personal and professional development, some of which are free to Voluntary and Community Sector organisations.

For information on what courses they are currently running please visit the Workforce Development section of their website: www.young-lives.org.uk or call: 01480 494333.

Hunts Forum of Voluntary Organisations

Hunts Forum of Voluntary Organisations is an umbrella body for voluntary and community groups in Huntingdonshire, and supports voluntary and community organisations with information, advice and training.

For information on what courses they are currently running and course fees please visit the Training Programme section of their website: www.huntsforum.org.uk or call: 01480 420601.

Operational Plan

Ofsted requires that each early years setting should have an Operational Plan.

(This is not a requirement for out of school clubs 5+ but it is best practice to have one).

An Operational Plan is an essential tool that informs of the setting's ethos, policies, procedures and practice. It is a working document that details how the setting is run on a daily basis. The committee and the manager of the setting should take responsibility for the operational plan, although it will need to involve all the staff and committee members. Everyone will need to be aware of its contents and location within the setting. It should be used as a working document and updated regularly.

The Operational Plan will create an effective paper trail and will make handover to new committees much clearer and straight forward, as you will have all documentation together in one place. It will also be a useful tool when inducting new staff.

An Operational Plan should include all the following

- Aims and objectives of the group
 - Policies and procedures
 - Information about the Early Years Foundation Stage (EYFS) if delivered
 - Organisation structure
-

Running your committee meetings

Committee Meetings

Well-organised meetings are the key to a successfully managed setting.

For each meeting you will need to:

- **agree agenda**
- **take minutes**
- keep meeting quorate* and within a reasonable timescale
- hold each half term (or according to constitution)
- invite all committee members
- invite key staff to all or part of the meeting
- abide by the confidentiality policy
- hold in an appropriate location as it is a private meeting

Setting your agenda:

- gives everyone a chance to add items and for attendees to have prior knowledge of what will be discussed
- gives the meeting a structure
- includes reports from chair, treasurer and manager
- any updates/actions carried out since the last meeting
- any other business

Things to include in your minutes:

- those present and apologies
- acceptance of previous minutes and decisions taken
- financial report and expenditure agreed
- update of existing actions and record of new actions
- time meeting began/ended
- date of next meeting

* Quorate means the minimum numbers of members that should be present at a meeting before decisions can be made and this will be dictated by setting's constitution.

Other types of meeting

Extraordinary General Meeting (EGM)

- A crisis meeting to which all staff, committee, parents/carers are invited
- A weeks notice should be given

You may need to hold an EGM if you can't get enough committee members, threat of closure etc.

Running your committee meetings

Annual General Meeting (AGM)

An AGM is a public meeting and must be publicised within the local community.

Holding an Annual General Meeting (AGM):

- check AGM requirements in your constitution.
- set a date for the AGM according to your constitution
- have accounts independently examined and then copied for the meeting
- book a venue
- arrange a speaker if required
- draw up an agenda
- copy last AGM minutes
- check for constitution updates
- notify the CBES

Information to be sent to parents/carers at least 14 days prior to the event:

- an invitation to the meeting
- agenda
- nomination slips for prospective committee members
- minutes of last AGM

Prior to the AGM:

- check that you have copies of your group's constitution available
- display AGM posters showing venue, date and time and agenda items in a prominent position
- encourage people to attend by inviting them in person
- remember that your AGM must be quorate as specified in your constitution
- The format for an Annual General Meeting is included in this handbook

Ideas to encourage AGM attendance:

- Activities or workshops for parents
- Refreshments
- Book stand
- Free gift
- Consider timing - does it have to be an evening or weekday?
- Brief summary of committee roles and function
- Quotes or comments from previous committee members
- Volunteer leaflet (Pre-school Learning Alliance publication)
- Special display of children's work
- Raffle or other fundraising activity
- Link to parents' evening
- Videos of children involved in activities (ensure permission has been obtained)
- "Meet the Committee" evening beforehand - informal chat about roles etc.

Running your committee meetings

Model AGM Agenda

Members and guests should sign in on arrival.

1. Welcome and introduction by the Chair
2. Apologies
3. Minutes of the last AGM (to be read and agreed as a true record and be signed by the Chair upon agreement)
4. Any matters arising from previous minutes
5. Agree and adopt setting constitution
6. Agree and adopt reviewed policies
7. Chair's report
8. Treasurer's report and presentation of accounts
9. Acceptance of accounts
10. Manager's report
11. Any questions
12. Resignation of current committee
13. Nominations and election* of new committee members
14. Presentations/Guest speakers, if organised
15. Date and time for first meeting of the new committee

Officers may be elected at the AGM or first meeting of the new committee.

Nomination and Election of new committee members

(Taken from Managing a Charitably Constituted Setting Publication)

Two weeks before the AGM the committee must send out a form to all its members asking for candidates wishing to stand for election to fill out the form and return it to the secretary to indicate their willingness to act as a committee member if they are elected.

At the AGM the names of those who have indicated their willingness to act as members of the committee will be read out and there will be a show of hands from the other members. The members with the highest votes will be elected on to the committee. A group may use a secret ballot if they do not wish to do this by a show of hands.

Election of Officers

At the first committee meeting after the AGM the committee will decide between themselves who becomes officers. This process involves a committee member can nominating someone for a officer positions. Once someone is nominated this then needs to be seconded and agreed with the rest of the committee. If there is more than one person wishing to stand for a post then it would go to a ballot (which could be a secret ballot).

Committee Roles

Chair

The role of the chair is to lead the management committee and develop and maintain an effective working relationship with staff.

