

Early Years Quality Improvement Team's Weekly Bulletin 12th June 2025



Welcome to this week's bulletin, recent bulletins can be found [here](#)

Contact the team: EarlyYearsCentre@lancashire.gov.uk or 01772 539058

Webpage: www.lancashire.gov.uk/early-years-support-and-training/ (training courses, support and information from the team)

Facebook: www.facebook.com/LancsEarlyYears/ www.facebook.com/groups/lancsearlyyears/

Advertise your job vacancies on our webpage

www.lancashire.gov.uk/practitioners/supporting-children-and-families/childcare-and-early-years-settings/ (uploaded weekly, no charge) complete this [form](#):

New Managers Academy: Are you new to the role of managing a PVI nursery?

Perhaps you have only been a manager for the last 6 months or so. Let us know and we can offer you some additional support whilst you fully find your feet (no charge). One of the Early Years Project Officer's will meet with you to discuss your current challenges and offer advice and guidance and you will also be invited to termly, virtual group meetings to network with other new managers for peer support. What next: just complete this short

[Microsoft Teams form](#)

New Practitioners Academy: Are you training or been in early years for less than a year?

Join by coming on any (or all) of the free meetings - there is no need to book just click on the links below on the date at 4pm. We will chat to you about all sorts of elements of practice as well as giving you the opportunity to ask questions. We are really looking forward to meeting you and welcoming you to the best profession in the world!

Tuesday 8th July 2025 [Join the meeting now](#)

Something to do this week! Check your systems for storing information.

All settings are required to comply with data protection under the Data Protection Act 2018. You will be collecting, storing and sometimes sharing personal data of the families and children you work with. Perhaps storing phone numbers in a mobile phone in case of emergencies or holding details of the names and addresses of the children, photographs and videos, or perhaps place of work for emergency contacts - all this is personal data.

The Information Commissioner's Office (ICO) is the UK regulator and enforcement agency of data protection legislation. For a list of the types of personal data and the principles of GDPR, please see their website. [Advice for small organisations | ICO](#)

How long must records be kept for?

Records that show the operation of daily activities must be kept for 6 years after the child has left the setting. These include:

- Attendance registers
- Medication records
- Parental permission forms
- Complaints log
- Contracts and contractual documentation
- Local authority funded places documentation
- Any logs containing personal information such as diaries or daily logs
- Risk assessments
- Public liability and insurance documentation

For some records such as serious complaints, records of child protection, serious injury, regular medication records, record of severe allergic reactions, child serious illness – these must be kept for longer and you should seek legal advice about these records. It is usually advised that these records are kept until the child is 25 years of age.

Other records of personal information or images of a child such as photographs, videos, websites, social media, texts, emails, apps or cloud storage should be kept until the child is 21 years and 6 months of age. Please note – you need to ensure that you have up-to-date permissions to retain these records in line with data protection (you will find more information about this on the ICO website)

Record of death, injury, disease, dangerous occurrence, accident/incident, child specific risk assessments - these must be kept until the child is aged 25 years.

Visitors book - These must be kept between inspection periods but if special circumstances are involved as above, please take legal advice from your insurance provider.

Financial records, including receipts, invoices and accounts books must be kept for five years following the self-assessment period.

For the retention of records relating to employed staff including childminding assistants, please take legal advice from your insurance provider but in general, records of those who applied and did not get the job can only be kept up to 12 months, those that did get the job, the majority of their information is kept for 6 years following end of employment (exclusions to this are statutory maternity, adoption or paternity pay records or statutory sick pay records which is 3 years after the tax year).

And a quick reminder - if any tablets, computers or phones are stolen and it contains any information regarding children or their families you must inform Ofsted as a 'serious incident' [Report a serious childcare incident - GOV.UK \(www.gov.uk\)](#) as well as the ICO.

Let's Celebrate!



This week we are shouting a fabulous Well Done to three more settings in Lancashire who have recently had their Ofsted inspection reports published!

Nicole Holden a Childminder in Preston shared that the inspector was lovely, and she felt prepared for the inspection by displaying photo books of their various activities, including the local site they have their twice-weekly Forest School sessions at. The inspection was just over two hours long, which Nicole puts down to having all her paperwork available and organised, helped by using her Member Childminder Portfolio dividers. This meant the inspector didn't have to ask many questions as so much was evidenced in the file. Nicole's inspection report notes how well Nicole

'... creates a broad, well-sequenced curriculum that promotes children's development. The childminder has a good understanding of what she would like children to learn. She understands their uniqueness and individual starting points'.

Nicole's top tip is to have your documents and paperwork organised and available for the inspector to see.

Brave Church Nursery and Preschool in Oswaldtwistle are also celebrating their Ofsted inspection outcome. Their reports credit the setting with how well

'The curriculum is designed to teach all children the skills that they will need to be successful in their next stage of learning. Staff work in partnership with parents to share information about each child in order to find out about their interests and recent successes.'

