

## Be commissioned by the LA to deliver the Free Early Education Entitlement (FEEE)

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**Please note: We have updated and reduced some of the compliance checks required. If you have not already submitted your self-assessments, please ensure that you are using our [up to date documents \(you have to be logged-in\)](#).**

Waltham Forest's Early Years strategy states that we will measure our success in the following ways:

- All early years and childcare provision are high quality, inclusive and safe and prepare children for school;
- The early years workforce has access to support, advice and training as well as development opportunities that lead to strong leadership & governance and quality service delivery.

### What requirements do childcare providers have to meet?

In addition to the requirements outlined by Ofsted, there are a number of legal and <https://thehub.walthamforest.gov.uk/tags/statutory> requirements for which Ofsted are not the regulatory body, or do not have overarching responsibility, however childcare providers MUST comply with these requirements by law. The key areas with regards to keeping children, staff and service users safe are Health and Safety, Employment Law, Safeguarding and Finance.

The Local Authority (LA) has overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area. We have a number of <https://thehub.walthamforest.gov.uk/tags/statutory> functions under the 1989 and 2004 Children Acts which make this clear. This responsibility is outlined in the Government's document '[Working together to safeguard children](#)'.

The LA do not commission providers to deliver Free Early Education Entitlement (FEEE) places to eligible children, unless they can demonstrate that they have an understanding of and comply with key elements of Health and Safety, Employment, Safeguarding and Financial <https://thehub.walthamforest.gov.uk/tags/statutory/legal> requirements.

### What requirements do providers need to meet to be commissioned to deliver the Free Early Education Entitlement (FEEE) in Waltham Forest?

Prior to issuing a contract to a DfE-registered school or Ofsted-registered childcare provider to deliver FEEE places the LA requires providers to demonstrate their understanding and compliance with key <https://thehub.walthamforest.gov.uk/tags/statutory/legal> Health and Safety, Employment Law, Safeguarding and Finance requirements by undertaking the relevant compliance checks, both of which are downloadable below (you need to be logged-in):

1. Compliance Check 1 - WF FEEE Business: All Schools & PVIs; and
2. Compliance Check 2 - WF FEEE Premises Health and Safety: All non-maintained schools and

## PVIs

If you are a childminder, please complete the **Childminder FEEE compliance form 2018**; you do not need to complete Compliance Check 1 or 2.

**Please note:** Maintained Schools are only required to complete Compliance Check 1.

### **What is the aim of these compliance checks?**

These compliance checks aim to:

- Work in partnership with childcare providers to establish whether their assessment of their compliance with the requirements within it are in line with the LA's.
- Empower childcare providers to understand and comply with their key/<https://thehub.walthamforest.gov.uk/tags/statutory> requirements in order to inform their service/development/action plans and improve the quality and safety of their provision.
- Enable childcare providers to take appropriate action to reduce the risk of them failing to keep children safe.
- Identify where there are non-compliance issues and provide recommendations/information to enable childcare providers to meet their legal/<https://thehub.walthamforest.gov.uk/tags/statutory> requirements.
- Allow the LA to establish where there are common areas of development or where support, advice and training is required which will inform Early Years strategic planning.
- Make the requirements the LA places on providers, in relation to keeping children safe, clear to avoid the need to refuse to fund providers who are unable to meet these requirements.
- Give an overview/snapshot of compliance with key <https://thehub.walthamforest.gov.uk/tags/statutory> requirements at the time of the health check being undertaken

The Early Education and Childcare <https://thehub.walthamforest.gov.uk/tags/statutory> guidance for Local Authorities states that the LA can place requirements on providers which relate to keeping children safe and can refuse to fund providers who are unable to meet these requirements.

### **What should I do once I have completed Compliance Check 1?**

All new providers must complete the Compliance Check independently. Once fully completed, these should be saved in an electronic version, with supporting documents clearly referenced and sent by email to: [FEEprovision@walthamforest.gov.uk](mailto:FEEprovision@walthamforest.gov.uk) with the email Subject: Compliance check 1 - [INSERT YOUR ORGANISATION NAME]

You will be contacted within 4 weeks to provide you with a progress update.

A site visit will be arranged to verify the evidence once the self-assessment documents have been fully evaluated and have been found to demonstrate a good understanding of, and comply with, key elements of the business compliance check.

