



# Setting up a Nursery Lancashire

[www.lancashire.gov.uk/EarlyYearsSupport](http://www.lancashire.gov.uk/EarlyYearsSupport)



Setting up a new childcare business can be an exciting and challenging proposition with lots of different elements that need to be right to ensure the success of your project. One essential part of this journey is ensuring that you meet all the legal requirements of the [Statutory Framework for the Early Years Foundation Stage](#).

Lancashire County Council's Early Years Quality Improvement Team offer pre-registration support packages to meet your needs and ensure you receive all the help and guidance you need in developing a new childcare setting or enhancing an existing setting.

These bespoke packages are available for you to purchase and will assist you in meeting the Ofsted requirements and successfully completing the registration process. Each support package option includes at least one site visit to the setting to explore your ideas and to ensure that any changes to the building will be suitable for registration with Ofsted and will maximise your opportunities for meeting children's needs. The team will work with you through the process to ensure your project complies with the Ofsted registration requirements.

## Before you choose a childcare package

### Consultation Meeting

Prior to choosing your childcare support package, we recommend you book a free 30 minute consultation with the Childcare Project Officer for your area to discuss your project and work out which package would be most suitable to meet your needs.

**Cost: no charge**

## Childcare Packages

There are **three different packages** of support you can access to assist you in creating new, high quality childcare provision within Lancashire.

The type of package you choose will be dependent on a number of factors such as your previous experience in childcare and the complexity of the project you are proposing to develop. We can advise you on the most suitable package to meet your needs. If necessary, you can always purchase additional visits to add to your package at a later date.

### Package 1

This is suitable for those with limited or no experience in childcare and/or where extensive changes to the building may be required.

This package includes:

Three childcare support visits (2 hours each) to provide advice on aspects such as building plans, premises and safety and your suitability to meet Ofsted requirements\*\*. (One of your support visits could be from a Higher Level Teaching Assistant (HLTA) to advise on set up of your learning environments and resources to support learning and development).

Also includes:

- Named Childcare Project Officer who will provide bespoke support through the registration process
- Information about the Ofsted application process
- Guidance on providing a safe and suitable environment for all ages
- Support for the registration interview for the person who will be interviewed by Ofsted as part of the registration process
- Childcare toolkit\* to assist you in meeting Ofsted legislation requirements
- One visit to the Early Years Professional Development Centre
- Recorded *Bitesize Training* on The Statutory Framework for the EYFS
- 20% discount on the Setting Service Guarantee (SSG) once registered
- Follow up post registration visit

You will receive a summary report following each visit.

**Cost: £310**

## **Package 2**

This package is most suitable for those with previous experience of owning or managing a nursery, who are confident in their knowledge or have a building that requires minimal changes.

The package includes:

Two childcare support visit (2 hours each) to provide advice on aspects such as building plans, premises and safety and your suitability to meet Ofsted requirements\*\*.

Also includes:

- Named Childcare Project Officer who will provide bespoke support through the registration process
- Information about the Ofsted application process
- Guidance on providing a safe and suitable environment for all ages
- Support for the registration interview for the person who will be interviewed by Ofsted as part of the registration process
- Childcare toolkit\* to assist you in meeting Ofsted legislation requirements
- One visit to the Early Years Professional Development Centre
- 20% discount on the Setting Service Guarantee (SSG) once registered
- Follow up post registration visit

You will receive a summary report following each visit.

**Cost: £245**

## Package 3

This package is most suitable for current nursery providers who are purchasing new premises, moving or extending existing premises or changing the age range of children.

This package includes:

One childcare support visit (2 hours) to provide advice on building plans and premises regarding safety and suitability to meet Ofsted requirements\*\*.

You will receive a summary report following the visit.

