



Guidance on setting up childcare on a school site

Nursery, Pre-School, Wraparound Care, Holiday
and Forest School provision



Hampshire
County Council

www.hants.gov.uk

Guidance on setting up childcare on a school site

This guidance document has been formulated to support and provide information to schools who are considering setting up childcare provision i.e., nursery, pre-school, wraparound care/holiday provision or delivery of a Forest School approach.

Included are guidance materials and a list of areas that need to be considered.

Nursery or pre-school provision can be operated as a full day or on a sessional basis and all year or term time only which would depend on access to the school site. Any new childcare business needs to consider the supply and demand for childcare already existing in the district and what type of childcare is required, whilst supporting the needs of working parents.

Important: For schools considering a merger with an onsite pre-school – please read the document, '**Guidance where HCC Schools are considering a merger with an onsite preschool - updated June 2020**' accessed [here](#).

Breakfast and after school care provision (termed Wraparound Care), normally opens before and after the school day, sometimes complimenting other programmes of school-run after-school activities. Childcare settings offer a vital service to working parents, supporting children to access provision which typically wraps around the school day. Although traditionally focussed on supporting school age children, providers can and do support the delivery of childcare in the early years too. The DfE definition for Wraparound care is 8am-6pm, 5 days per week. Provisions can also operate before or after these times dependent on local need.

<https://www.gov.uk/government/publications/wraparound-childcare-guidance-for-local-authorities>

Holiday care can be supported solely during key school holidays/ inset days on the school site by a third-party provider, i.e., sports clubs or an out of school care provider linked to the school. Children who receive free school meals can receive free provision and hot meals via the Holiday Activity and Food Programme known as HAF.

<https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2023>

Forest Schools can be operated from school sites/grounds and offer preschool provision in an outdoor learning approach while supporting school age children also. However, staff need to have an accredited Forest School qualification. The sessions can be offered all year or term time only dependent on access to the chosen site and the conditions of use.

In Hampshire, all Wraparound Care provision must have regard to delivering high quality childcare and be identified as an approved provider to be added to the Family Information and Services Hub directory where parent/carers can search for different types of childcare within their locality.

<https://fish.hants.gov.uk/kb5/hampshire/directory/home.page>

The following information highlights some of the criteria that need to be adhered to when setting up childcare provision on school sites.

Examples of approaches to delivery of childcare provision:

- **Third party delivery within community premises** – This would be where a private, voluntary, or independent provider secures provision within a community building. They would normally have a formal lease/license agreement with the landlord of the building.
- **Third party delivery on a school site** – This would be where a school will secure the services through a service agreement/contract with an external organisation. This organisation can be within the private, voluntary, or independent sector. This service could be delivered on the school site or within the premises of the community. Hampshire schools should take account of Hampshire County Council (HCC) regulations on standing orders, commissioning and procuring any third-party services. This is explained further on in this guidance document.
- **Direct delivery by a school** (LA Maintained Schools) – This is where the school governing body take on the responsibility of managing the whole service; including employing staff, managing the provision and wrap around care that can be supported in house where at least 1 pupil attends.
- **Academies** – Academies can directly run an out of school provision onsite, from another site owned by the Academy, hire an independent provider or set a subsidiary company to run the childcare provision
- **Childminders/ Childminder Agency (CMA)** - in some areas of Hampshire existing childminders can work alongside schools and parents to provide the care before and after school.

Can parents demand out of school care at a school?

Responding to requests for wraparound childcare – February 2024

[Responding to requests for wraparound childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/responding-to-requests-for-wraparound-childcare)

This publication provides guidance from the Department for Education. It has been produced to help maintained schools and academies (including free schools) understand how to respond to parents' requests that the school that their child attends considers establishing wraparound and/or holiday childcare, and childcare providers' requests to use school facilities for wraparound and/or holiday provision at times when the school is not using them.

