



Everything you need to know about setting up childcare provision from a school site.

This document explains the different ways in which childcare provision can be operated from a school site by third party providers.

Schools wishing to set up their own childcare provision should look at the document: [Setting up Early Years provision in a maintained school](#)

Setting up a childcare provision requires careful planning and consideration to ensure it meets the needs of all children, families, and statutory requirements.

Schools wishing to consider setting up a provision of any kind will need to speak to their School Improvement Manager and Strategic Development lead.

It is important that any potential provider conducts appropriate research, including:

- [Current demand and supply](#) of childcare spaces in the area
- The needs of families and their communities
- Existing provisions operating in the area

Providers can contact Hampshire County Council teams, such as [Services for Young Children \(SfYC\)](#), [Strategic Development](#) and [Educational Financial Services](#) to discuss plans.

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Key Considerations

All providers will need to carefully consider each of the areas detailed here.

Governance and Approvals

- Seek opinions from the school's governing or religious body and obtain formal approval.
- Consider the additional responsibilities and time commitments required of the headteacher and governing body (if applicable).

Management and Operations

- Decide on the management structure, including key roles such as Designated Safeguarding Leads (DSLs).
- Develop the setting's policies, procedures, and risk assessments.

Premises and Resources

- Assess whether refurbishment or modification work is required to make the premises fit for purpose.
- Estimate the costs, timescales and resources required as well as any contingency which may be needed.

Financial Planning

- Create a comprehensive business case, including cashflow projections and financial forecasting.
- Analyse the benefits and risks associated with the proposal.
- Consider financial implications of staffing costs, long-term sustainability, and whether staff will need to be paid on Hampshire County Council pay scales.
- Take into account any government-funded entitlements available

Legal and Statutory Requirements

- Research statutory organisational requirements - see the corresponding sections of this document for details.

School Space

- Providers and schools will have to agree how they will share the accommodation provided (for example, only using specific spaces at the start or end of the school day). Once agreed, a standard School Hiring Agreement should be completed.
- Further information for schools can be found on the Hampshire Services for Schools platform, in particular 'Property and Contents including Hire of School Premises' and 'Hiring out Premises' found in the Hampshire Insurance Services and Education Financial Services sections respectively.

Delivery Types

Direct delivery by a maintained school

Information on both delivery models can be found here: [Setting up early years provision on a school site](#)

Governor led/Community Powers

Provision is managed by the governing body. They are responsible for any financial implications of the setting

Ofsted will inspect separately to the school registration.

Staff are employed directly by the school under their own terms.

Children attending the setting are not classed as pupils of the school.

Lowering age range/Age down

Provision is managed by the head teacher. Ofsted will inspect alongside the whole school inspection.

Staff become Hampshire County Council employees under Hampshire terms.

Children attending become pupils of the school.

Important consideration:

Attending a school-based early years setting does not supersede school admissions policies. Children turning statutory school age will be required to apply for a place. Attendance does not guarantee a school space.

Delivery by an academy school

Provision can be run on the school site or other land owned by the academy.

Schools must consult with Hampshire County Council and Department for Education.

See: [Academies: making significant changes or closure by agreement](#)

Third-party delivery within community premises

Provision is situated within a community building, e.g. third-party runs wraparound care from a nearby community centre.

Providers require formal lease/agreement with building landlord.

Measures must be put in place to ensure the safe transition of children between sites, including who is responsible for discharging and accepting care of children.

Third party delivery on a school site

Private, Voluntary or Independent (PVI) organisation delivers childcare from premises on the school site.

A written lease and/or agreement must be in place to protect each party's legal rights.

School's must follow Hampshire County Council guidelines as per the following documents:

- [Scheme for Financing Schools](#)
- School Hiring Agreements or Lease Agreements - to be arranged with [Strategic Development](#)
- [Procurement and tendering processes](#)

School's must make clear their expectations and have contractual agreements in place to cover quality of service and performance monitoring. The PVI must be able to demonstrate they are able to keep children safe.