Manager Helen Horrocks shared that the Deputy Manager Emma, did the learning walk at they felt that because the inspector also worked in a nursery, he understood their routines. He spoke to all staff and observed them playing with the children. Helen shared that their baby unit has only been running for just under a year and the inspector praised their new environment and the staff. He was also mindful of all the staff wellbeing.

Mossgate Nursery in Morecambe have recently had their inspection report published. Manager Kerry Bloomsdale shared that the inspection went very well and the inspector was lovely. He did check-ins to see if Kerry and her staff were happy with the inspection and his conduct. In his report he notes how *'Staff build positive relationships with children and quickly get to know them very well. Children who are new to the nursery are given lots of reassurance. They happily seek staff out for a cuddle or to involve them in their play.'*

On behalf of everyone in the Early Years Quality Improvement Team, we would like to say thank you for your continued commitment to providing quality childcare and education to children in Lancashire

EYFS Update Briefing Sessions

Thinking about September and how you can make sure that you know about the coming changes? Come along to a briefing session and get the information that you need.



This essential briefing session will explore the:

- NEW EYFS Safeguarding Reforms
- NEW changes to the Early Years Qualification Requirements and Standards
- NEW upcoming changes to the Ofsted Inspection Framework

All sessions will be delivered by Annette Shepherd or Julie Ebdon, along with one of our project officers; Lynda Ward, Hayley Hinton or Aisha Laher.

Some of the original face to face sessions are now full but there are spaces on the dates still on the website.

To book your place please follow the link in the chart below:

Childminder briefing	24th June - 6.30 to 8pm Virtual on Microsoft Teams	www.lancashire.gov.uk/early-years-support-and-training/childminders-training/eyfs-update-briefing-session/
Out of school club briefing	10th July - 9.30 to 11.30am Virtual on Microsoft Teams	www.lancashire.gov.uk/early-years-support-and-training/out-of-school-settings-training/eyfs-update-briefing-session/
PVI Nursery briefing	30th June - 1 to 3pm Garstang 4th July - 9.30 to 11.30am Virtual on Microsoft Teams 8th July – 6.30 to 8.30pm Virtual on Microsoft Teams	www.lancashire.gov.uk/early-years-support-and-training/nursery-settings-and-schools-training-courses/eyfs-update-briefing-session/

Education Endowment Foundation – Evidence Advocate roles

The early years of a child's life play a critical role in shaping their future. Experiences during this time influence both short-term development and long-term outcomes. To support the early years sector in this vital work, the Education Endowment Foundation is inviting applications for newly funded roles focused on improving outcomes through evidence. The Evidence Advocate roles will help bridge the gap between research and everyday practice, ensuring that the best available evidence reaches the settings where it can make the most difference.

As an Evidence Advocate, you'll help:

- Design and deliver evidence-based professional development
- Develop and implement high-quality resources
- Support the quality assurance of our materials
- Champion evidence use across the sector
- Share practitioner insights to shape future support

The EEF are keen to hear from those who are passionate about improving early years practice through evidence and are recruiting from all types of settings (including childminders), and across all regions of England.

Find out more and apply: [Application form: Early Years Evidence Advocate](#)

Applications close on the 19th June

DBS Workshop

Would you like to understand more about the DBS process to support you in your safe recruitment and ongoing suitability decisions?

Tuesday 1st of July at 10am on Microsoft Teams (no charge)

Blackpool Early Years Team are hosting an information session with the North West's Regional Outreach Worker and all Lancashire settings are very welcome to attend. To book your place please use this [booking form](#).

The session is online (Microsoft Teams) and will explore -

- DBS Barring Functions
- DBS Myth busting
- Responsibilities of organisations
- The Legal Duty to Refer to DBS and when it applies
- The impact of not making appropriate referrals to DBS
- How to make a good quality barring referral
- Live Questions and Answers
-

Summer term 25 PEPs (personal education plans)

Now we are in the second half of the summer term, summer PEP meetings for all our CLA should have either taken place or be booked in during the next couple of weeks. If arrangements for the PEP meeting have not been made for any of the CLA in your setting (age 2 +), please contact the social worker to agree a time. The deadline for summer PEPs to be completed and submitted by the social worker is **7th July** so meetings should ideally take place before the end of June to allow time for the process.

It is particularly important that all our CLA starting reception in Sept 2026 have a good quality PEP to aid their transition to school. Please remember to invite the Designated Teacher from the prospective school so they have an opportunity to meet the adults caring for the child, gain a thorough understanding of the child's strengths/needs and ensure a smooth transition plan is in place. You can view information around transition with ideas about how to support here [Pre-school to Reception - Lancashire County Council](#). Please evidence how the child is being supported in the transition action plan on the form.

The Virtual School have updated the quality assurance standards for PEPs. They can be found here - [Personal education plans \(PEPs\) guidance - Lancashire County Council](#) along with lots of information to support completion of PEPs. The areas we are paying particular attention to are the target setting and how EYPP is being spent.

Targets

Are there 3 quality targets set for the child? They need to be specific to the individual child and their next steps/needs.

Questions to ask of the PEP target.

Is all this evident on the form? Yes/No

SPECIFIC - What specific thing do we want the child to achieve?

