

## **Provider Causing Concern Process**

### **Guidance**

### **For Coventry Childcare Providers**

#### **Stage 3 (of 4)**

#### **Why has the Provider been asked to engage at Stage 3 of the PCCP?**

Stage 3 is initiated in response to one or more of the following triggers;

- I. the Provider has been escalated from stage 1 or 2 of the process
- II. the Provider has received an inadequate (I) inspection outcome from Ofsted
- III. the Provider has received a third Requires Improvement (RI) inspection outcome from Ofsted
- IV. a Position of Trust (POT) meeting has identified actions for completion by the Provider
- 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 'inadequate' at the last quality assurance assessment by the CMA.
- VI. the childminder has been escalated from stage 1 or 2 because they are registered with a Childminder Agency who received a second and consecutive ineffective Ofsted judgement at their most recent inspection. The childminder's practice was judged to be 'requires improvement or inadequate, by the CMA. Ofsted found the CMAs assessments to be acceptable.

#### **What happens at Stage 3?**

- The designated Officer notifies the Provider that the LA panel have determined that they have hit one of the PCCP triggers for entry into stage 3 of the process.
- Providers 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.
- The Provider will be required to attend formal meetings with the LA Panel to discuss progress against the action plan. A representative of their choice may attend the meeting but will not be permitted to engage with panel unless that person is the Manager of the provision.

- Information in relation to progress continues to be recorded by the designated LA Officer in preparation to be shared with the LA panel.
- 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.
- The Provider may be sent written notification of the LA's intention to withdraw or suspend funding for late starters in the current and forthcoming funding periods. This includes the withdrawal /suspension of the Providers ability to deliver funded places to any new children expected to enter the provision in the forthcoming term.
- The Provider's funding position will be subject to review based on progress outcomes, as demonstrated through the action plan, or improved Ofsted inspection outcome.
- Where the LA Panel decide to withdraw / suspend the Provider's ability to deliver early education entitlement funding places, the Provider will be sent written notification
- Where funding is withdrawn / suspended, the designated LA Officer will notify the Data Team, Finance Team, Early Years Support Team and Family Information Service (FIS) of this decision.
- The Chairperson residing over the Stage 3 meeting will notify Senior Council Officers of any decision relating to the withdrawal of the Providers ability to deliver funded places in Coventry.
- A Provider may appeal a decision made by the LA Panel to withdraw / suspend funding by following the appeals process. [Appeals Process](#)

### **Timescale of Stage 3:**

- The LA panel will determine whether sufficient progress has been made in respect of required improvements and these will be demonstrated by the 3<sup>rd</sup> panel meeting or sooner (within a maximum of 18 weeks)
- 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 notified that they will be escalated to stage 4.

### **Potential outcomes of Stage 3:**

- Return to PCCP Stage 2 or 1.
- Remain at PCCP Stage 3.
- Escalate to PCCP Stage 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 3?**

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. The Provider will be notified of the LA's intention to exit them from the process, in writing.
- Where the provider is a childminder who is registered with a Childminding Agency, who at re-inspection achieves an 'Effective' outcome.
- Where a Provider with an inadequate inspection outcome achieves an RI at re-inspection the panel may retain the Provider at stage 3 or de-escalate to stage 2.
- Where a Provider with an RI inspection outcome, on re-inspection receives a further RI or inadequate judgement, they will be escalated to Stage 4.
- Where a Provider with an inadequate inspection outcome is re-inspected and receives another inadequate judgement the Provider will enter Stage 4.

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.
- 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 3	
Frequency of meeting: Every 6 weeks or sooner.	Duration:

<p><b>Venue:</b> Meeting 1~Formal venue: Council building/Teams Meeting</p> <p>Meeting 2~Formal venue: Council building/Teams Meeting</p> <p>Meeting 3~Formal venue: Council building/Teams Meeting or the childcare provision <i>(To be determined by LA Panel)</i></p>	<p>LA Officers' information share; (pre-meeting ~ approximately 1 hour)</p> <p>Meetings 1, 2 &amp; 3 (approximately 1 hour)</p>
<p><b>Type of meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>Pre-meeting</b> for LA Officers to update senior managers on progress prior to all meetings in stage 3 of the PCCP</li> <li>• <b>Meeting 1</b> ~ formal discussions with the Provider as to why they have been required to enter stage 3, review of progress and status of funding</li> <li>• <b>Meeting 2</b> ~ review progress</li> <li>• <b>Meeting 3</b> ~ review progress with a view to deciding whether the Provider remains at stage 3, is escalated to stage 4 or de-escalated to stage 2.</li> </ul>	<p><b>Meeting attendees required:</b></p> <ul style="list-style-type: none"> <li>• <b>Pre-meeting</b> LA Officer/s working with the Provider Senior Managers</li> <li>• <b>Meeting 1</b> The Provider <i>(Registered Person and Manager)</i> LA Officer/s working with the Provider Senior Managers</li> <li>• <b>Meeting 2</b> The Provider <i>(Registered Person and Manager)</i> LA Officer/s working with the Provider Senior Managers</li> <li>• <b>Meeting 3</b> The Provider <i>(Registered Person and Manager)</i> LA Officer/s working with the Provider Senior Managers</li> </ul>