This guidance aims to maintain school autonomy and avoid imposing unnecessary administration burdens on schools, whilst ensuring schools

understand the basis on which they should be responding constructively to requests for wraparound childcare.

Initial issues to be considered by schools in considering childcare provision

- A school should carefully consider the business case and benefits of the proposal/s and seek support from where appropriate. This may be from governor representative staff, Hampshire County Council Strategic Development Officer, and Financial Services.
- Preparatory work needs to be undertaken to identify the demand for out of school provision in the area and gather evidence for this, including a consultation with local parents and wider stakeholders. A school must consider and check that other provision in the area will not be directly affected by such a development.
- Where a school managed option is being considered, there should be consideration on indicative financial costs of the proposal and governance arrangements. This should cover any financial implications to the school in terms of Hampshire County Council pay scales and the effect this may have on viability and sustainability of the provision together with the time commitment of management by the governing body and head teacher.
- Resource implications if premises require refurbishment or modification together with management of the service either by direct supply or service contract arrangement.
- Specification, monitoring and any contractual information to support third party providers.
- If the school is using a third-party provider off site, consider what arrangements will need to be in place to safeguard children at the beginning and end of the school day. How will transitions be made and responsibility for the children discharged and taken on by the other party? This could be included in a memorandum of understanding or service contract agreement.
- Clarity of roles and responsibilities and any management and organisation requirements, for example insurances and Ofsted registration. DBS checks must be sought for all employees - <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>
- Health & Safety legislation must be adhered to, and relevant risk assessments carried out to support the welfare and wellbeing all of users of the facility. KCSIE Section 166 https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping_children_safe_in_education_2023.pdf
- *Where governing bodies or proprietors hire or rent out school or college facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe*

- The requirement for staff supervision sessions are identified within the group setting EYFS [Statutory framework for the early years foundation stage for group and school providers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) which places an obligation on all providers to focus on the safety and welfare of children.

Issues to be considered when third parties providers use school premises

Where a third party is intending to use part of the school premises to operate the childcare provision, it is important that a written agreement/lease is put in place to protect the legal rights of both parties and to ensure that each party understands their responsibilities.

Hampshire schools are required to follow the guidance note 13.4. Funding agreements with third parties (community)

<https://documents.hants.gov.uk/education/school-budget-shares/schemeforfinancingschools.pdf>

If the third-party provider will not have exclusive use of the accommodation i.e., will share the accommodation and only use at the beginning and end of a school day, then a standard School Hiring Agreement should be completed with the provider.

<https://hants.sharepoint.com/sites/CHILDRENS/SitePages/Schools-Information.aspx>

In cases where the third-party provider will have exclusive use of the accommodation/school grounds i.e., not shared with the school, then a lease agreement will be required. In these instances, the school should contact their Strategic Planning Officer within Children's Services who will then instruct Property Services to agree the details.

Where a school is an academy or not local authority maintained, the premises arrangements for any childcare provision activity should be confirmed, the landlords consent sought, and following approval of this, appropriate tenancy arrangements put in place.

Schools need to ensure a clear exiting process for the childcare provider is agreed which need to outline the following:

- a clear notice period
- highlights any specific considerations i.e. re-decoration/returned to original state
- TUPE of staff, if applicable

Schools need to be aware the childcare provider must fulfil the conditions of Hampshire County Council's Early Years Education Funding Agreement if offering the Government's statutory [early years education places for funded 2, 3 and 4](#)

[year olds](#) in accordance with the Statutory Framework for the Early Years Foundation Stage conditions and the lease conditions. In September 2024 this is expected to also include children aged 9+ months who are eligible for EYE funding.

Procurement information for schools

Hampshire County Council Schools need to follow the County Council's contract standing orders when they procure services and enter into service contracts, where a charge may be incurred by schools. Visit <https://www.hants.gov.uk/business/procurement> for further details.