**Cost: £185**

### \*Childcare Toolkit

The toolkit has been developed to support you setting up your childcare provision and is available with selected packages. It includes everything that you need to have in place to meet the Early Years Foundation Stage Requirements together with additional guidance. The toolkit will help you identify areas requiring attention, gather and organise relevant information and the policies and procedures required. This will create a working document that will support your practice up to and beyond Ofsted registration. The toolkit will be used as a focus for discussion at your visits in partnership with the Childcare Project Officer.

### \*\*Visits

The Childcare Project Officer will guide you through the process from the initial planning stage to the final visit and successful registration with Ofsted. You will also be signposted to other agencies and sources of information along the way. Each visit will be followed up with a written report or action plan to help you move forward with your project in a timely and effective way. There are different types of visits depending on your needs, the pace of your project and the package you have chosen. They will include elements such as:

- **Building, Equipment and Environment Suitability:** Once you have identified a building or have plans to consider, the Childcare Project Officer will be able to advise you on the suitability of the building, identify any barriers to registration and advise on the changes that will be required to create a high quality childcare environment.
- **Meeting Safeguarding and Welfare Requirements:** The Childcare Project officer has extensive knowledge of childcare legislation; together with the expertise to assist new providers address practical issues in developing a safe and stimulating environment for children, within the legal requirements. The toolkit will provide further information and help guide you through the tasks you need to accomplish to register with Ofsted. This includes areas such as robust recruitment and deployment of staff, child protection, policies and procedures and supporting children's welfare and development.
- **Registration Interview:** As part of the registration process the Inspector will interview the applicant (or nominated person if the applicant is made up of more than one person) to judge their knowledge and understanding regarding how they intend to meet the EYFS. The Childcare Project Officer will test your knowledge during the visit and identify areas where further reading and preparation may be required. This visit will no doubt be hugely beneficial in developing your confidence to ensure you know what to expect and are well prepared in advance of the interview that will be undertaken by the inspector during the registration visit.

## Business Support

Support for the business side is also available and packages have been designed to provide you with the appropriate level of support depending on your experience and knowledge of business in the Early Years and Childcare Sector.

**Package 4: Setting up new childcare provision business support** - this is the full package of support for providers who have limited or no experience in childcare business.

- Market Research Tool Kit
- Demographics Data including population and deprivation levels
- Understanding the local childcare market
- Up to 1 Microsoft teams/face to face consultations to support marketing and demographics
- Business planning tool kit
- Financial forecast including cost analysis and breakeven calculation
- Up to 2 Microsoft team/face to face consultations to support Business and financial planning
- Marketing and promotion of your business tool kit

**Cost: £310**

**Package 5: Market Research and Demographics** - this package is for providers who may have knowledge of the business and financial aspects but are looking to set up new provision in another area.

- Market Research Tool Kit
- Demographics Data including population and deprivation levels
- Understanding the local childcare market
- Up to 2 Microsoft teams consultations to support marketing and demographics

**Cost: £185**

**Package 6: Business and Financial Forecasting** - this package is for providers who feel they need help with the business and financial planning.

- Business planning tool kit
- Financial forecast including cost analysis and breakeven calculation
- to support Business and financial planning
- Marketing and promotion of your business tool kit

**Cost £245**

**Package 7: Marketing and Promotion of your business** - this package is for providers who would like help with marketing their business.

- Marketing and promotion of your business tool kit
- Up to 2 Microsoft Teams/face to face consultations to support marketing and promotion

**Cost £185**

To discuss your business support needs and arrange a free initial consultation contact - [EarlyYearsCentre@lancashire.gov.uk](mailto:EarlyYearsCentre@lancashire.gov.uk)

## Registering with Ofsted

### Who is Ofsted?

Ofsted is the government body responsible for the registration and inspection of childcare provision. Ofsted's legal powers are set out in the Childcare Act 2006. Their aim in registering childcare provision is to make sure that children are safe and well cared for. All registered early years providers must meet the welfare requirements, together with, learning and development for the Early Years Foundation Stage. You will also need to meet the Requirements of the Childcare Register if caring for children from the 31st of August after their 5th birthday.