- Arranges and runs committee meetings.
- Is usually the first point of contact for management issues and liaising with staff, though can delegate these tasks.
- Ensures that all decisions made are in line with policy and the constitution.
- Runs effective meetings by enabling democratic decision-making and full participation of the committee.
- Conducts the annual appraisal on the progress of the setting and the manager's performance.
- Acts as an ambassador of the organisation by attending functions, meetings and liaising with parents/carers and link schools.

Secretary

The role of the secretary is to support the chair ensuring effective administration of the committee.

- Types up agenda and distributes amongst committee prior to the meeting.
- Takes minutes from the meeting and circulates.
- Writes letters on behalf of the committee following instructions.
- Ensures arrangements are made for meetings including booking venues, arranging equipment and refreshments.

Treasurer

The role of the treasurer is to maintain an overview of the financial affairs of the setting and keep appropriate financial records.

- Keeps a financial record of all transactions.
- Keeps the committee informed of the financial status of the group.
- Prepares the annual report for the AGM and completes other financial reports when required.
- Offers advice on financial implications of any proposed changes.
- Ensures invoicing is done efficiently and invoices are paid appropriately.
- Banking.

Other members of the committee

Act in the best interests of the provision, help and support where needed. Duties may include:

- Advertising
- Health and safety
- Staff liaison
- Organisation of training
- Marketing
- Ordering resources
- Monitoring equipment
- Fundraising
- Monitoring equipment
- Publicity

Committee Member's Pledge - DRAFT

Name of Setting _____

I pledge that:

As a committee member elected for the period of _____ to _____, I will fulfil my responsibilities as a committee member until such time that a new committee is elected.

I have read and fully understand the confidentiality policy of the above named setting and understand the importance of discretion when discussing anything of a confidential nature.

I will under no circumstances discuss confidential information relating to the Club/Pre-school outside committee meetings.

At the end of my term of office I will keep confidential all matters that arose during my time as a committee member.

Any information or equipment that I have in my possession as part of my role on the committee will be returned to the setting. Any copies will be destroyed. This includes electronic information.

I understand that no committee member may gain financially from the work they do for the Club/Pre-school.

I am aware that all committee members must act in a professional manner towards all members of the community despite any personal feelings.

I am committed to ensuring that the needs of the children at the setting are paramount.

I agree that committee members must always act in the best interests of the setting and the community.

Name: (print) _____

Signature: _____ Date _____

Witness Name: (print) _____

Signature: _____ Date _____

Eligibility to serve as a member of the Committee - DRAFT

It is a Charity Commission requirement that all trustees/committee members are eligible to serve on the committee.

I declare that I am eligible to serve as a committee member of:

Name of Setting _____

I declare that:

I have not been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent.

I am not an undischarged bankrupt.

I have not made compositions with creditors and have not been discharged.

I have not at any time been removed by the Commissioners or by the court in England, Wales or Scotland from being a trustee because of misconduct.

I am not disqualified from being a company director.

I have not failed to make payments under any county court administration order.

Name: (print) _____

Signature: _____ Date _____

Witness Name: (print) _____

Signature: _____ Date _____

Handover Information

It is useful to hand over helpful documents including the ones listed (if your setting has these) at the changeover of committee members.

Please sign and date appropriate column to indicate passing on and receiving of documents.

| | |
|--|--------------------------|
| EYFS pack | |
| Passed on by outgoing committee | Signed _____ Dated _____ |
| Received by incoming committee | Signed _____ Dated _____ |
| Safe Employment Toolkit | |
| Passed on by outgoing committee | Signed _____ Dated _____ |
| Received by incoming committee | Signed _____ Dated _____ |
| Copy of current constitution | |
| Passed on by outgoing committee | Signed _____ Dated _____ |
| Received by incoming committee | Signed _____ Dated _____ |
| Insurance documentation | |
| Passed on by outgoing committee | Signed _____ Dated _____ |
| Received by incoming committee | Signed _____ Dated _____ |
| Staffing details (+pay/qualifications) | |
| Passed on by outgoing committee | Signed _____ Dated _____ |
| Received by incoming committee | Signed _____ Dated _____ |
| All financial records | |
| Passed on by outgoing committee | Signed _____ Dated _____ |
| Received by incoming committee | Signed _____ Dated _____ |
| Milk forms (early years settings) | |
| Passed on by outgoing committee | Signed _____ Dated _____ |
| Received by incoming committee | Signed _____ Dated _____ |
| Minutes of AGM and all committee meetings | |
| Passed on by outgoing committee | Signed _____ Dated _____ |
| Received by incoming committee | Signed _____ Dated _____ |
| Latest Ofsted report and action plans | |
| Passed on by outgoing committee | Signed _____ Dated _____ |
| Received by incoming committee | Signed _____ Dated _____ |

Committee

Ofsted Self-evaluation Form (SEF)

Passed on by outgoing committee Signed _____ Dated _____

Received by incoming committee Signed _____ Dated _____

Policies and Procedures

Passed on by outgoing committee Signed _____ Dated _____

Received by incoming committee Signed _____ Dated _____

Operational Plan

Passed on by outgoing committee Signed _____ Dated _____

Received by incoming committee Signed _____ Dated _____

Early Years Education Funding information

Passed on by outgoing committee Signed _____ Dated _____

Received by incoming committee Signed _____ Dated _____

Lease/tenancy agreement

Passed on by outgoing committee Signed _____ Dated _____

Received by incoming committee Signed _____ Dated _____

Details of professional memberships

Passed on by outgoing committee Signed _____ Dated _____

Received by incoming committee Signed _____ Dated _____

Committee and Treasurer's Survival Guide

Passed on by outgoing committee Signed _____ Dated _____

Received by incoming committee Signed _____ Dated _____

Cambridgeshire Early Years and Childcare Quality Framework

Passed on by outgoing committee Signed _____ Dated _____

Received by incoming committee Signed _____ Dated _____

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Committee

Add any useful documents below that enhance your ability to be part of the committee.

| | | |
|---------------------------------|--------------|-------------|
| Passed on by outgoing committee | Signed _____ | Dated _____ |
| Received by incoming committee | Signed _____ | Dated _____ |

- Ensure documents are passed on in full. If any are missing ask the previous committee for them as soon as possible.
- Arrange a convenient time and place to hand over – carrier bags in the playground is not best practice.
- Keep blank master sheets ready for the future committee to use.