How is this going to be achieved/ what needs to happen? e.g. what additional support/interventions/differentiation/resources? Who is responsible for what?

When and how often will this support take place?

MEASURABLE - How will we know when the target is achieved? Make this as concrete as possible, e.g. what will be the observable difference?

ACHIEVABLE - Is it appropriate to the stage/age of the child? Is this target likely to be achieved with the resources/support available?

RELEVANT - Is the target addressing a gap/need which has been identified in the PEP?

Is it helping towards a longer-term target?

TIMEBOUND - Is there a date set for when this is to be achieved by? This needs to be a specific date or e.g. "October half term" for example.

EYPP

Is it evident that the money is being used to improve outcomes for the child and to narrow gaps in their learning? It could be used to fund additional training for your staff to meet the child's needs, invest in partnership working with your colleagues in an area to further your expertise or support your staff in working on specialised areas such as speech and language.

Access the Professional Portal to view the PEPs assigned to you, please click here

<https://professionalportal.lancashire.gov.uk>

If you are experiencing any difficulties with the Professional Portal or want a new Designated Practitioner registering for an account, please contact pepqueries@lancashire.gov.uk (with the setting's address, full name of staff member and their email address)

The Virtual School Early Years Consultant can be contacted at sharie.mayren@lancashire.gov.uk

Thank you for your continued commitment to our vulnerable children.

Educational Psychology Service Review

As we approach the end of the academic year, **Lancashire Educational Psychology Service** is reviewing its current offer to settings. This year the offer from the service has included CPD events for practitioners, CPD events for Parent Carers and Group Consultations.

We want to ensure that staff working within Early Years settings feel that the offer is supportive and has a long-term impact on the children of Lancashire. Therefore, we'd like to invite you to share your views by completing a short evaluation form whether you have or have not attended these events.

Please could you complete the following form before **Wednesday 25th June**

<https://forms.office.com/e/4u9VJ9Pbyh>. This will help to inform planning for the next academic year.

Best wishes, Naomi

Dr Naomi Boswell

Lead Specialist Educational Psychologist (HCPC Registered)

Inclusion Service, Education & Children's Services, Lancashire County Council

Stronger Practice Hub - June Newsletter

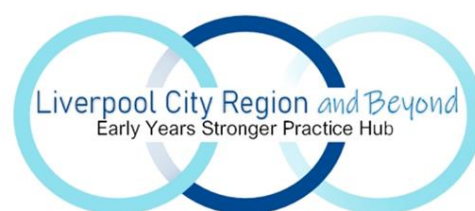
Please find attached a copy of the **June newsletter** packed full of information. You can sign up to receive the newsletter directly and see past copies on the website:

www.evertonnurseryschoolandfamilycentre.org

SAVE THE DATE: SEND Conference on Saturday 13th or

20th September 2025 (to be confirmed depending on

football fixtures re home games) at **Morecambe Football Club, Christie Way, Westgate, Morecambe, LA4 4TB. 9.30a.m. – 12.30p.m.**



Lancashire Prevent Partnership

Have you seen the free Prevent training and resources on the Lancashire Prevent Partnership website? We have confirmed that the resources and training (events) are suitable for staff in childcare settings.

www.lancashirepreventpartnership.org.uk

Lancashire SEND Improvement Update



As you know, Ofsted and the Care Quality Commission (CQC) carried out an inspection of our local area SEND Partnership from 25 November to 13 December 2024 and the findings showed that there are widespread and/or systemic failings leading to significant concerns about the experiences and outcomes of children and young people with special educational needs and/or disabilities (SEND).

We have now received a letter from Minister Daby, to inform us that we are being issued with an Improvement Notice, that has been published on GOV.uk.

This Improvement Notice was expected, and we would like to use it as an opportunity to acknowledge the findings of the joint Ofsted and CQC inspection of our SEND services, and say we are deeply sorry that children and families have been let down. The experiences highlighted in the report are unacceptable, and we are determined as a partnership, to put things right.

As this was a partnership inspection, we are working closely across the Integrated Care Board, Lancashire County Council (LCC) and the Parent Carer Forum to drive change and deliver the improvements required within the timescales set out. Our dedicated SEND staff have been working relentlessly to support children and young people with SEND and their families and have pulled together in challenging times, that have seen unprecedented demand.

Improvement to our SEND services is an absolute priority across the entire Partnership and since the inspection we have implemented many changes. You can read more about these [here](#).

We are clear that this is about real change, rebuilding trust, raising expectations, and delivering results. We will be honest about progress, transparent about challenges, and relentless in our focus on outcomes.

Thank you to all involved for their hard work in implementing these changes. We will not stop until this system works for every parent, carer, and young person affected.

DfE and Ofsted Updates

[Our approach to mental health and well-being: updates](#) (Published 4th June) Matthew Purves, National Director of Ofsted Academy, on Ofsted's renewed approach to mental health and well-being.

[Ofsted confirms September publication for consultation response, ahead of new-look education inspections from November - GOV.UK](#) (Published 11th June). Ofsted confirms September publication for consultation response with new look inspections from November.