

Provider Causing Concern Process
Guidance
For Coventry Childcare Providers

Stage 1 (of 4)

Why has the Provider been asked to engage in Stage 1 of the PCCP?

Stage 1 is initiated in response to one or more of the following triggers;

The Provider is

- I. a newly registered Provider, who has not yet had an inspection report published and the local authority have concerns
- II. a Provider who receives a Requires Improvement Ofsted inspection outcome judgement
- III. a Provider who is registered on the Ofsted Early Years register and receives a 'Not Met/Not Compliant Ofsted inspection outcome judgement
- IV. has failed to engage in the initial stages of the Early Education Compliance audit process.
- V. the childminder is registered with a Childminder Agency (CMA) who received an ineffective Ofsted judgement at their most recent inspection. The childminder's practice was judged to be 'good, better or requires improvement' at their last quality assurance assessment by the CMA.

What happens at Stage 1?

- The designated Officer contacts the Provider to notify them that they will enter the PCCP because they meet one or more of the above-mentioned criteria.
- The Provider will be required to work co-operatively with LA Officers, to address and evidence progress made against the agreed action plan, to drive quality forward and/or comply with the early education entitlement funding requirements
- Information and recommendations about the Provider are recorded by the designated LA Officer on the PCCP record, in preparation to be shared with the LA panel.
- The Provider is not required to formally meet with the LA Panel at stage 1 of the PCCP, representations to panel will be made by the designated Officer on the Providers behalf.
- LA Panel members review completed PCCP records, updated action plan and provide feedback to LA Officers.
- Decisions made by the panel will be fed back to the Provider via their designated LA Officer.

Timescale of Stage 1:

- Provider progress will be reviewed on at least three separate occasions by the LA panel.
- The LA panel will determine whether sufficient progress has been made in respect of required improvements and these will be demonstrated by the 3rd panel meeting or sooner.
- A judgement will be made on what sufficient progress means, based on individual circumstances and on the assessment of LA Officers working intensively with the Provider.
- Where it is deemed that sufficient progress has not been made the Provider will be formally notified that they will be escalated to stage 2, 3 or 4.

Potential outcomes of Stage 1:

- Remain at PCCP stage 1
- Escalate to PCCP stage 2, 3 or 4 in response to lack of progress and/or change of circumstances.
- Exit the PCCP process.

What if the Provider receives an Ofsted inspection whilst engaged at Stage 1?

If the Provider has been asked to engage in the process because of concerns relating to the requirements of the Statutory Framework for the Early Years Foundation Stage;

- An LA Officer will make themselves available to attend the Ofsted inspection feedback.
- Where a Provider is re-inspected and receives a good or better Ofsted outcome, they will exit the process following the publication of the Ofsted inspection report.
- Where a newly registered Provider is graded as good or better at the first inspection, they will exit the process following the publication of the Ofsted inspection report.
- Where the provider is a childminder who is registered with a Childminding Agency, who at re-inspection achieves an 'Effective' outcome, the childminder will exit the process.
- Where a Provider with a current requires improvement Ofsted inspection judgement (RI) is re-inspected and receives a second RI judgement, they will be escalated to stage 2.
- Where a newly registered Provider is inspected and receives an RI inspection outcome judgement, they may be escalated to stage 2.
- Where a Provider has an RI judgement and on re-inspection is judged as inadequate, they will be escalated to stage 3.
- Where a newly registered Provider is inspected and receives an inadequate judgement, they will be escalated to stage 3.

Where the LA has asked the Provider to engage in the PCCP for reasons relating to non-compliance against the requirements for the delivery of early education entitlement funded places, they will remain in the process until the LA panel are satisfied that all actions have been addressed. This may involve escalation to a higher level of the PCCP and could ultimately result in the removal of the Providers ability to deliver funded places where they do not address actions within agreed timescales.

A Childcare Provider will exit the process when one of the following occur

- The Provider is re-inspected and achieves a good or better inspection outcome
- The Childminding Agency which the provider is registered with is re-inspected and achieves an 'effective' outcome judgement. (new addition)
- A Childminder who is registered with a Childminding Agency, leaves the Agency because they have successfully achieved registration with Ofsted.
- The Provider is re-inspected and achieves a 'met' outcome because they do not have any early year's children on roll
- The Provider no longer delivers childcare services to children in the early years age group or has changed the type of registration they hold, for example - a childminder becomes a Nanny.
- Issues raised by the LADO have been addressed and the provider is no longer a cause for concern.
- The Provider has satisfactorily completed all actions in relation to compliance against the delivery of Early Education Funding entitlements

Information for the designated LA Officer at PCCP Stage 1	
<p>Completion of Documentation:</p> <ul style="list-style-type: none"> • Officer completes standard PCCP template record in preparation for LA panel meeting • Officer ensures action plan is updated to demonstrate evidence of any progress achieved <p>Following panel meeting:</p> <ul style="list-style-type: none"> • Feedback section of the PCCP record completed by panel and forwarded to designated LA Officer. 	<p>Frequency of panel:</p> <ul style="list-style-type: none"> • Every 3 months as per pre-arranged schedule.
<p>Decision Making Process:</p> <ul style="list-style-type: none"> • Designated LA Officer must ensure that the most recent action plan and PCCP record have been completed and uploaded to the PCCP meeting folder by the scheduled meeting date. (Insert link) 	<p>Panel members:</p> <ul style="list-style-type: none"> • Senior LA Officer/s

- LA Panel members consider PCCP record and action plan to identify that progress is being made