Services for Young Children (SfYC) can support the tender process for schools seeking to source a quality childcare provider for their chosen childcare provision. This service can be requested and purchased via [Hampshire Early Years Training & Consultancy](#) (HEYTC) as bespoke support to the school from the Childcare Development team.

Schools can complete a General Enquiry form, [Services for Young Children General Enquiry Form \(office.com\)](#), to arrange a discussion with a Childcare Development Officer (CDO) regarding their childcare provision needs/development:

What type of registration is required?

Ofsted

All childcare provision for children aged eight or under needs to be registered with Ofsted, the regulatory body. There are two main types of register: Early Years Register and Childcare Register which has two parts. All relevant details regarding regulation and inspection can be found at [Early years and childcare registration - GOV.UK \(www.gov.uk\)](#)

Ofsted produce a wide range of guidance and factsheets for all childcare settings that are essential reading:

Registering school-based provision – February 2017

[Registering school-based provision with Ofsted \(publishing.service.gov.uk\)](#)

Inspection information is included within this document. The document also outlines clearly examples of provision on school sites on pages 7, 8 and 9.

This fact sheet sets out when a maintained or independent school must register its early years or childcare provision with Ofsted where this provision is made directly by the school and managed by the governing body.

Information is provided about registration on the Childcare Register. It will help you decide whether to apply and explains what processes your application will go through before Ofsted can decide whether you are suitable to be registered. It sets out who must apply to join the Childcare Register, who can choose to do so

and how Ofsted register those applying. It also gives information on continued registration and inspection.

Information from the Department for Education (DfE)

Clarity on school age range and offering entitlements

We have recently seen an increase in enquiries from LAs about school age ranges and offering entitlements, we hope the following information below is of help

A school's age range is the age range for which the school normally makes provision for. If the school's lower age range is 3-year-old and the child has turned 3, they wouldn't need to change the age range. If the school is wanting to offer all three-terms of an entitlement for 2-year-olds then they may need to lower their age range to 2-year-old. Further guidance on making changes to schools and academies can be found at:

- [*Making significant changes to academies.*](#)
- [*Making significant changes \('prescribed alternations'\) to maintained schools.*](#)

As set out in A3.2 – A3.4 of the [statutory guidance \(statutory guidance applicable from 1 April 2024\)](#), local authorities should fund places for any provider that meets the relevant quality requirements if the parent wants their child to take up a free place at that provider, and the provider is willing to accept the local authority funding.

Inspection of early years provision

Guidance for the registration/inspection of early years and childcare provision in England, under the Childcare Act 2006, and its associated regulations
[Early years inspection handbook - GOV.UK \(www.gov.uk\)](#)

Registration with Ofsted as a childcare provider

[Early years and childcare registration - GOV.UK \(www.gov.uk\)](#)

Please consider when registering with Ofsted the age range of children and young people you plan to support with childcare, as the government funding from Sept 2024 will include young children from 9 months.

Ofsted register:

Below is a short description of the types of Ofsted registration:

2. **Early Years Register** - All childcare providers, such as childminders, day nurseries, pre-schools and private nursery schools that provide childcare for children from birth to the 31 August following their fifth birthday (known as the 'early years' age group) must register with Ofsted on the Early Years Register and deliver the Early Years

Foundation Stage (EYFS) Wraparound provision which includes Year R is required to be registered on the Early Years Register.

3. **Childcare Register** - The Childcare Register has two parts, a compulsory part and a voluntary part. Registration on the Childcare Register relies on the applicant making a declaration to confirm that they will meet the requirements of registration. All applicants must complete a Disclosure and Barring Service (DBS) check online at www.gov.uk/dbs-update-service. Wraparound and holiday care needs to be registered on the Childcare register for children aged under the age of 8.
 1. **Compulsory part** - A childcare provider must register on the compulsory part of the Childcare Register if they care for children from the 1 September following their fifth birthday up to the age of eight, this will include Wraparound and holiday care. This is usually six- and seven-year-olds but could include some five-year olds.
 2. **Voluntary Register** - Some childcare providers can choose to register with Ofsted if they want to provide care that does not need to be registered. This includes:
 - Home-based care in the home of the child (nanny)
 - Activity-based settings such as sports coaching or tuition - <https://www.gov.uk/guidance/registration-exemptions> - It is your responsibility to establish if your provision is exempt.
 - Short-term care such as crèches
 - Care that is only for children aged eight to their eighteenth birthday

Inspections by Ofsted

Depending on the registration of your setting, as a third party or as part of a school, you may be inspected independently or as part of the school.