Who to inform of important changes

Ofsted

Tel: 08456 404040
3rd Floor National Business Unit
Royal Exchange Building
St Anne's Square
Manchester M2 7LA

Charity Commission

Tel: 0845 300 0218
PO Box 1227
Liverpool
L69 3UG

Childcare Information Service

Tel: 0845 04 54 014
Email: info@opp-links.org.uk
Trust Court, The Vision Park,
Chivers Way, Histon CB24 9PW

When you inform the CIS about any changes to committee, childcare places or job vacancies they will automatically update the Early Years and Childcare Service at Bar Hill.

Professional memberships:
(for example) PLA, 4Children, NDNA etc.

Insert details here:

Insurance company:

Insert details here:

Bank/ Building Society

Insert details here:

Things to remember:

- Always record conversations, taking the name of the person you spoke to, including date and time.
- Keep a copy of any letters sent and received.

Policies for your setting

Your policies and procedures are the good practice guidelines for everyone involved with your group. They should be regularly reviewed and updated, understood and agreed by all those involved (committee, staff and parents) and officially adopted.

It is important that they are displayed, included in your prospectus, operational plan and within staff and committee induction processes. It may be useful for your committee, staff and parents to indicate that they have received and understood the group's policies soon after joining your setting.

You may also need to consider how this information is shared with those in your community that choose to join your setting but may not be able to access the information in the standard format. Consider other written and spoken languages, audio or Braille to meet the needs of some of the families.

The policies you will need in your setting are:

- Admissions Policy
- Settling-in Policy
- Parental Involvement Policy
- Equality and Diversity Policy
- Behaviour Management Policy
- Special Educational Needs Policy
- Food and Drink Policy
- Child Protection Policy (including allegation against a member of staff)
- Whistle Blowing Policy
- Confidentiality Policy
- Non-collection of Child Policy
- Lost Child Policy and Procedure
- Complaints Procedure
- Grievance Procedure
- Staffing, Employment and Recruitment Policy
- Student Placement/Volunteer Policy
- Health and Safety Policy
- Equipment and Resources Policy

Some of the above are legal requirements and others are good practice. Please refer to current Ofsted guidance.

You will also need a designated and trained member/s of staff to adopt the roles of:

- SENCo (Special Educational Needs Coordinator)
- Child Protection Designated Person
- ENCo (Equalities Named Coordinator)
- First Aider (present at every session)

Staff must also meet statutory qualification requirements.

The Disability Discrimination (DDA) Act 1995

Providers should remember they have a collective responsibility to ensure that their services comply with the DDA. The DDA aims to end the discrimination that many people face.

The Disability Discrimination Act 2005 now gives disabled people rights in the areas of:

- Employment
- Education
- Access to goods, facilities and services including transport
- Buying or renting land or property

The DDA defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities". "Impairment" can include a medical condition such as HIV or cancer, emotional, behavioural difficulties or dyslexia if they meet the criterion of "substantial and long-term"

The key duties in provision of good services

- **Making reasonable adjustments** - Service providers have to make reasonable adjustments for disabled people in the way they provide their services.

Reasonable adjustments could be:

- Adaptation of learning resources
- Disability Equality training for everyone (with clear policies on risk management, personal care, lifting and handling etc)
- Enable physical access
- Ensuring that routine refurbishment plans include arrangements to improve access

- **Providers of a service must not:**

- refuse a service
- offer a worse standard of service
- offer a service on worse terms
.....unless they can offer justification

What can be taken into account?

- health and safety issues
- the needs of the child
- resources
- practicality
- the interests of the other service users

However the duties are "anticipatory". Providers are expected to demonstrate that they are planning ahead to improve access and inclusion.

Criminal Records Bureau (CRB)

It is a legal requirement that the 'Registered Person' and all staff undertake an Enhanced Criminal Records Bureau check. The Committee is the registered person for voluntary run childcare provision.

Committee members will need to fill out a declaration and consent form (EY2) which can be downloaded from Ofsted's website www.ofsted.gov.uk. The EY2 form asks for a self-declaration of criminal records and other matters that determine suitability to work with or be in contact with children. Once each committee member has completed an EY2, the forms should be sent to Ofsted to carry out the checks. When filling out the form make sure you that in **Section D - Your connection with the registration** (please tick all that apply) tick the trustee box as well as one of the three main roles or other committee members, this will trigger the Enhanced Disclosure that you require.

Enhanced disclosures, which are carried out by the Criminal Records Bureau, contain the same information as Standard Disclosures but with the addition of local police force information considered relevant by Chief Police Officer(s).

The CRB recognises that the Enhanced Disclosure information can be extremely sensitive and personal. It has published a Code of Practice and employer's guidance for recipients of Disclosures to ensure that they are handled fairly and properly.

A copy of the Enhanced Disclosure will be sent out to the applicants as well as to Ofsted. All changes to the committee must be notified to Ofsted in writing to inform them of a change to the "Registered Person or Provider". All new committee members will need to fill out an EY2 form.

