

Setting up a nursery business in Camden

The leaflet sets out a range of information to support you in setting up a nursery business in Camden. It will also signpost you to various organisations and publications you will need in the business development phase of planning.

Contents

- Early Years Foundation Stage
- Insurance
- Market research
- Ofsted
- Finance
- Staff recruitment
- Business planning
- Data protection
- Premises
- Food safety
- Free entitlement
- Camden's support and advice role
- Family information service
- Useful contacts

The statutory framework of the Early Years Foundation Stage (EYFS)

The Early Years Foundation Stage is a single framework that sets the standards for learning, development and care for children from birth to five years old.

Understanding and using the document is mandatory for all childcare providers registered by Ofsted.

Available to download from:

<https://foundationyears.org.uk/eyfs-statutory-framework/>

Insurance

The EYFS requires all childcare providers to have public liability insurance. Employers' liability insurance will also be required. You may also need buildings and contents insurance.

Most commercial insurance companies will offer these policies.

Market research

A clear knowledge and understanding of the needs of parents and carers, children and the wider community is crucial to ensure that you develop a business that meets these needs and will be successful.

- What is the demand for childcare in Camden?
- What age range will you cater for?
- How many children?
- Opening hours

To help you with this take a look at the Childcare Sufficiency Assessment, which brings together a range of information about the supply and demand for childcare in Camden.

See: www.camden.gov.uk/childcare-sufficiency-assessment

Ofsted

Ofsted inspects and regulates care and education for children and young people, and inspects education and training for learners of all ages.

Ofsted has a duty to:

- Place you on the appropriate register
- Visit you before registration and inspect you regularly afterwards
- Investigate and act upon complaints to check that you are still meeting the requirements of your registration and delivering the Early Years Foundation Stage (EYFS)

For further information, see:

www.gov.uk/government/organisations/ofsted

Finance

A key element is financing the business and determining how you will raise finances. The most likely source of financial help is through a bank loan.

Please note that Camden Council is unable to offer any financial help with setting up your childcare business.

Costs will include:

- Staffing
- Adaptation of premises
- Insurance
- Equipment and materials
- Marketing and administration
- Cleaning and maintenance

Experience has shown us that the main costs new nursery businesses need to take into account when forecasting are:

- The high costs of staff and premises
- The additional cost of an experienced manager if you do not have the qualifications or experience yourself
- The long lead-in time before any return is seen on investment. New nurseries rarely fill as soon as they open. It may take months or years to become fully booked.

Staff recruitment

If you intend being the proprietor of the setting only, then you do not need a childcare qualification. However, you are required to employ a manager who is qualified to level NVQ3 or equivalent in childcare or early years and has at least two years' experience of managing a childcare setting.

All staff working with children must undergo a Disclosure and Barring Service check (previously known as CRB).

www.gov.uk/government/organisations/disclosure-and-barring-service

Business planning

Planning your business is vital to the success of the organisation. Running a childcare business adds the additional responsibilities and costs of:

- Registration with Ofsted: www.gov.uk/government/organisations/ofsted
- Implementing the code of practice for children with special educational needs: www.gov.uk/government/publications/send-code-of-practice-0-to-25
- Working in accordance with child protection legislation: <https://learning.nspcc.org.uk/child-protection-system>

For advice on setting up your own business see:

- www.gov.uk/browse/business/setting-up
- www.camden.gov.uk/advice-on-starting-or-growing-your-business

Data protection

Childcare groups need to keep all records in accordance with the Data Protection Act principles, and if records are kept on a computer the Data Controller of the group must register under the Data Protection Act 1998.

The Information Commissioner's Office (ICO) offers independent advice and guidance about data protection and freedom of information. See:

<https://ico.org.uk/>

Premises

Before making an application to Ofsted you will need to identify suitable premises. When choosing premises you must follow the requirements set out in the safety and suitability of premises section of the EYFS.

For information on planning permission see:

www.camden.gov.uk/planning-permission-where-to-start

For premises available from Camden Council, see: www3.camden.gov.uk/templates/vcp/search.cfm

Food safety

All businesses that regularly provide food must register with the Local Authority Food Safety Team (even if you will only be providing fruit and juice).

All persons handling open food should receive training equivalent to Level 1 (Basic Hygiene).

See: www.camden.gov.uk/food-business-registration

Free entitlement

Free Early Education Entitlement for three and four year-olds

Children are entitled to a Free Nursery Education place from the beginning of the term after their third birthday and funding is paid to settings for providing the free place. This funding is paid for 15 hours per week for 33 or 38 weeks per year and should be delivered flexibly, to meet the needs of parents, although parents will not always be able to access the hours of their choice. Details of the children attending the setting are collected termly on "Headcount" day and funding is then forwarded to the settings from the Council. Settings need to be included in the Council's Directory of Providers to be eligible for the funding and will need to sign a protocol for the delivery of the free offer.

Free Entitlement to Early Education for two year-olds (two year-olds scheme)

Two year-olds from lower income families can access up to 15 hours per week of free early education from the beginning of the term after their second birthday. These places are targeted at those children not usually able to access childcare and early education. Families have to meet eligibility criteria to access a funded place. Childcare providers must also meet local eligibility criteria to offer funded places under this scheme.

Contact the Family Information Service on **020 7974 1679** or fis@camden.gov.uk

Camden's support and advice role

Training and quality

It is essential that staff have the opportunity to keep their professional knowledge up to date and attend training regularly to enhance their skills and to support quality improvement in their settings.

The Integrated Early Years Service offers a comprehensive training programme, free of charge, to practitioners working in registered settings.

Practitioners who are interested in gaining a qualification (Level 2 and 3) may also apply for funding.

Early Years Quality Improvement (EYQI) team

The EYQI team supports managers and practitioners in private, voluntary, independent and maintained settings, ensuring the implementation of the EYFS.

Their role includes quality improvement; enabling practitioners to develop strategies for teaching and learning, ensuring that systems for observation, assessment and planning are in place; supporting providers with self-evaluation needs. Support is provided to settings according to identified needs and in line with Ofsted Inspections.

The team also supports quality and practice through INSET and central training. The team has links with the state sector, which includes children centres and schools.

Early Years Intervention (EYI) team

The EYI team supports settings through a substantial and comprehensive training offer on all aspects of special educational needs and disabilities (SEND). They work with your special educational needs co-ordinator (SENDCo) through training and telephone support as part of the area SENDCo role. They also accept referrals from settings of children with identified SENDs, and work with you to meet the needs of the individual within local multi-agency frameworks. The team offers specialist, direct interventions where appropriate.

Contact the Family Information Service on **020 7974 1679** or fis@camden.gov.uk

Family Information Service (FIS)

Once you are registered, Ofsted will pass your details on to Camden's Family Information Service.

The FIS can then provide your contact details and some information about your service to parents and carers who are looking for childcare.

www.camden.gov.uk/family-information-service

Contact the Family Information Service on **020 7974 1679** or **fis@camden.gov.uk**

Other contacts

Camden Safeguarding Children Board
<https://cscb.org.uk>

Family and Childcare Trust
www.familyandchildcaretrust.org

Department for Education
www.gov.uk/government/organisations/department-for-education

HM Revenue and Customs
www.gov.uk/government/organisations/hm-revenue-customs

National Association of Day Nurseries
www.ndna.org.uk

Integrated Early Years Service
Supporting People
Camden Council
4th floor
5 Pancras Square
N1C 4AG