

Date: 28.05.2020  
Your Ref: N/A



**People Services**  
Directorate, 1<sup>st</sup> Floor  
Bolton Town Hall  
Victoria Square  
Bolton BL1 1RU  
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## All Bolton Early Years Providers

Dear Colleagues,

### Re: Additional children returning to childcare from 1st June

Thank you for your continued leadership, patience and engagement in building a Bolton wide approach to the crisis.

Public opinion on more children returning to schools and childcare remains polarised. As attendance will not be mandated none of us can plan accurately without gauging parental opinion to establish how many children are expected from the 1<sup>st</sup> June. We have requested a childcare sufficiency return and will share the findings of that.

More guidance is expected over the coming days and weeks. It is possible that elements of the guidance and the proposed date of the 1<sup>st</sup> June could change. We will keep the information detailed below under review and keep you updated as soon as possible.

We are also engaging with Unions to keep them updated with the approaches adopted in Bolton.

### Principles

We've continued to work with Nursery Owners and Managers to support a Bolton approach which will provide a common framework of principles and allow each provider to apply them to their own individual circumstances.

- We are anticipating that settings will begin to invite children back to Childcare from the 1<sup>st</sup> June. **We are not expecting all children to be in childcare from the 1<sup>st</sup> June**, but we envisage childcare providers to work towards this as soon as is practical and safe to do so.
- **The health and safety of children and staff is the highest priority. Decisions to bring more children into settings will be based on a health and safety risk assessment.** A template will be provided to assist you with this.
- **Decisions will be made by Owners/Managers and/or Committees.** Advice is available from LA officers in all aspects of recovery.

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## Public Health Briefing

Some questions have been received regarding the levels of COVID-19 in Bolton and the current Public Health position. Online briefing sessions have been recorded from the Public Health Team to outline the position and expected next stages. Further details of these will follow.

## Support arrangements

Start Well Quality and Outcomes Teams are available to support you, please contact them with queries and for EYFS support. [startwellbookings@bolton.gov.uk](mailto:startwellbookings@bolton.gov.uk) 01204338149

## Risk Assessments

- This is the link to the Governments Guidance for the wider opening of early years and childcare settings; <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>.  
A generic COVID-19 risk assessment has been produced by the LA's Health and Safety Team as a tool to aid you in this and is available here:  
<https://www.boltonstartwell.org.uk/downloads/file/443/covid-19-early-education-childcare-support-pack>
- It is the responsibility of the Owner/Manager to complete a risk assessment and ensure that it is shared with all staff.
- Communication with parents and carers is key and elements of the risk assessment shared with parents may reassure them in such uncertain times.
- Please contact your health and safety provider for additional support.
- The Start Well Team can be contacted via [startwell@bolton.gov.uk](mailto:startwell@bolton.gov.uk) or 01204 338149.

## PPE

- National guidance states that additional PPE is only required in childcare settings and schools in a small number of exceptional cases.
- Settings are advised to procure PPE via existing procurement routes. If you are struggling to source PPE a request can be made for an emergency PPE pack by contacting [policyandperformance@bolton.gov.uk](mailto:policyandperformance@bolton.gov.uk)
- If incorrectly used it can give a level of false reassurance. It is essential that all staff using PPE have received appropriate training in the donning and doffing of the kit using the link below, or they could increase rather than reduce their risk.
  - <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>
- If staff need any support, they can email the Community Infection Prevention and Control Team on [CommunityInfectionPrevention&Control@boltonft.nhs.uk](mailto:CommunityInfectionPrevention&Control@boltonft.nhs.uk)

## HR

- Please contact your HR provider for additional support.

For consideration:

- There will be significant challenges in terms of bringing larger staff teams back into settings, for example.

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- The difference between the management of the clinically extremely vulnerable and the clinically vulnerable.
- The complexities of managing staff anxiety around returning to the setting, especially those that fall into the clinically vulnerable category.
- Who you can and cannot direct to attend work?

## Finance

### **Funding (PVI only)**

*Additional claims from the 1<sup>st</sup> June 2020 for children attending a setting not included on the summer 20 term original headcount submission*

### **Funding from 1<sup>st</sup> June - 7 weeks maximum to end of term for all children**

- This will be an email/attachment return process (the headcount portal will not be re-opening) –**further information will follow for this process going forward.**
- Title your email as 'Name of Provider' June – Aug additional claim summer 2020
- Email to [kevan.hamer@bolton.gov.uk](mailto:kevan.hamer@bolton.gov.uk) and [Lauren.murray@bolton.gov.uk](mailto:Lauren.murray@bolton.gov.uk)
- An encrypted email will be sent to you to respond with an attachment to complete. Please can you then respond securely when completed by the deadline dates stated with the following information for the additional children you are claiming funding for:
  - Name of child
  - Date of birth
  - Full postal address
  - **Which funding they have accessed:**
  - Two-year olds
  - Number of weeks/hours
    - Or
  - Three-Four -year olds
  - Number of weeks/hours – universal
  - Number of weeks/hours – extended (plus code if known)
- Please note that funding entitlements paid are for the summer term 2020. Parents may need support to understand that the funding cannot be recalculated from the 1<sup>st</sup> June to stretch payments until the end of August. All normal conditions apply.
- For any further specific queries please contact Julie Edwards, Schools Finance Manager at [julie.edwards@bolton.gov.uk](mailto:julie.edwards@bolton.gov.uk) or 01204 332035.

## EYFS Support

- If you would like support and advice, the Start Well team will be on hand to call you. Please contact the office on: **01204 33 8149** or email [startwellbookings@bolton.gov.uk](mailto:startwellbookings@bolton.gov.uk) and you will be directed to the right person

Best wishes



**Bernie Brown**  
**Director of People Services**

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