Under the Data Protection Act settings are not permitted to keep copies of disclosures for more than 3 months. After this time please ensure that you take note of the date the disclosure was issued, level of disclosure and unique reference number, the document must then be shredded.

CRB Disclosure

OFSTED - Carries out checks for the committee members and the supervisor/manager of the setting. An EY2 form should be completed first.

These three organisations can be used for processing subsidised CRB Disclosure;

NESTOR PRIMECARE SERVICES LIMITED

Tel: 0845 602 1759 (landline calls charged at local rates) • Fax: 020 7434 9216
Postal address: Nestor Primecare Services Limited, 77 Denmark Hill, London SE5 8RS
Email address: CRBinfo@nestorplc.co.uk • Website address: www.nestor-healthcare.co.uk

TMG CRB

Tel: 0115 969 4609 • Fax: 0115982 1307
Postal address: TMG CRB, 3 Wilford Park, Ruddington Lane, Nottingham NG1 17E
Email address: crb.enquiries@tmgcrb.co.uk • Website address: <http://www.tmgcrb.co.uk>

CAPITA EDUCATION RESOURCING (CER)

Tel: 0870 850 2516 • Fax: 0114 275 5800
Postal address: Capita Education Resourcing, Walsh Court, 10 Bell's Square Lane, Sheffield, S1 2FY
Email address: crbenquiries@capita.co.uk • Website address: www.capitaers.co.uk

Note: The setting must register with one of the above companies for other staff CRB checks.

The Constitution

All voluntary management committees need a constitution, if the setting is a registered charity this document must be approved by the Charity Commission. This sets out the aims and objectives of the setting and states the rules by which it is managed. The constitution must be signed and agreed at each AGM. In order to do this you should keep a blank copy of it in this folder so that a copy can be taken each year.

The signed copy should be displayed on your setting's notice board for members, parents and carers to read.

You can download a model constitution from the Charity Commission website www.charity-commission.gov.uk or from 4Children website at www.4children.org.uk

If your setting is a member of the Pre-school Learning Alliance, you can use the Alliance constitution, which has already been approved by the Charity Commission. This cannot be changed or amended unless by permission of the Alliance.

A model constitution was written in 2008 to replace the 2005 version. This can be downloaded from the Alliance website www.pre-school.org.uk.

Charitable Status and Registration

Main requirements of the Charities Act 2006

A group will meet the requirements for charitable status if it is established for exclusively charitable purposes, and if set up in England and Wales.

Charitable aims

1. To relieve poverty
 2. To advance education for public benefit
 3. To advance religion for public benefit
 4. For other purposes that are beneficial to the community
-
- A group must register if its gross income exceeds £5000 per annum. You can register voluntarily if below this.
 - They must keep records for at least the past 6 years and the current trading year.
 - They need to provide annual accounts to the Charity Commission if they have a gross annual income of £10,000.
 - They must have their accounts audited or externally examined.
 - They must complete an annual return to the Charity Commission giving the names of the trustees, and providing a report on the group if their income is over £10,000 per annum.
 - They must declare charitable status on all correspondence, cheque books, invoices and receipts.

Advantages of having charitable status

- No income or corporation tax
- No stamp duty
- No capital gains tax
- Some exemption from VAT
- Donations can be gift aided
- Some trustees only give grants to charities
- Kudos of having a charity number
- Public have more confidence in a charity

The overriding duty of committee members is to act only in the interests of the charity. The elected committee are also the **Charity Trustees**.

The Charity Commission issues guidance on people disqualified from becoming trustees.

Registration and Inspection Requirements and Regulations

Childcare was originally inspected against the National Daycare Standards but the Welfare Requirements as set out within the new Early Years Foundation Stage framework have now superseded this. You can find out more about the EYFS on the following website www.standards.dcsf.gov.uk/eyfs

Settings registered to be eligible to receive early years education funding are required to follow the framework for the Early Years Foundation Stage, (EYFS). The EYFS is mandatory for all Ofsted registered settings and schools who look after children under the age of 5, and as such settings are subject to inspections by Ofsted on the quality of care and education that they provide against outcomes highlighted within the EYFS.

Information can be found, and useful publications can be downloaded from the Ofsted website, (www.ofsted.gov.uk).

Regulations under the Children Act 2006 state that the registered person meets all registration conditions.

Registered person – The person whose name appears on the registration certificate should be deemed qualified to care for children, in the case of a setting managed by a committee the group will select a person who will be nominated person representing the management group.

Manager/Supervisor/Play leader – The person responsible for the day-to-day running of the provision who should be suitably qualified and experienced, and vetted and checked by the registered person.

Nominated person – This person is the point of contact for Ofsted, and has been selected by the setting to represent the group as a point of contact and is generally the Chair, Manager, Play leader or Supervisor.

Responsibility for deciding on the suitability of prospective staff rests with the registered person.

You will need to let Ofsted know of changes and relevant events. Ofsted must be informed at the earliest opportunity of any of the following changes or proposed changes:

- Any change in the address of the premises
- Any change in the facilities to be used for day care on the premises (including changes to the number of rooms, their function, the number of toilet facilities, any separate facilities for adult staff, and access to the premises for care)
- Any changes in the hours during which day care is provided
- Any changes in the childcare category applicable to the provision, (for example if you decide you want to set up a lunch club)
- A change of person in charge
- Changes to the registered person or to the committee they may represent
- Any other change which may affect the suitability of any person looking after the children.

Registration and Inspection Requirements and Regulations ...cont

You must also inform Ofsted of any matters affecting the welfare of the children such as:

- An outbreak of an infectious disease which a registered medical person considers sufficiently serious to be notified
- A serious injury or serious illness, or death of a child or other person on the premises
- An allegation of serious harm against, or abuse of, a child by any person looking after children on the premises
- A serious matter or event, which is likely to affect the welfare of any child on the premises.

