



## LBWF FEEE Business Compliance Check 1, Premises, Health & Safety Compliance Check 2 & Safeguarding Compliance Check 3 For Schools and PVIs

Early Years, Childcare & Business Development Service (EYCBDS) offers two compliance check documents submission reviews and one site visit free of charge to each provider. Any subsequent reviews or visits will be charged at £425 per day. Failure to give adequate notice of cancellation for site visit will be chargeable at £200 half day visit

Compliance Checks 1, 2 and 3 can be downloaded via The Hub Once downloaded, providers must fully complete all sections of each compliance check. If further support is needed when completing the check; refer to the help text provided in the compliance check documents, use the guidance available on Health & Safety Executive, The Hub and attend relevant WF training sessions. When each compliance checks are fully completed (100%) – providers must send the fully completed compliance check and supporting documents to FEEEprovision@walthamforest.gov.uk to inform the EYCBDS. Provider will be sent a receipt email confirmation. The EYCBDS will aim to review your completed submission within 8 weeks of your email confirmation. **Initial submission of Compliance Second submission of Compliance** Compliance Check 1 or 2 or 3 Check 1 or 2 or 3 are NOT fully Check 1 or 2 or 3 are NOT fully are fully completed. completed. completed. The provider will receive email confirmation The provider will be provided with review The provider will be provided with feedback via that the compliance submission has met the feedback via email that will outline the result the email that will outline the result of the required standards. of the review and any action that needs to be review and any action that needs to be taken taken by the provider to ensure that the by the provider to ensure that the submission submission meets the required standards. meets the required standards. If the provider is unable to do this sufficiently they can withdraw from the process by notifying the LA via email to FEEEprovision@walthamforest.gov.uk When all requested actions are fully completed, providers must send the completed actions to FEEEprovision@walthamforest.gov.uk to inform the EYCBDS. An email will be sent to the provider once reviewed to confirm that the required action has been completed and a site visit will be arranged. A site visit will be arranged (by Place Creation Manager for Compliance Check 2, Business Consultant for Compliance Check 1 & Safeguarding Lead for Safeguarding Compliance Check 3) to speak to key staff to ensure that they demonstrate a good understanding of, and comply with, key elements of the compliance checks and review any additional documentation submitted on the day. All Ofsted registered responsible persons MUST be available for site visits, failure to comply with this will result in the visit been cancelled. Providers should provide at least 24hours notice of cancellation of site visit arrangements should this be the case. If adequate notice has not been received from the provider, this will be chargeable to the provider. Any subsequent site visits after the initial will also be chargeable to the provider. Compliance checks and site visit Initial site visit have NOT met the have met the required standards. required standards. Once the provider has been approved for Providers will be provided with feedback via email all relevant compliance checks & site visit, that will outline the result of the site visit and action they will be commissioned by the LA to that needs to be taken to ensure that the provider deliver the FEEE. This step will be repeated until meets the required standards in order to be issued a contract to provide Free Early Education Entitlement site visit meets the required The commencement date for your FEEE (FEEE) places to eligible 2, 3 & 4 year olds. If the standards. contract would be the date that you provider is unable to do this sufficiently they can receive confirmation of approval of withdraw from the process by notifying the LA via Compliance Checks 1, 2 and 3(whichever email to <a href="mailto:FEEEprovision@walthamforest.gov.uk">FEEEprovision@walthamforest.gov.uk</a> is the later). Please note: FEEE payments will only When all requested actions are fully completed and commence from the contract start date;

updated on Virtual College - providers must send an

e-mail to <u>FEEEprovision@walthamforest.gov.uk</u> to inform the EYCBDS.

no retrospective payments will be made.