<https://www.gov.uk/government/publications/conducting-childcare-register-inspections/inspections>

Where a school seeks to use a third party to deliver the wraparound or holiday care the school should seek the organisation to undertake:

- Their own due diligence to identify the demand for out of school provision in the area and gather evidence for this, including a consultation with local parents. You will need to be aware of existing provision in the area. See the Childcare Market and Childcare Sufficiency Assessment for your area: <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/providers/childcare-market>

- Finances, including the setting up, staffing, resources and running costs to the provider and the effect this may have on viability and sustainability.
See following link:
<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/providers/business-support> Clarity of roles and responsibilities and any management and organisation requirements, for example, insurances and Ofsted registration
- Monitoring of contractual obligations as stated by the landlord.

If the third party operates in premises that are not a school, they will need to consider the tenancy arrangement and should be advised as follows:

If a setting is considering a private tenancy agreement, they will need to ensure the premises are safe and suitable and that the environment/resources are fit for purpose and age appropriate. There must be adequate toilets/hand basins for the number of children accessing the service etc. If supporting young children, and following the EYFS, then an outdoor space must be provided daily for outdoor play.

- Settings will need to check if there planning permission is required to change the usage of the building:
https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use/2
- Settings should take their own legal and professional advice in the setting up of any contractual/tenancy agreements.

Opening a new childcare provision

A useful Hampshire document which you can refer to as a new provider is the checklist on the Services for Young Children website:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/workinchildcare/newchildcarebusiness>

Staffing

Practitioners in a wraparound care setting are generally called playworkers, although early years practitioners, learning support assistants or other staff could be considered, providing they have the appropriate experience/skills. The effective recruitment and selection of staff is essential to safeguard children. Recruitment, selection and pre-employment checks undertaken as part of this process, are an organisations first chance to make efforts to prevent unsuitable individuals from gaining employment working with children.

The playworker's response to children and young people playing is based on a sound, up to date knowledge of the play process and reflective practice. These are outlined as **Play work Principles** and are described below (if you are not familiar with the principles, please refer to [The Playwork Principles – The Playwork Foundation](#))

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological, and social necessity, and is fundamental to the healthy development and wellbeing of individuals and communities.
2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
3. The prime focus and essence of playwork is to support and facilitate the play process and this should inform the development of play policy, strategy, training, and education.
4. For playworkers, the play process takes precedence and playworkers act as advocates for play when engaging with adult-led agendas.
5. The role of the playworker is to support all children and young people in the creation of a space in which they can play.
6. The playworker's response to children and young people playing is based on a sound up to date knowledge of the play process, and reflective practice.
7. Playworkers recognise their own impact on the play space and also the impact of children and young people's play on the playworker.
8. Playworkers choose an intervention style that enables children and young people to extend their play. All playworker intervention must balance risk with the developmental benefit and wellbeing of children.

A sports coach focus could also be included within the playwork principles: [PE Support - Sports Focus UK Qualified Coaches - Quality PE Lessons](#)

Amongst your staff you must have identified roles:

- a. Designated Safeguarding Lead (DSL) – Trained with a Deputy. See the [Learning Zone](#) for more details. [Safeguarding Early Years | Children and Families | Hampshire County Council \(hants.gov.uk\)](#)
- b. Special Educational Needs Co-ordinator (SENCo) – Training dates advertised via the Services for Young Children blog bulletin and
- c. [Services for Young Children Calendar of Events | Children and Families | Hampshire County Council \(hants.gov.uk\)](#)
- d. A Fire Safety Officer is not a statutory requirement, but it is good practice to have a named person taking responsibility for fire drills and record keeping
- e. Staff should hold certificates in first aid, food hygiene and safeguarding/child protection.

