

Provider Causing Concern Process

Guidance:

For Childcare Providers and Local Authority Officers

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, Independent School or Agency Childminder has been escalated from stage 1 or 2, because they have made unsatisfactory or limited progress in addressing the actions set by the local authority, including Safeguarding, within agreed timescales.
- II. the Provider or Independent School has received an '**urgent improvement**' grading against the leadership and governance standards.
- III. The childminder has been escalated from stage 2 of the process because the Childminding Agency has received a consecutive '**ineffective**' grading from Ofsted

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 ability to claim funding for late starters and new children is suspended, the designated LA Officer will notify the Data Team and Family Information Service (FIS) of this decision.
- A Provider may appeal a decision made by the LA Panel to suspend funding for late starters or new children, by following the appeals process.

*The appeals process can be found at: <https://www.coventry.gov.uk/early-years-childcare/early-years-pvi-providers-2-3-4-year-old-early-education-funding>

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 3rd panel meeting.
- 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, Independent School or Childminder Agency receives an Ofsted inspection whilst engaged at Stage 3?

- An LA Officer will make themselves available to attend the Ofsted inspection feedback.
- The Provider or Independent School is re-inspected and achieves '**expected standard**', '**met**' or better grading, in Leadership and Governance or Safeguarding Standards, they will exit the process following the publication of the inspection report.
- Where a Provider or Independent School achieves a grading of '**urgent improvement**' grading in Leadership and Governance they will be escalated to stage 4.
- Where a Provider or Independent School who offers Early Learning for two-year-old places and currently holds a '**needs attention**' or '**not met**' grading in Leadership and Governance or Safeguarding, is re-inspected and receives a '**needs attention**' / '**not met**' grading in these areas, they will be escalated to stage 4.
- Where a newly registered Provider achieves the '**expected standard**', '**met**' or better grading, in Leadership and Governance or Safeguarding Standards or better at the first inspection, they will exit the process following the publication of the inspection report.

- Where a newly registered Provider who is currently in the process, is inspected and achieves a **grading of 'urgent improvement'** in Leadership and Governance, they may be escalated to stage 4.
- Childminder Agency is re-inspected and achieves an effective grading the Agency Childminder will exit the process, following the publication of the inspection report.
- Where the provider is a childminder who is registered with a Childminding Agency, who at re-inspection achieves a consecutive **'ineffective'** outcome, the childminder may be escalated to stage 4.

Where the LA has asked the Provider or Independent School 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, Independent School or Agency Childminder will exit the process when one of the following occur

- The Provider or Independent School is re-inspected and achieves a grading of **'expected standard'** or better in Leadership and Governance or a grading of **'met'** against the Safeguarding Standards.
- The Childminder is re-inspected and achieves a **'met'** outcome because they do not have any early year's children on roll.
- The Childminding Agency with whom the Childminder 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.
- Issues raised by the LADO have been addressed and the provider is no longer a cause for concern.
- The Provider or Independent School has satisfactorily completed all actions in relation to compliance against the delivery of Early Education Funding entitlements
- 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

Information for the designated LA Officer at PCCP Stage 3	
Frequency of meeting: Approximately every 6 weeks. Venue: Meetings to be held at a formal venue: Council building or via an online platform ~ Teams Meeting	Duration: LA Officers' information share; (pre-meeting ~ approximately 1 hour) Meetings 1, 2 & 3 (approximately 1 hour)

Type of meeting: Pre-meeting for LA Officers to update senior managers on progress prior to all meetings in stage 3 of the PCCP Meeting 1 ~ formal discussions with the Provider as to why they have been required to enter stage 3, review of progress and status of funding Meeting 2 ~ review progress Meeting 3 ~ 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.	Meeting attendees required: Pre-meeting LA Officer/s working with the Provider Senior Managers Meeting 1 The Provider (Registered Person and Manager) LA Officer/s working with the Provider Senior Managers Meeting 2 The Provider (Registered Person and Manager) LA Officer/s working with the Provider Senior Managers Meeting 3 The Provider (Registered Person and Manager) LA Officer/s working with the Provider Senior Managers