Exit policies must be put in place in case either party wishes to leave the agreements. This includes a 3 month notice period, requirements of returning premises to original state and any Transfer of Undertaking (Protection of Employment) (TUPE) if required.

Childminders

Childminders may be able to work alongside a school delivering wraparound care.

Models of operation



Staff ratios requirements



Types of Provision

Funding options

This section covers the following information tailored to each provision type

Ofsted registration



Staff qualifications requirements



Operating Models

School-based early years settings can choose to operate as full day care, they can offer sessional care, they can operate all year round, or they can operate term time only.

Schools should consider the need of families in the local area when choosing how to operate.

Read: [Setting up early years provision on a school site](#) for more information

Early Years - Nursery or Pre-school



Qualifications

At least 1 member of staff must be a school teacher (if school managed).

At least one other member of staff must hold an approved level 3 qualification.

Students, volunteers and apprentices may count in ratios at the level below their level of study, if they are competent and responsible and hold a valid and current paediatric first aid qualification.

Consult [EYFS](#) for full requirements.

Child:Staff Ratios

Children under 2 years = 1 member of staff for every 3 children

Children aged 2 = 1 member of staff for every 5 children

Children aged 3 and over = 1 member of staff for every 13 children.

Staff must hold the correct early years qualifications to count within ratios.



Ofsted Registrations

Anyone providing childcare for children aged 5 years and under must register on the Early Years Register.

Funding Options

EYE Funding Entitlements

Eligible working families of children aged 9 months to school age can claim up to 30 hours of funded childcare per week (depending on whether they receive standard or stretched funding).

If families are not eligible, parents of 3 and 4 year olds can claim 15 hours of 'universal' funding. Those in receipt of certain benefits can also claim 15 hours of funding for children aged 2 years and up.

Providers wishing to sign up to receive EYE funding must agree and sign [Hampshire County Council's EYE Funding Terms and Conditions](#).

Tax-Free Childcare

Providers are able to sign up to receive childcare payments through the government's tax-free childcare portal (school's follow [this guidance](#)). Eligible parents can claim up to £500 every 3 months towards their childcare costs, by paying money into their tax-free childcare account, which the government then provides 20% towards.

Tax-free childcare can be used in conjunction with EYE funding entitlements.

Wraparound

Operating models

Wraparound care comprises before and after school care for primary school aged children.

Provides a vital service to working parents.

The Department for Education (DfE) defines wraparound care as running 8am - 6 pm, 5 days. If there is local needs, settings can operate outside of these times.

Wraparound care can be delivered by PVI organisations, directly by schools, by childminders and even by Early Years providers.

More information here: [National Wraparound Childcare Programme](#)

Funding Options

Tax-Free Childcare

Providers are able to sign up to receive childcare payments through the government's tax-free childcare portal (school's follow [this guidance](#)). Eligible parents can claim up to £500 every 3 months towards their childcare costs, by paying money into their tax-free childcare account, which the government then provides 20% towards.

Childcare for Service Children

Eligible Service personnel can register for up to 20 hours of wraparound childcare funding per week during term time for each child aged 4-11 years.

Qualifications

At least one member of staff must hold a level 2 childcare qualification or training in core common skills.

At least one member of staff must hold a valid and current paediatric first aid qualification.

Staff handling food must receive food hygiene training.

Child:Staff Ratios

Children in reception class and up = enough staff for 30 children.

This is dependent on activities carried out, age, and needs of children.

Good practice would be to have at least 2 members of staff present at all times.

Ofsted Registrations

Anyone providing childcare for children aged 5 years and under must register on the Early Years Register.

Anyone providing care for children aged 5-8 years must register on the compulsory Childcare Register.

Providers who are exempt from registering with Ofsted are able to register on the voluntary Childcare Register.



Qualifications

At least one member of staff must hold a level 2 childcare qualification or training in core common skills. At least one member of staff must hold a valid and current paediatric first aid qualification. Staff handling food must receive food hygiene training.



