

Provider Causing Concern Process Guidance: For Childcare Providers and Local Authority Officers

Stage 4 (of 4)

Why has the Provider been asked to engage at Stage 4 of the PCCP?

Stage 4 is initiated in response to one or more of the following triggers;

- I. the Provider has been escalated from stages 2 or 3 of the process

What happens at Stage 4?

- The Provider will be required to work cooperatively 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 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.
- 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 the LA Panel decide to withdraw / suspend the Provider's ability to deliver early education entitlement funded places, the Provider will be sent written notification.
- Where funding is withdrawn / suspended the designated LA Officer will notify the Data Team and Family Information Service of this decision.
- The Chairperson residing over the Stage 4 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.

*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 4:

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.

Potential outcomes of Stage 4:

- Return to PCCP Stage 1, 2 or 3
- Remain at PCCP Stage 4 ~ Funding removed. No further LA support given.
- Exit the PCCP process.

What if the Provider, Independent School or Childminder Agency receives an Ofsted inspection whilst engaged at Stage 4?

- 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 inspection occurs after the closure of the termly headcount / census task, Providers will not be funded for children until the start of the following funding period/term. The Provider will be notified of the LA's intention to exit them from the process, in writing.
- Where a Provider or Independent School achieves a grading of '**not met**' or '**urgent improvement**' grading in Leadership and Governance or Safeguarding, they may be retained at stage 4
- When a Provider or Independent School is re-inspected and achieves a grading of '**needs attention**' in Leadership and Governance they will return to stage 3.
- 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 inspection occurs after the closure of the termly headcount / census task, Providers will not be funded for children until the start of the following funding period/term. The Provider will be notified of the LA's intention to exit them from the process, in writing.

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. Where the LA Panel conclude that provider has repeatedly failed to address actions set, this will 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 which 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 4	
Frequency of meeting: Approximately every 6 weeks Venue: Meetings will be held in a formal venue: Council building or via an online platform ~Teams	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 4 of the PCCP Meeting 1 ~ formal discussions with the Provider as to why they have been required to enter stage 4, 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 4, or is de-escalated to stage 3.	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