



LBWF FEEE Childminders Compliance Check For Childminders

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

Childminders interested in registering as a FEEE provider, must contact their development officer prior to completing the compliance check for childminders. Once registered on the online portal to request the completion of compliance check, the LA will assign the check to the childminder. Childminders must fully complete all sections of the compliance check. If further support is needed when completing the check, refer to the help text provided in the compliance check, use the guidance available on The Hub and attend any relevant WF training sessions. When the compliance check is fully completed (100%)— childminders must submit the fully completed compliance check via the online tool. Childminder will receive a receipt email confirmation of submission. The EYCBDS will aim to review your completed submission within 4 weeks of your email confirmation. **Compliance Check fully Second submission of Compliance Initial submission of Compliance** completed. Check is NOT fully completed. Check is NOT fully completed. The childminder will be provided with review The childminder will receive email The childminder will be provided with feedback feedback via the online portal that will outline confirmation that the compliance submission via the online portal that will outline the result the result of the review and any action that has met the required standards. of the review and any action that needs to be needs to be taken by the childminder to taken by the provider to ensure that the ensure that the submission meets the required submission meets the required standards. If standards. the childminder 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, childminder must submit the completed actions via the online portal. An email will be sent to the childminder 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 Childminding Development Officer) to speak to the childminder 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. Childminder MUST be available for site visit. Failure to comply with this will result in the visit been cancelled. Childminder 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 childminder, this will be chargeable to the childminder. Any subsequent site visits after the initial will also be chargeable to the childminder. Compliance check and site visit Initial site visit have NOT met the have met the required standards. required standards. Once the childminder has been approved Childminder will be provided with feedback via email that for the compliance check & site visit will outline the result of the site visit and action that needs completed, they will be commissioned by This step will be repeated until to be taken to ensure that the provider meets the required the LA to deliver the FEEE. standards in order to be issued a contract to provide Free site visit meets the required Early Education Entitlement (FEEE) places to eligible 2, 3 & 4 The commencement date for your FEEE standards. year olds. If the childminder is unable to do this sufficiently, contract would be the date that you they can withdraw from the process by notifying the LA via receive confirmation of approval of email to FEEEprovision@walthamforest.gov.uk compliance check. Please note: FEEE payments will only commence from the contract start date; no retrospective payments will be made.

When all requested actions are fully completed providers must submit via the online portal.