Ratios

The staff to child ratios need to be always adhered to as part of your Ofsted registration – indoors and outdoors/outings. It will depend on the age of the children and the qualification of the staff. Three to eight-year-olds should have a 1 to 8 ratio. For children aged 9 years+ the ratio differs, but a 1 to 10 is recommended for mixed age groups as good practice, where possible. Two members of staff must be always present.

Before/after school care and holiday provision

3.50 Where the provision is solely before/after school care or holiday provision for children who normally attend reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager and/or staff should have.

See details on page 6 for the learning and development requirements for providers offering care exclusively before/after school or during the school holidays

Please refer to the ratios stated within the EYFS 3.35 - https://assets.publishing.service.gov.uk/media/659d3e68aaae22001356dc46/Early_years_foundation_stage_statutory_framework_for_group_and_school-based_providers.pdf

Policies

All childcare providers are expected to have written copies of their policies and procedures and Ofsted inspectors may ask to see copies when they inspect childcare provision. Some key policies and procedures are:

- Admissions policy
- Safeguarding children policy/procedure – Including the use of mobile devices, image capturing devices
- A policy for ensuring equality of opportunities and for supporting children with special educational needs and/or disabilities
- A policy for administering medicines including effective management systems to support individual children with medical needs
- Behaviour management policy
- A procedure for dealing with concerns and complaints from parents
- A procedure to be followed in the event of a parent failing to collect a child at the appointed time
- A procedure to be followed in the event of a child going missing

- A procedure for the emergency evacuation of the premises
- Fire safety policy
- A policy for visits and outings/risk assessment
- A policy/procedure for food hygiene
- EYFS policy (if registered to take younger children)
- H&S policy – risk assessments
- Staff induction policy/procedure
- Staff behaviour policy
- Staff supervision/appraisals
- Equalities policy
- IT policy
- Visitor policy
- Accident/Incident policy and procedure
- No smoking/vaping policy
- Communication policy
- Data protection and data sharing in line with GDPR

This is a minimum list of policies. However, it is good practice for all out of school provision to have a comprehensive set of policies. All staff must read and sign each policy to demonstrate that they have done so. An annual review of all policies is regarded as good practice and ratified by the governance.

You will be required to keep children's records and registration information on site which must be held in a secure and confidential manner. Schools/childcare providers must follow their own regulatory guidance on retention of records due to the varying timescales for different types of record. Refer to the Information Commissioners Office website for more information <https://ico.org.uk/>

Permission/consent must be sought by parent/carers re. Data Protection/Photographs. Daily registers of children's attendance must be kept and signed by staff/parent/carers.

Risk assessments will be required to be undertaken and implemented as appropriate. They will need to be revised regularly. It is advisable to undertake risk assessment for any outside activities/trips or new equipment or services offered. This includes risk assessing any journeys such as walking buses and journeys in vehicles.

Further information on policies for out of school can be found on <http://www.outofschoolalliance.co.uk/index.php>

Training – Wraparound and holiday care provision

Staff do not always need formal childcare/play work qualifications to start working or training as a playworker but anyone who works or volunteers with children and young people must have an enhanced [Disclosure and Barring Service check \(DBS\)](#). Once staff start working, as an employer you may seek to encourage staff to take qualifications.

Playwork qualifications:

Playwork qualifications are available as an Award, Certificate or Diploma at Level 2 and Level 3. There is also a Level 5 Diploma. The Level 2 Award is suitable for individuals who are considering Playwork as a career and do not want to commit to a full qualification initially, or it is suitable for temporary holiday play scheme staff. There are limited opportunities in Hampshire to achieve Playwork qualifications. Independent training providers are often able to deliver them through a distance learning/work-based route as required. Information on Playwork qualifications at Level 2 and Level 3 via the following links.