### **What should I do once I have completed Compliance Check 2?**

All new providers must complete the Compliance Check independently. Once fully completed, a hard copy of your portfolio of evidence should be submitted to:

FEEE Compliance Check 2  
Early Years, Childcare and Business Development Service  
Ground Floor, Business Centre/Higham Hill JSC  
313 Billet Road  
Walthamstow  
E17 5PX

**Please note:**

**All supporting documents must be clearly referenced between your Compliance Check 2 self-assessment form (spreadsheet) and your folder of supporting evidence to allow us to evaluate your assessment as soon as possible. Organisations should use the check list within the Compliance Check 2 self-assessment document when providing supporting evidence.**

**On delivery of your portfolio you will be given/sent a signed slip confirming your portfolio has been received.**

**Once we have received a “complete” Compliance Check 2 self-assessment, our property compliance lead (Kevin Murphy) will begin an evaluation of your submission. Following his evaluation, you will be sent the L.A's evaluation report based on your Compliance Check 2 submission. Our evaluation report will provide details of any missing or inaccurate information. Depending on the evaluation, there may be further actions required by you before we can arrange the final site visit. We will only undertake 2 evaluations as part of our free service. Any subsequent evaluations will be chargeable so please ensure you quality inspect your submission before sending it, making 100% sure that your compliance check 2 submission is fully accurate and includes ALL required evidence and information. Please also ensure the persons nominated for health & safety roles are suitably qualified and/or knowledgeable on the subject. (See our CC2 Responsible person training guidance).**

**A site visit will only be arranged with you once the self-assessment documents have been provided and have been found to be complete (include all requested certification/documentation) and demonstrate a good understanding of, and comply with, key elements of Health and Safety <https://thehub.walthamforest.gov.uk/tags/statutory-compliance>.**

**Your site visit: Our property compliance lead (Kevin Murphy) will visit your premises to interview all persons responsible for premises H&S, including property compliance. It is essential that the nominated individuals are available for that site visit. Failure to meet this requirement will result in the meeting being cancelled. As mentioned before, your nominated H&S person/s will be interviewed so please ensure that they are suitably qualified and/or knowledgeable on the subject as per the HSE's description of what is deemed a “competent” person.**

**After that site visit, there may be further actions required by you before you can be approved by the L.A for this element of the quality process, so please ensure that your site is ready and your premises H&S folder/s are up to date, accurate and available for that visit.**

**Once you have been approved for this part of our quality audits, you will be emailed by Kevin Murphy.**

**Please be aware that we will endeavour to complete this part of the evidence evaluation process within 8 weeks of receipt of your fully completed CC2 assessment. If you submit with missing and/or inaccurate/invalid documentation and need to re-submit information, this will delay the process further.**

**It is essential you begin your work on this CC2 process as early as possible.**

**How long does the process take?**

We aim to work with providers to complete the compliance check process within 8 weeks of confirmation by the LA of submission of both fully completed compliance documents along with the relevant supporting documents/evidence. However, satisfactory completion of the process is

dependent on providers having the policies, procedures and trained staff in place and submitting the correct information within this timeframe. This includes both compliance checks:

- Compliance Check 1 - WF FEEE Business: All Schools & PVIs; and
- Compliance Check 2 - WF FEEE Premises Health and Safety: All non-maintained schools and PVIs.

In our experience, the Compliance Check 2 - WF FEEE Premises Health and Safety: All non-maintained schools and PVIs is often the one that takes the longest time. This document has a number of links to the HSE website where you can find further information. It is important that you use the HSE website, which will assist you in meeting your <https://thehub.walthamforest.gov.uk/tags/statutory> requirements. This is to ensure that the property that you are proposing to deliver childcare services from is compliant with the legal and <https://thehub.walthamforest.gov.uk/tags/statutory> duties imposed on you under the Health and Safety at Work Act.

### **What happens once I have been approved for all relevant Compliance Checks?**

You will need to have been approved for all relevant compliance checks before you can be commissioned by the LA to deliver the FEEE; no contract will be issued until they have been approved as meeting the required standards.

The commencement date for your FEEE contract would be the date that you receive confirmation of approval of Compliance Checks 1 and 2 (whichever is the later).

Please note: FEEE payments will only commence from the contract start date; no retrospective payments will be made.

6 months after you have been approved, you will be reassessed for Compliance Check 1, to ensure ongoing compliance.

### **Contact**

Early Years, Childcare and Business Development Service  
Ground Floor, Business Centre/Higham Hill JSC  
313 Billet Road  
Walthamstow  
E17 5PX

020 8496 3577

[FEEeprovision@walthamforest.gov.uk](mailto:FEEeprovision@walthamforest.gov.uk)

**Remit:** [Early Years](#)

**Last updated:** Friday, 13 July, 2018

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**Icon:**

**Description:** Early Years policy and guidance on becoming a childcare provider who is commissioned by the Local Authority to deliver Free Early Education Places to eligible 2, 3 & 4 year old children.

**Search weighting words:** gas, water, electrical, electricity, asbestos, water, <https://thehub.walthamforest.gov.uk/tags/statutory>, compliance, health and safety, safety, premises, early years, asbestos, gas, fire, electrical, electricity, safety, water, premises, compliance, <https://thehub.walthamforest.gov.uk/tags/statutory>, health and safety, business, FEEE



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