

Waltham Forest Early Years Guidance

Team Around Setting (TAS) Process

Support to settings where areas of non-compliance have been identified with statutory and/or LA contractual requirements¹.

1. Areas of non-compliance /concerns are identified by:

- **Ofsted:** Inadequate/Requires Improvement Inspection outcome or Welfare, Complaint, Suspension, Improvement notice.
- **Enforcement notice:** Building Regulations, Environmental Health, London Fire Brigade
- **LA's MAGEY group** (Multi Agency Early Years Group) and raised with Head of Early Years and Childcare
- **LADO:** Timely actioning of the recommendations following an investigation

2. Following identification of areas of non-compliance /concerns, the TAS Lead will be assigned based on the area most of the non-compliance/concerns relate to and a letter is emailed to the [Ofsted nominated individual](#). The letter will:

- be sent when the Ofsted inspection report/notification is made public, or the LADO has approved a TAS or the Head of Early Years and Childcare has approved TAS request from the MAGEY group
- clarify the areas of non-compliance/concerns² which are in line with the notification
- provide information regarding arrangements for convening the TAS meeting
- a Focus Improvement Plan (FIP) template will be attached for the setting to start completing prior to the initial TAS meeting
- provide details of the TAS Lead

3. Following written notification of the TAS process being initiated, the TAS Lead will:

- within 2 weeks of TAS notification letter date, contact the Ofsted nominated individual to agree a date for the initial TAS meeting with the setting
- agree areas of non-compliance/concerns for discussion/inclusion at the initial TAS meeting with other LA TAS team members prior to initial meeting.

4. The Initial TAS meeting will:

- Be led by the TAS Lead
- ensure the FIP addresses the areas of concerns raised in the TAS letter
- review the actions that the setting has included in their draft FIP and confirm any additional actions that the setting is required to complete, deadlines for completion and support that is available from LA
- confirm any implications for FEEE contract if FIP is not completed satisfactorily (if applicable)
- make provider aware of the LA's statutory requirements regarding sharing data with Ofsted

5. Final draft of the FIP:

Following the initial TAS meeting with the setting the final FIP will be drafted, emailed to the setting by the TAS lead and signed by the Ofsted nominated individual. The Final FIP:

- is based on the discussions and agreed actions at the initial TAS meeting with the setting
- will include any additional support the LA will provide. For example, signposting to quality improvement programmes, information, advice and training resources on the Hub
- confirm any implications for FEEE contract if FIP is not completed satisfactorily (if applicable)
- Confirm the date for the TAS review

The Ofsted nominated individual is responsible for ensuring the setting implement and monitor the FIP actions by the required deadlines.

6. The TAS Review:

- meeting date will be scheduled at the initial TAS meeting by the TAS Lead.
- will be a maximum of 3 months after the initial TAS meeting
- will review whether FIP action plan has been completed and evaluate the impact of the support and progress made

Following the TAS review meeting final TAS letter /report will be e-mailed to the Ofsted nominated individual by the TAS lead which will confirm satisfactory completion of TAS requirements or any follow up action/implications if TAS actions are not completed satisfactorily.

¹ If any significant concerns are identified via the TAS process, which officers feel meet the [threshold for sharing data with Ofsted](#) this will be done by the Head of the Early Years, Childcare and Business Development service and or the LADO

² All actions and/or concerns raised by the TAS process will relate to Ofsted recommendations and/or LA contractual requirements. TAS leads will quote relevant section of the guidance or contractual requirement in TAS documentation e.g. 3.2.3 of the statutory framework for Early Years Foundation Stage