You must keep the following records on the premises:

- name, home address and date of birth of each child
- name, home address and telephone number of each child's parents/carers
- name, home address and telephone number of the staff and registered person/committee
- a daily record, (in and out), of children, staff, volunteers and visitors at the setting
- a record of accidents occurring on the premises
- a record of any medicinal product administered to any child on the premises together with the parents written consent
- a statement of the procedure to be followed in the event of a fire or accident
- a statement of the procedure to be followed in the event of a parent failing to collect a child or the procedure to be followed if a child is lost on the premises
- a statement of the arrangements in place for the protection of children, including arrangements to safeguard the children from abuse or neglect, and procedures to be followed in the event of allegations of abuse or neglect.

Record Retention Periods

| Record | Retention period | Statutory Authority/Non Statutory recommendation |
|--|---|--|
| Accident records | Current year + 6yrs | Health and Safety 1974 |
| Statutory Sick Pay records, certificates | 3 years after the end of the tax year to which they relate. | Statutory requirement The Statutory Sick Pay (General) Regulations 1982 |
| Statutory Maternity Pay records | 3 years after the end of the tax year in which maternity period ends | Statutory requirement The Statutory Maternity Pay (General) Regulations 1986 |
| Accounting records | 6 years for public limited companies and charities. This should include the current year of trading. | Statutory requirement Section 221 Companies Act 1985 Statutory requirement Charities Act 1993 (amended 2006) |
| Income tax and National Insurance returns/records | At least 3 years after the end of the tax year to which they relate | Statutory requirement The Income Tax (Employments) Regulations 1993 |
| Wage/salary records (inc overtime, bonuses, expenses) | 6 years | Statutory requirement Taxes Management Act 1970 |
| Early Years Education Funding Scheme | 7 years | Statutory requirement Local Authority |
| Children's records which would include attendance records, registers, medication records (Include staff records too) | All children's records must be kept while the child is in attendance at the setting and for at least 3yrs after the child has left the provision | Statutory requirement Early years Foundation Stage |
| Child Protection Records Child welfare concerns that your organisation decide, after consultation, do not necessitate a referral to social care or the police | 6 yrs after the last contact with the service user | NSPCC guidance 2007 |
| Complaints Records | At least 3 years from the date of the last record | Statutory guidance Early Years Foundation Stage |
| Trustees deeds and rules, trustee minutes | At least for the existence of the charity | Recommended retention period (non statutory) Chartered Institute of Personnel Recommended retention period (non statutory) Charity Commission (CC48-Charities and Meetings) |
| Insurance liability documents | 40 years from date of expiry | Statutory requirement The Employers' Liability (Compulsory Insurance) Regulations 1998 |
| CRB Check/Disclosure | 6 months after the date on which recruitment decisions have been taken, or after the date on which the dispute about the accuracy of the disclosure has been resolved | Statutory requirement Data Protection Criminal Record Bureau (code of practice) settings should destroy disclosure form/any photocopies after this time but MUST record the following information for Ofsted - The date of issue of the disclosure - The name of the subject - The type of disclosure requested - The position for which the disclosure was requested - The unique reference number of the disclosure - The details of the recruitment decision taken |
| Application forms and interview notes (for unsuccessful candidates) | At least 1 year | Recommended retention period (non statutory) Chartered Institute of Personnel |
| Personnel files and training records (including disciplinary records and working time records) | 6 years after employment ceases | Recommended retention period (non statutory) Chartered Institute of Personnel |
| Redundancy details, calculations of payments, refunds, notification to the Secretary of State | 6 years from date of redundancy | Recommended retention period (non statutory) Chartered Institute of Personnel |

Data Protection Act Guidelines

Looking after the information you hold about staff and children

If you handle and store information about identifiable, living people you are legally obliged to protect that information.

Under the Data Protection Act 1998 you must:

- Only collect information that you need for a specific purpose
- Keep it secure
- Ensure that it is relevant and up to date
- Only hold as much as you need, and only for as long as you need it
- Allow the subject of the information to see it on request

Your staff, children, children's parent/carers have rights to see their personal information. They can make a subject access request to see the personal information you hold about them.

Find out about your Data protection obligations at www.ico.gov.uk or phone 08456 306060

There is an online self-assessment form you can fill in to see if you need to register with the Information Commissioners Office.

There is an annual registration fee of approximately £35

Early Years Education Funding

In Cambridgeshire children are entitled to a free part time early education place the term after their third birthday. This means that children will be eligible for five, 2.5 hour sessions of free education a week, for 38 weeks a year. At present the local authority pays the setting £8.36 per child. The part time places are available in school nursery classes, state or private nursery schools, day nurseries, pre-schools and with accredited childminders who are part of a quality assured network.

Local Authorities should use the following nationally prescribed dates for determining eligibility for the free entitlement.

| A child born on or between... | Will become eligible for a free place from... |
|--------------------------------------|--|
| 1 April and 31 August | 1 September following their third birthday |
| 1 September and 31 December | 1 January following their third birthday |
| 1 January and 31 March | 1 April following their third birthday |

By 2010 parents will be entitled to 15 hours of free education. They will be able to use this entitlement flexibly over a minimum of 3 days.

In order for settings to claim this funding they are required to ensure that all parent/carers, of eligible children, fill out and sign a declaration form at the beginning of each term, and that identification is checked and recorded to verify the child's date of birth. These forms must then be filed and kept on the premises. They must be retained for a minimum of seven years.