- [Qualification Search | NCFE](#)
- [Children and Young People, Playwork and Youthwork | City & Guilds \(cityandguilds.com\)](#)
- [Standards \(skillsactive.com\)](#)
- www.playengland.org.uk/
- [Playworker | Explore careers | National Careers Service](#)

Services for Young Children also offer a number of generic short term EYFS courses via the Learning Zone or [Hampshire Early Years Training & Consultancy](#) (HEYTC).

Childcare Qualifications

EYFS 3.37 In settings on the early years register, the manager of the setting must hold an approved qualification of level 3 or above and at least half of all other staff must hold at least an approved level 2 qualification. Managers appointed on or after 1 January 2024 must have already achieved a suitable level 2 qualification in maths or must do so within two years of starting in the position. Managers are responsible for ensuring staff have the right level of maths knowledge to effectively deliver the EYFS curriculum. Managers should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience. The provider must ensure there is a named deputy who, in their judgement, is capable and qualified to take charge in the manager's absence.

Forest School

Forest School Level 3 accredited course is required to be a Forest School Leader and to be able to set up and run a Forest School programme. A Forest School Level 2 can support and take a proactive role in the implementation of the planning of outdoor learning activities and can assist the Forest School Leader in the delivery of the curriculum. A specific outdoor First Aid course must also be completed.

Students

EYFS 3.49 Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over)

may be included in the ratios at the level below their level of study, if the provider is satisfied that they are competent and responsible.

Apprenticeships

There is support for training through apprenticeships. An employer with a pay bill over £3 million each year; must pay the apprenticeship levy. Read the guidance on [how to pay the apprenticeship levy](#).

Non-levy paying employers will share the cost of training and assessing their apprentices with the government - this is called 'co-investment'. The employer will pay 5% towards to the cost of apprenticeship training and the government will pay the rest (95%), up to the [funding band maximum](#).

[How to register and use the apprenticeship service as an employer - GOV.UK \(www.gov.uk\)](#)

Types of Apprenticeships

[Apprenticeship training courses \(education.gov.uk\)](#)

[Early Years Educator \(apprenticeships.gov.uk\)](#)

[Playworker \(level 2\) - apprenticeship training course \(education.gov.uk\)](#)

Hampshire Achieves are offering the Level 2 and Level 3 apprenticeship training in Early Years.

Both Level 2 and Level 3 Early Years apprenticeship standards include a diploma. At Level 3 an up to date Paediatric First Aid certificate is required (training can be provided).

These apprenticeships are suitable for unqualified staff working in Year R, nurseries, and pre-schools.

Training and assessment are paid for by the Apprenticeship Levy (voluntary aided settings are not eligible for the levy). Please contact apprenticeships@hants.gov.uk for more information.

For non-maintained schools and other employers contact The Apprenticeship Hub for information and support - [Homepage - The Apprenticeship & Skills Partnership \(theapprenticeshiphub.com\)](#)

Hampshire Early Years Training & Consultancy (HEYTC)

Access Hampshire Early Years Training & Consultancy (HEYTC) to purchase [training](#).

Communication and support

The Services for Young Children website gets updated regularly with information that will support your business:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/providers>. The provider blog bulletin is our primary method of communication and previous bulletins can be accessed from this webpage under 'Bulletin archive'.

Details of centrally funded training and information events are included in the blog bulletin and website. Early Years Education (EYE) childcare providers will be able to book onto these events in their area via the links included in the bulletin or on the website.

Schools can also access a range of professional development opportunities through the Workforce Development Programme.

Schools who have a new setting may be offered targeted support. To gain a better understanding of what this may mean for your setting further, a business surgery with a Childcare Development Officer for further business support is also available via our Events webpage:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/providers/events>

We hold termly provider briefings, Designated Safeguarding Lead briefings, SENCo support, and Birth to Four meetings/webinars, which are advertised on the blog bulletin and website for EYE childcare providers. We will be adding wraparound providers to the audience soon, to allow them to also have access to the briefings.