Child:Staff Ratios

Children in reception class and up = enough staff for 30 children.

This is dependent on activities carried out, age, and needs of children.

Good practice would be to have at least 2 members of staff present at all times.

Holiday care

Operating models

Holiday care provides care during the school holidays and inset days.

Holiday care is often delivered by PVI organisations such as sports clubs or wraparound clubs already linked to the school.

Children receiving benefits related free school meals can receive free provision and hot meals through the Government's [Holiday Activity and Food programme](#).

Funding Options

Tax-Free Childcare

Providers are able to sign up to receive childcare payments through the government's tax-free childcare portal.

Eligible parents can claim up to £500 every 3 months towards their childcare costs, by paying money into their tax-free childcare account, which the government then provides 20% towards.

Ofsted Registrations

Anyone providing childcare for children aged 5 years and under must register on the Early Years Register.

Anyone providing care for children aged 5-8 years must register on the compulsory Childcare Register.

Providers who are exempt from registering with Ofsted are able to register on the voluntary Childcare Register.

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Forest School

Child:Staff Ratios

Children under 2 years = 1 member of staff for every 3 children

Children aged 2 = 1 member of staff for every 5 children

Children aged 3 and over = 1 member of staff for every 13 children.

Staff must hold the correct early years qualifications to count within ratios.

Operating Models

Settings operate from the school grounds.

Sessions can be offered year-round or term time only.

Ofsted Registrations

Anyone providing childcare for children aged 5 years and under must register on the Early Years Register.

Further information on how to register and what to expect from inspections in Useful Links.

Qualifications

Staff must have an accredited Forest School Association qualification in order to operate.

Staff must complete an outdoor first aid qualification.

Funding Options

EYE Funding Entitlements

Eligible working families of children aged 9 months to school age can claim up to 30 hours of funded childcare per week (depending on whether they receive standard or stretched funding).

If families are not eligible, parents of 3 and 4 year olds can claim 15 hours of 'universal' funding.

Those in receipt of certain benefits can also claim 15 hours of funding for children aged 2 years and up.

Providers wishing to sign up to receive EYE funding must agree and sign Hampshire County Council's EYE Funding Terms and Conditions.

Tax-Free Childcare

Providers are able to sign up to receive childcare payments through the government's tax-free childcare portal (school's follow this guidance).

Eligible parents can claim up to £500 every 3 months towards their childcare costs, by paying money into their tax-free childcare account, which the government then provides 20% towards.

Tax-free childcare can be used in conjunction with EYE funding entitlements.



Childminders

Operating Models

Childminders can offer invaluable wraparound care to schools and parents, operating around the school day to offer support before and after school.



Qualifications

Childminders must be able to demonstrate they have the appropriate knowledge and understanding of their roles and responsibilities in caring for children.



Must hold a valid and current first aid qualification.



Child:Staff Ratios

Children aged under 8 years = 6 for each staff member

Of these 6, a maximum of 3 children may be under 5 years

Funding Options

Tax-Free Childcare

Providers are able to sign up to receive childcare payments through the government's tax-free childcare portal (school's follow [this guidance](#)).

Eligible parents can claim up to £500 every 3 months towards their childcare costs, by paying money into their tax-free childcare account, which the government then provides 20% towards.

Tax-free childcare can be used in conjunction with EYE funding entitlements.



Ofsted Registrations

Anyone providing childcare for children aged 5 years and under must register on the Early Years Register.

Anyone providing care for children aged 5-8 years must register on the compulsory Childcare Register.

Providers who are exempt from registering with Ofsted are able to register on the voluntary Childcare Register.

Further information on how to register and what to expect from inspections in Useful Links.

Policies and Procedures

School based settings are expected to be able to provide written copies of their policies and procedures as per the EYFS framework.