Tenancy and Lease Agreements

If renting premises, a setting should ensure that they have a tenancy agreement signed by the landlord and a representative of the group on their behalf, outlining the agreement that the group and the landlord have reached. The agreement should specify the rent, the times of use, the length of notice required and the conditions to be observed on either side (e.g. setting to pay the rent promptly and to leave the premises clean and tidy after use, the landlord to pay the rates, to provide a safe place for the storage of the setting's equipment and to be responsible of all the maintained of the premises).

It should state whether the rent is payable term time only or all year round or whether a reduced rent is payable during the holidays. The agreement should also explain the procedure for negotiating any charges. Attached to it should be any contradictions made by the landlord about such things as cleaning (who is responsible for cleaning the premises, who provides the cleaning materials and whether the time spent cleaning is charged for if the premises are hired on an hourly basis).

Settings that wish to buy a freehold or leasehold property or land should seek legal advice, especially when negotiating the lease. For land or buildings owned by the setting a separate committee of trustees will need to be appointed to oversee the management responsibilities for the building.

For settings situated on school sites consideration should be made about the ownership of the building especially if it is a mobile unit. If the building or room belongs to the school then a simple rental or lease agreement will be sufficient.

If the setting owns the building they will require support and advice from the County Council and professional legal advice, the group will be expected to meet the financial expenses incurred as they will need to enter into a formal lease or license agreement for the land on which to site a building. The negotiated agreement may mean that they will have the ongoing costs of maintaining the building and site in the future, including the expense of a temporary building on the site if required.

If you need help or support with premises issues or rental and lease agreements, please contact the Childcare Business and Employer Support Team.

Salary guidance for childcare providers

Staff are the most valuable resource of any childcare setting and a top priority of the committee should be to invest in them and retain them.

“Good quality staff results in good quality provision”

Early Years Education Funding is primarily to provide funded pre-school places for children the term after their third birthday, but settings should consider that a small percentage of this money should be set aside to assist with funding for continued professional development and to improve the status and working conditions of staff.

As record keeping and planning are required as part of the registration with Ofsted, additional paid hours should be allowed each week to meet these requirements, as should preparation and clearing away time.

Other considerations regarding when payment occurs may include; training, conference events, staff meetings, travel and other expenses incurred.

Some members of staff may take on extra responsibilities and designated roles such as First Aid, Child Protection, Equal Opportunities, Inclusion, SENCo and Health and Safety, which may also be taken into consideration.

The pay scales do not take heed of additional employment costs such as PAYE and NI contributions. Employers will need to add these on as additional costs as appropriate and take into consideration the yearly rate of inflation and the rise of the National Minimum Wage and Holiday Entitlement.

Each setting is responsible for its own decisions about what are affordable rates of pay. Break even point should be kept in mind, along with waiting lists and overall sustainability of the setting.

Please contact the Childcare Business and Employer Support Team for an up to date copy of average fees and wages/pay-scales.

How to deal effectively with conflict between parties

There may be occasions in the running of any setting when conflict occurs. Having different ideas about running settings can be a good thing because a wide range of skills, experience, knowledge, ideas and ideals may be used and considered, but sometimes having different ideas may also lead to problems in agreeing the way forward.

This type of conflict may arise at committee level. In this case, the points to remember are:

- Committee matters may be confidential and even in times of conflict, discussion must be kept to elected trustees within the committee meetings.
- Minutes are public documents to be displayed and read by the community.
- Every elected committee member has a vote, which should be used to decide on what action will be taken. The chair has a second casting vote in the event of a tie.
- Conflict in committees can be distressing, but everyone on the committee has been elected because they are a valued part of the group and should be treated as such.
- Conflict between staff members and committee may be addressed in the following ways:
 - consider how ideas are shared and whether the staff members are consulted on decisions that affect them. Be clear about what you mean when communicating, and if necessary make written points beforehand.
 - maintain confidentiality and be discreet during times of disagreement. Keep cool and take breaks to minimise stress and anxiety levels.
 - use staff appraisals to share ideas and concerns – appraisals are a time for everyone to be listened to and for praise.
 - build relationships by valuing communication and encouraging input.
 - team building is important.

Health and Safety

It is essential that management committee members are aware of their responsibilities in relation to health and safety and risk management.

The committee is responsible for ensuring that the children, staff and volunteers involved with the setting are safe from harm or injury.

You must ensure that insurance is adequate and kept up to date.

It is important that an accurate and updated inventory is kept for insurance purposes (and a copy kept off site) and that an annual risk assessment of the premises is carried out.

Following a risk management process should become an integral part of a group's decision-making and planning process. Following a risk management process will help to protect the staff, the users of the group, the assets and its reputation. Charitable settings are under a particular obligation to protect the assets of the group.

It may be useful to use a risk assessment for your setting more regularly for example once a week, term, half term or once a month and you could also use a basic daily risk assessment (see enclosed draft copy of a visual daily risk assessment).

You may also find it is necessary to do a more specific and detailed risk assessment for individual activities or events e.g. outings, visits or even some activities or resources.

The stages of risk management are:

- Identify risks
- Measure the risks
- Address the risks

It is useful to have a member of your staff team and a member of your committee designated to monitoring health and safety issues within the setting.

A trained first aider and first aid box must be available at every session and a record of accidents must be kept (available from Pre-school Learning Alliance publications).

It is necessary to report some accidents, diseases or dangerous occurrences. More information can be found at www.riddor.gov.uk

Recommended Publication:

Risk Management in Early Years Settings - A practical risk management process
A Pre-school Learning Alliance Publication

Risk Assessments

A requirement under the Early Years Foundation Stage Welfare Requirements is that "outdoor spaces, furniture, equipment and toys must be safe and suitable for purpose".