Services for Young Children Moodle is an online learning platform which gives access to resources such as webinars, presentation slides and guidance documents

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/providers/training/sfyc-moodle>

These have been developed to support Ofsted registered early years settings, childminders and schools in Hampshire. Visit <https://sfyctraining.hants.gov.uk/> to access the site and request an account.

Funding support for parents

There is a range of support for parents to meet the costs of childcare fees.

For working parents who meet the eligibility criteria, <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/parentingforchildcare/taxfreechildcare> **Tax Free Childcare** enables parents to receive up to 20% government funding to support their childcare fees. This can be used in conjunction with funded early years entitlements.

Providers and schools wishing to accept Tax Free Childcare payments must register with HMRC to do so: <https://childcare-support.tax.service.gov.uk/> The

process for claiming Tax Free Childcare for school run childcare can be found here: <https://extra.hants.gov.uk/employee/tax-free-childcare>

Maintained Schools that directly provide childcare can accept Tax Free Childcare payments but need to set this up with the Council's Integrated Business Centre (IBC).

Parents can use the Government's *Childcare Choices* site to find out what other funding support may be available to them for their child, including Universal Credit: www.childcarechoices.gov.uk

Starting from April 2024, existing childcare support will be expanded in phases. By September 2025, most working families with children under the age of 5 will be entitled to up to 30 hours a week of childcare support over 38 weeks.

The changes are being introduced gradually to make sure that providers can meet the needs of more families. This means that:

From **April 2024**, eligible working parents of 2-year-olds will be able to access up to 15 hours a week of childcare support over 38 weeks.

From **September 2024**, up to 15 hours a week of childcare support will be extended to eligible working parents of children from the age of 9 months to 3-year-olds, over 38 weeks.

From **September 2025**, eligible working parents with a child from 9 months old up to school age will be entitled to up to 30 hours of childcare a week over 38 weeks.

Like the existing offer, depending on your provider, these hours can be used over 38 weeks of the year or up to 52 weeks if you use fewer than your total hours per week.

Universal Credit can enable eligible parents to claim up to 85% of their childcare costs. A recent change means these can be funded in advance rather in arrears.

Holiday and Food Programme (HAF) - Children who receive benefit related free school meals can access the HAF programme free of charge during Easter, Summer, and Christmas school holidays. The provision should include a healthy and wholesome meal.

Funded Early Years Entitlements

Out of School provision can complement the funded entitlements offered through the early years education offers for three- and four-year-olds, particularly extended funded entitlement (aka 30 hours childcare). There are limits to the number of funded hours per child and how many providers per day. Providers must be approved by the local authority and parents can choose where to use the entitlements up to the maximum hours for any one

child. If, as an out of school provider, you are seeking to be able to offer funded hours to parents you will be required to comply to the full Early Years Foundation Stage.

More information regarding the funded early years offers is included in Appendix A (below): delivery of 30 hours childcare for EYE funded 3- & 4-year-olds of eligible working parents, and 2-year-old EYE funded children whose parents are eligible. From September 2024 this will include children from 9+ months.

Other useful registration websites

Depending on the type of organisation you may need to register with Companies House and/or the Charities Commission.