These should be regularly reviewed and should cover:

Safeguarding and Safer Recruitment

Admissions

Administering medicines to children

Behaviour policies - for children and staff

Emergency evacuation and lockdown

Risk Assessments

Fire Safety

Data Protection and Data Sharing

Attendance

Support for children with Special Educational Needs and/or Disabilities

This list is not exhaustive and settings are expected to read both the EYFS framework and KCSIE for full details.

Child Records

Settings must keep children's records (including attendance records) and registration information on site. This must be held in securely and confidentially. All settings must follow regulatory guidance on the retention of records.

Policies

This information applies to all types of provision



Expectations

All staff should read the setting's policies to fully understand their roles and responsibilities.

It is good practice to conduct an annual review of all policies or whenever guidance is updated.

Safer Recruitment

Ensure the safeguarding of children by following robust recruitment and selection processes.

Those on the interview panel must have completed Safer Recruitment training.

- Pre employment checks must include
- an enhanced criminal records check
 - an additional criminal records check for anyone who has lived or worked abroad
 - qualification checks
 - identity checks
 - two references

Staffing

Each setting should have staff in the following roles (the same person may take more than one role):

Named Manager and Deputy

Designated Safeguarding Lead and a named Deputy

Special Educational Needs Co-ordinator (SENCo)

Fire Safety Officer

Staff should also hold current and valid certificates in:

Paediatric First Aid

Food Hygiene

Safeguarding and Child Protection

SfYC Support, training and communication

Services for Young Children has a wide range of support on offer to all Hampshire childcare providers

Online webinars are held termly to discuss the latest updates - Provider Briefings, DSL Briefings, SENCo Support, Birth to Four Network Meetings, Wraparound Briefings - all bookable on our [events website](#).

Schools setting up provision will continue to receive their usual School Comms

Settings can [book a Business Surgery](#) with Childcare Development Officers about any aspect of their business or development needs.

New settings may be offered targeted support.

The SfYC teams are available for support, queries, or discussions at any point via the [General Enquiry Form](#).

The [SfYC Moodle](#) site is an online learning platform including webinars, presentations, guidance documents, e-learning and bitesize courses. Training courses and support is also available [here](#).

The [SfYC website](#) is regularly updated with information for providers.

Centrally available grants or funding will be advertised as they become available.

SfYC has its own Facebook group for providers: [Hampshire Childcare Provider Support Group](#) ([Services for Young Children](#))

Settings are able to access centrally funded training and information events.

SfYC has a range of resources available to support providers [opening a new childcare business](#).

The SfYC Provider Bulletin is published monthly and jam packed with all the latest updates on a wide range of topics; including safeguarding, inclusion, SEND, and business support.

Schools can access professional development opportunities through the Workforce Development Programme.

Useful Links

This page contains links to additional information on the topics covered in this document.

- [Hampshire Childcare Sufficiency Assessment](#)
- [Hampshire Education - Pay Ranges](#)
- [Early Years Education Funding](#)
- [Setting up an Early Years Provision in a Maintained School](#)
- [Academies: making significant changes](#)
- [Making significant changes to maintained schools](#)
- [Scheme for financing schools](#)
- [School Organisation and Strategic Development](#)
- [Hampshire County Council Joint Procurement Service](#)
- [Education Act 2002](#)
- [Early Years Qualification Checker](#)
- [Early Years Foundation Stage Statutory Framework](#)
- [30 hours free childcare: local authority and early years provider guide](#)
- [Early Years Education Funding Terms and Conditions](#)
- [Tax-Free Childcare - how to get a provider account](#)
- [Tax-Free Childcare - information for schools](#)
- [National Wraparound Childcare Programme Handbook](#)
- [Guidance for registering with Ofsted](#)
- [Ofsted registration requirements](#)
- [Ofsted registers](#)
- [Ofsted application process](#)
- [Ofsted inspections](#)
- [Childcare for Service children](#)
- [Holiday Activities and Food programme](#)
- [Forest School Association](#)
- [Keeping Children Safe in Education](#)
- [Information Commissioner's Office](#)
- [HUB for Providers and Schools](#)
- [Cash flow template](#)
- [Writing a business plan](#)