- Carry out risk assessments before the arrival of children
- Tick, sign and date stating the checks has been completed in each area
- Score risks as **(High) H (Medium) M or (Low) L**
- Any identified actions should be taken as necessary and recorded
- Risk assessments should be reported to the committee immediately in the event of action being needed to ensure risks are minimised.

"Risk Management in Early Years Settings" is a Pre-school Learning Alliance (2005) Publication, which includes the form below and provides practical information on good risk management procedures.

Action: record here how you will deal with any findings. This document is a draft example for guidance purposes; you will need to add relevant checks appropriate to the setting, staff may assist in devising this document.

| Areas to be checked | Mon | Tue | Wed | Thurs | Fri |
|----------------------|-----|-----|-----|-------|-----|
| Perimeter fence | | | | | |
| Electric sockets | | | | | |
| Toilet area | | | | | |
| Gates | | | | | |
| Electrical equipment | | | | | |
| Outside area | | | | | |
| | | | | | |
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Sign and Date

Business Planning

What is a business plan?

A business plan is a document, which contains:

- an introduction to, and brief history of your organisation
- the aims of your organisation/mission statement
- how it is structured
- current position
- policies and procedures
- partnerships
- why it is needed or why a particular project is needed
- how it works/will work
- management – staff/volunteer, organisational chart/structure
- what the beneficiaries gain
- how achievements will be measured/monitoring/evaluation
- assets, finances (sustainability), and how it is funded
- focus to develop – aims for the future

Examples:

- increase in proportion of staff with recognised qualifications
- use of computers within Early Years Foundation Stage
- open a breakfast club
- action plan for each area
- individual and detailed action plans – with cost. Ensures setting does not overstretch itself financially

Include:

- summary – highlight key objectives of the plan
- background information - (snapshot of setting, history, legal status, numbers and age of children, number of staff, services offered, inspection outcome)
- aim/mission statement – saying what you want to achieve and overall direction
- objectives/targets (**SMART**)
 - S**pecific – exact about what will achieve
 - M**easurable – easy to decide if met objective or not
 - A**chievable – be realistic about what you are able to achieve
 - R**esourced – who will carry out work/resources needed?
 - T**imed – set target review and completion dates for each objective
- detailed action plans for each of the objectives with target dates
- strengths and weaknesses of the setting.
- opportunities and risks/threats and how you will deal with them
- financial information – budgets and cash flow projections for first year of business, a plan and estimates for following years

Business Planning ...continued

- information about monitoring and evaluation – include completion dates in each action plan and who is responsible for monitoring progress
- future trends- a brief account of how you expect your setting to develop within your community

Budget

The business plan and budget belong together and are the responsibility of the entire committee (not just the Treasurer)

Receipts

Work out how much to expect in fees and grants during year and when likely to be received. Income should be spread over 12 months

Payments

- Break down costs as much as possible so that it is clear where money goes.
- For staff consider number of sessions, hourly rates, hours per session, sessions per week, weeks per year, PAYE, sick pay, holiday pay, maternity pay, NI, salary increases
- Rent, rates, utilities
- Insurance
- Equipment (furniture etc including replacement and renewal)
- Consumables (paint, paper, glue etc – look back a year)
- Administrative costs (based on last year plus add a little for price increases)
- Training (staff and committee to include course cost and booking fees)
- Other expenses (miscellaneous/unpredictable)

Cashflow

- Cashflow is a way of monitoring income against expenditure
- Anticipate possible delays in receiving Early Years Education Funding and other significant income that may be paid late (either keep expenditure to a minimum during that period or build up a surplus to cover).

Monitoring

- Set budget in advance
- Monitor actual income and expenditure regularly during year (this is good financial management)
- Gives committee accurate info upon which to make decisions
- Adjust forecast figures if necessary to reflect actual receipts and payments (this will mean producing a revised budget)

Comparing Budget against actual income

Not all income and costs are spread evenly over each month or throughout the year. Large one-off costs e.g. annual rent bill/insurance may need to be spread over the year to avoid giving a distorted picture of one particular month. Investigate and explain any differences

Business Planning ...continued

Comparing full budget against actual to date

It is important to highlight whether costs are too high or too low in relation to the budget and whether the projected income is coming in as planned. Compare receipts against payments to avoid overspending.

Adjust the budget when the original becomes inaccurate. For example the exact grant figure can be included once it is known.

Yearly cycle

When presenting annual report/accounts at end of the financial year it is important to show that the setting has worked in accordance with the business plan, including any adjustments made to meet contingencies.

Year-end accounts will support the annual report, illustrating how spending has been guided by the business plan.

You can then use these end of year accounts as a starting point for the creation of next year's business plan, building on past successes and learning from mistakes.

CONTINGENCY PLANNING - RESERVE

It is important you know the financial status of your group and can plan and predict any difficulties you may come across.

For successful financial management you must keep some money in reserves to cover any difficult times your group may face e.g. a fall in numbers of children attending, therefore a reduced income from fees, or the closure of the group when debts and redundancies may need to be settled.

It is advisable to keep a reserve of six months running costs to sustain the group over a difficult time with little or no income to enable the group to continue to run until things pick up and the amount you will need to pay staff redundancy should they fail to do so and you need to close. This should be calculated and reviewed annually.

****CALCULATION FOR CONSUMABLES**

1. Look at total spent last year and the number of children
2. Divide the total sum spent by the number of children and the number of sessions (to determine the amount spent on each child per session)
3. Add about 3% to cover price increases
4. Multiply the cost by the number of children in session and the number of sessions and the number of sessions in a year
5. This provides an approximate budget for consumables.