<https://www.gov.uk/government/organisations/companies-house>

<https://www.gov.uk/government/organisations/charity-commission>

Business support

There is a range of information available on the Services for Young Children website, which can be accessed from:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/providers/business-support>

Schools setting up a nursery provision

Schools may consider delivering early years provision themselves and can do so:

- **As a community or charitable service** (either Section 27 of the Education Act 2002, community powers or charitable objectives in Grant Funding Agreement). These powers allow schools to provide any facilities or services whose provision furthers any charitable purpose for the benefit of families of pupils at the school, or their families or people who live or work in the locality in which the school is situated. Children attending this provision are not usually registered as pupils.
- **As extension to their pupil range** – schools can register the children as pupils, providing they are within the published age range of the school. Schools will need to have regard to “making prescribed alteration guidance”.
<https://www.gov.uk/government/publications/school-organisation-maintained-schools>
- **Working in partnership with other providers** (please see the section on partnership working earlier in the chapter) including:
 - Childminders registered with Ofsted or a Childminding Agency (CMA) on the Early Years Register
 - Private or voluntary providers, either on or off-site
 - An out-of-school club registered on the Ofsted Early Years Register

The Council has a statutory duty to ensure sufficient childcare places and a requirement to ensure that basic need of school places is fulfilled. **Any school considering use of space for nursery or other childcare delivery should discuss their plans with Hampshire County Council Services for Young Children or the Strategic Development Team.** There may be local issues or processes that may influence a governing body's decision.

Early Years Foundation Stage (EYFS) guidance

If you are providing care for children from birth to 31 August following their fifth birthday you must adhere to the statutory EYFS guidance.

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Within the EYFS there are various sections linked to before/after school care & holiday provision, however as a childcare provider you must adhere to the standards as stated for children aged birth-five years.

Services for Young Children Contacts

Childcare Development Officer	Contact Details
Rachel Osmond	Test Valley and Rushmoor districts Services for Young Children General Enquiry Form (office.com)
Sarah Davey	New Forest & Eastleigh districts Services for Young Children General Enquiry Form (office.com)
Sheila Sahota	East Hants & Winchester districts Services for Young Children General Enquiry Form (office.com)
Linda Clarkson	Basingstoke and Deane & Hart districts Services for Young Children General Enquiry Form (office.com)
Kathy Murphy	Fareham, Gosport & Havant districts Services for Young Children General Enquiry Form (office.com)

<p>Mike Fisher, Ruth Owen, Hannah Bailey</p>	<p>Programme Manager and Delivery Officer/CDOs for HAF/Wrap around care</p> <p>Services for Young Children General Enquiry Form (office.com)</p>
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Appendix A

Out of school childcare can complement and support the government's extended entitlement, known as 30 hours funded childcare.

Childcare Works is the Department for Education's funded support programme for 30 hours and has a range of resources. Childcare Works has produced a briefing note no 5 – "[Delivering 30 hours in out of schools childcare](#)" (scroll through the pdf list to find the document)

What is the 30 hours entitlement? – Eligibility for funded childcare for three and four-year olds of working parents

This is for childcare provisions that are registered with Ofsted on the Early Years Register for 3- and 4-year-olds and are approved by Hampshire County Council for Early Years Education (EYE) funding.

All 3- and 4-year-olds are eligible for the universal entitlement of 15 hours a week over 38 weeks, and eligible children aged 3 and 4 may also be able to benefit from up to an additional (extended) 15 hours per week over 38 weeks. Eligible working parents of 3-and 4-year-olds can apply to HMRC for this additional entitlement. This entitlement can be stretched over more weeks but the maximum for any child universal plus extended is 1140 hours over a year.

More information on the different entitlements can be found on the following web pages:

[Working families funding entitlements](#)

[Disadvantaged 2 Year old funding](#)

Department for Education – Early Years Entitlements: Operational Guidance for local authorities and providers

<https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide>

Information on parental eligibility for all free early years entitlements

https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/payin_gforchildcare

Registering for Early Years Education (EYE) funding with the Hampshire County Council

Speak to your area SfYC Childcare Development Officer (see Services for Young Children Contacts information above).

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/providers/eye-eynff>

Hampshire County Council Early Years Education Funding Payment terms and conditions:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/providers/eye-eynff/eye-funding>

Childcare Works – Briefing 5: Delivering 30 hours in Out of School settings and Getting Ready for 30 hours presentation:

<http://www.childcareworks.co.uk/resources>