Once childcare provision is registered, Ofsted monitor the quality of the provision by undertaking an inspection and making a judgement about the quality of the care within the setting; and set actions and/or recommendations about how to improve.

### Childcare Regulations

Before you decide on exactly what you want to create and where, you should consider some of the following information to ensure you are fully aware of what you are taking on.

[Statutory Framework for the Early Years Foundation Stage](#) - To provide childcare in England you need to register with Ofsted and comply with the Early Years Foundation Stage (EYFS) which sets the safeguarding and welfare standards for care and learning and development for children aged 0-5.

[The Childcare Register Requirements](#) - If you intend to register for children aged 5-8 years and over 8 years.

### Where do I need to register?

Registration is compulsory for most childcare providers looking after children aged from birth to under eight years, unless what they offer is exempt from registration. If you intend to care for children across the whole of this age range, you must apply to register on the appropriate registers and meet the requirements for both early years and older children.

Childcare provision registered with Ofsted on the **Early Years Register** is likely to include day nurseries, playgroups, childminders and some out of school clubs, children's centres, maintained and independent schools. The registers for later year's children are more likely to be relevant to settings operating out of school clubs.

For further details visit [Early years childcare: registering with Ofsted - GOV.UK \(www.gov.uk\)](#)

### How do I apply?

This is now an online process via the Ofsted website [www.gov.uk/guidance/apply-to-register-your-nursery-or-other-daycare-organisation-eyo](http://www.gov.uk/guidance/apply-to-register-your-nursery-or-other-daycare-organisation-eyo)

There is further guidance to help you complete the application process on the Ofsted website and this can also be discussed with your Childcare Project Officer.

## Disclosure and Barring Scheme (DBS) Checks

When applying to Ofsted to register to provide childcare you will obtain a DBS check for all those who make up the organisation (the nominated person representing an organisation providing childcare, a registered individual (such as a committee member, director or trustee) forming part of an organisation providing childcare, a sole proprietor of childcare or a member of a partnership providing childcare).

You are responsible to decide the suitability of all other staff members including a DBS check. To find out how to obtain an Enhanced DBS check for all staff and volunteers visit [www.gov.uk/guidance/dbs-check-requests-guidance-for-employers](http://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers)

Ofsted Factsheet – Disclosure and Barring Scheme Checks for those providers who register with Ofsted [www.gov.uk/government/publications/disclosure-and-barring-service-dbs-checks-for-childcare-providers-who-register-with-ofsted](http://www.gov.uk/government/publications/disclosure-and-barring-service-dbs-checks-for-childcare-providers-who-register-with-ofsted)

## Other Regulations and Links

There are other regulations you will need to adhere when operating a childcare business:

**Employment Law** – when employing people you must always ensure that you follow employment legislation and further information regarding this can be obtained from organisations such as [ACAS](http://www.acas.co.uk) and the [Equality and Human Rights Commission](http://www.equalityhumanrights.com).

**Health and Safety** – you will need to ensure you know what you are required to do under health and safety legislation, in particular you need to consider RIDDOR, COSHH, Environmental Health, Building and Fire Regulations.

## What next?

Contact your Childcare Project Officer to discuss your proposal and arrange a free consultation:

Hayley Hinton Tel: 07890 425676 <a href="mailto:Hayley.hinton@lancashire.gov.uk">Hayley.hinton@lancashire.gov.uk</a>	Lynda Ward Tel: 07775 030 075 <a href="mailto:Lynda.Ward@lancashire.gov.uk">Lynda.Ward@lancashire.gov.uk</a>	Aisha Laher Tel: 07901 870 788 <a href="mailto:Aisha.Laher@lancashire.gov.uk">Aisha.Laher@lancashire.gov.uk</a>
Burnley Pendle Rossendale Hyndburn Ribble Valley	Preston Wyre Fylde Lancaster	Chorley South Ribble West Lancashire