BOOST

BOOST is a toolkit, which has been specially designed to help Cambridgeshire's childcare providers.

Managing finance is essential for all childcare providers and need not be an intimidating task. This step-by-step guidance will get you on the right track!

The Pack includes:

- A CD ROM with useable versions of simple but essential financial documents
- Easy to follow guidance notes on how to use each document, what they tell you and why they are important to you
- Information on how the documents support each other and hints and tips to help you easily maintain the records

To request your free copy of the BOOST toolkit please contact the Childcare Business and Employer Support Team on 01954 284203

Pre-school Learning Alliance

What is the Pre-school Learning Alliance?

"The leading educational charity specialising in the early years"

Our mission is to:

- Help children to succeed
- Create the childcare which families need; and
- Build learning communities

Why should we become Alliance members

- Free information & advice
- Discounted nursery management software
- Discounts on publications
- Specialist childcare insurance
- Free legal advice available 24 hours

Who can become members?

- Pre-schools/playgroups
- Holiday clubs
- Day Nurseries
- Schools
- Students
- Out of School Clubs
- Breakfast clubs
- Nursery schools
- Families
- Individuals

For further information contact Information Services:

Tel: 020 7697 2595
Email: info@pre-school.org.uk
The Pre-school Learning Alliance
The Fitzpatrick Building, 188 York Way, London N7 9AD

The Pre-school Learning Alliance is a registered charity dedicated to supporting the work of community pre-schools, toddler groups, nurseries, and out of school clubs whether through training courses, quality assurance schemes, local visiting by skilled advisers, a range of helpful publications and other merchandise, advice help lines, advocacy or help with public relations and fundraising.

Our 400 branches are made up of representatives from member pre-schools and they, together with other committed individuals, shape the direction of the charity.

We are committed to mutuality and inclusiveness. Because of this, there are no rigid hierarchies, which mean that people can move easily from one role, parent helper, student, committee member, to another.

If you would like to become a member of the Pre-school Learning Alliance Branch or County sub-committee and have a voice at national level speak to your County office by calling the relevant number below for more information (please also see the booklet at the back of this handbook and visit our website).

Contact

Cambridgeshire and Peterborough: 01954 231751
National Centre: 020 7697 2500
East Division: 01954 232327
www.pre-school.org.uk

National Day Nurseries Association

What is the National Day Nurseries Association?

The National Day Nurseries Association (NDNA) is a national charity, which aims to enhance the development and education of children in their early years, through the provision of support services to members. It seeks to develop, encourage and maintain high standards in education and care for the benefit of children, their families and their local communities.

If you share their passion for promoting quality in early years why not join to make NDNA's voice even stronger. They offer a range of membership packages and benefits that will support settings in the goal of providing high quality early years care and education.

NDNA keeps its member nurseries up to date with sector news and issues through:

Nursery news - Nursery news is NDNA's bi-monthly membership magazine. The magazine is packed with the latest news from the sector, including childcare practice and business features, advice and answers to common problems.

Email bulletins - NDNA members receive fortnightly email updates including information on sector news, media round up, forthcoming events, PR tips and much more

Briefing papers - NDNA provides members with hot off the press updates on issues impacting on their business, including regulatory changes and government proposals

Website - NDNA members are able to access an exclusive members only area on the website which provides access to many of the information based member benefits such as Nursery news and briefing paper libraries

Publications - NDNA members can access special member prices on all NDNA Essential Guides, including Policies & Procedures, Recruitment & Selection, Developing Your Day Nursery and Marketing Your Day Nursery.

Membership benefits:

- Access to the advice and information you need to run a successful nursery business
- Representation at a local and national level
- Exclusive discounts on essential products and services
- Developing the quality of your nursery
- Sharing with your peers at free regional events and through networks
- Help with promoting your nursery

You can contact NDNA via the following details

Tel: 01484 40 70 70
Fax: 01484 40 70 60
Email: info@ndna.org.uk

NDNA Head Office, National Early Years Enterprise Centre
Longbow Close, Huddersfield, West Yorkshire HD2 1GQ

4Children

What is 4Children?

4Children is the national charity dedicated to creating opportunities and building futures for all children. From children's centres to extended schools, childcare to play provision, parenting support to support for young people - 4Children is at the forefront of delivery and supporting innovative children's services ensuring that all children and families get the support they need in their community.

Extended schools, children's centres and childcare - 4Children provides support for the delivery of childcare in and around schools. Its network of regional managers and consultants offer strategic and operational advice on developing children's centres, extended schools, youth services and wider support for childcare in partnership with the voluntary and community, private and independent sectors.

Children's services workforce - 4Children supports the development of the children's services workforce including providing a comprehensive conference programme to debate integrated services in practice – linking education, childcare, youth, play, health and parental support.

Supporting parents - 4Children provides information and support to parents through its dedicated information helpline and publications. It is also working with employers to highlight the many ways that employers can provide help parents balance work and family responsibilities.

Policy into practice - 4Children offers authoritative advice and strategic support to help turn policy into practice working with government departments such as the Treasury, Department for Children Schools and Families and Department of Health. The organisation has also supported over 100 local authorities to deliver childcare and develop children's and young people's plans etc.

Membership benefits:

- Free weekly 'Children & Young People Now' magazine
- Free 'For Children' member newsletter
- 15% discount on childcare insurance
- Free and discounted publications:
 - Setting up information and advice
 - Regular briefing papers on topical issues
 - Policies and procedures
- Discounts on all 4Children publications and conferences
- Dedicated information helpline and members only website with exclusive free downloads
- Free facility enabling members to build a website for their club
- Free regular 'This Month' e-bulletin with news, events, downloadable publications and funding tips

For further information contact 4Children on:

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