

REPORT TO: DUNDEE CITY COUNCIL EDUCATION COMMITTEE - 15TH JANUARY 2001

REPORT ON: Report on Progress of Implementation of Dundee's Early Years and Childcare Plan

REPORT BY: DIRECTOR OF EDUCATION,

REPORT NO: 34-2001

1.0 PURPOSE OF REPORT

1.1 This Report provides information about progress made in implementation of Dundee's Early Years and Childcare Plan during the period April – November 2000

2.0 RECOMMENDATIONS

It is recommended:

2.1 that the Education Committee notes the progress towards meeting the targets outlined in Dundee's Early Years and Childcare Plan 2000- 2003

3.0 FINANCIAL IMPLICATIONS

3.1 None

4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 Delivery of Dundee's Early Years and Childcare Plan supports everyone to play a full part in society.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 A key element of the Plan is to improve access to services within a fully inclusive framework.

6.0 BACKGROUND

6.1 The Dundee Early Years Plan was published in April 2000 and approved by Committee in to outline how early years, childcare and family support services would be developed in the three year period until April 2003.

6.2 The Plan set out targets for developments in the following key areas:

- Services for children aged 0-3 and their Families
- Services for pre school children (aged 3-5)
- Services for school aged children aged 5-14 during out of school hours
- Services to promote and support the role and involvement of parents and families

6.3 In addition targets were outlined to support the establishment of a supporting framework which includes:

- Inclusion
- Recruitment, training and staff development
- The Childcare Information Service
- Quality Assurance and Improvement
- Consultation and Involvement

7.0 THE CURRENT POSITION

7.1 Good progress has been made towards the targets set out in the Plan. An overview of this is set out in a detailed Report which is available in the Member's Lounge.

8.0 CONSULTATION

8.1 This Report has been the subject of Consultation with the Directors of Social Work and Neighbourhood Resources and Development

9.0 BACKGROUND PAPERS

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing the above Report.

10.0 SIGNATURES

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Director of Education

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Date



DUNDEE EARLY YEARS AND CHILDCARE PLAN

2000 – 2003

REVIEW OF PROGRESS

APRIL – NOVEMBER 2000

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Introduction

The first Dundee Early Years and Childcare Plan was published in April 2000, to outline development targets for early years, childcare and family support services during the period April 2000 - March 2003.

Funding from central Government reflects the national importance placed on services for children and families and has supported the development of a range of strategies and initiatives in Dundee.

This Plan highlighted the following key principles:

- The child as the central and shared concern
- Partnership across agencies and sectors
- Comprehensive and inclusive services and policies
- Service development which is reflective of local need, demand and aspiration

Development targets were focused on the following broad service areas:

- Services for Children aged 0-3 and their Families
- Pre School Services for Children aged 3-5
- Out of School Care Services
- Parent and Family Services

In addition targets were set for the key areas which support the delivery of an effective early years and childcare strategy:

- Inclusion of ALL
- Recruitment, Training and Staff Development
- Early Years and Childcare Information Service
- Quality Assurance and Improvement
- Consultation and Improvement Strategies

If you would like a copy of the full document, 'Dundee Early Years and Childcare Plan, 2000-2003', please 'phone 01382 – 433716

This document summarises the progress made in the first seven months of implementation of the Early Years and Childcare Plan, from April to November 2000.

If you need information about the wide range of early years and childcare services available throughout the city, please 'phone Dundee's Childcare Information Helpline on 01382 433900. Alternatively, you can look up the web site [www. childcarelink.gov.uk](http://www.childcarelink.gov.uk)

Access to this electronic information is free of charge at PinPoint terminals in neighbourhood libraries and centres in Dundee

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1.0 SERVICES FOR CHILDREN AGED 0-3 AND THEIR FAMILIES: SURE START SCOTLAND

Key Targets: High Quality

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
1.1	Establish integrated good practice models for group care of children aged 0-3 where early intervention projects support early learning and development of children in need.	5 models by 2003	Education and Social Work Committee approval for 1 daycare facility for up to 20, children aged 0-3 established to provide subsidised daycare to low income families. October 2000 - Service operational January 2000. 3 Sure Start Early Intervention initiatives established to provide support for children aged 2-4 requiring enhanced learning opportunities.
1.2	Support the development of staff expertise; play programmes, experiences and resources to develop each young child's physical, emotional, language, intellectual and social development.	3 training events available annually	Subject based workshops available from September. 5 Group Award courses available from September. 6 independent accredited units available from September.
1.3	Review the current workload of the Pre School Home Visiting Service, particularly in relation to its capacity to support children and families from minority ethnic communities and those with special educational needs	Service Development Strategy published August 2000. Ongoing	Pre School Home Visiting Service expanded and developed to extend its role in delivering the Early Years and Childcare Strategy particularly in relation to providing support for children with special educational needs and their families. Service Development Plan to be published March 2001
1.4	Identify and disseminate good practice models of provision	Ongoing-good practice information published annually	0-3 Curriculum Group established to promote and support good practice including producing guidelines on 'Working with 0-3's'. Annual Report on Quality Development in services for children 0-3 due for publication March 2001
1.5	Develop mechanisms to promote consistent early identification and assessment of very young children with special educational needs to ensure that appropriate care and education plans can be drafted.	Multi-agency notification system in place by December 2000.	Pre School Home Visiting Service working to co-ordinate assessment information for all children with Special Educational Needs
1.6	Develop and support parent and toddler group network.	By December 2000.	Inaugural meeting end of November 2000.

Key Targets: Affordability

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
1.7	Identify ways to provide subsidised or low cost childcare services within public, private and voluntary services.	Ongoing - increased access to provision	Subsidised daycare provision available for 20 children aged 0-3 in January 2000
1.8	Review capacity of existing services and provision to provide additional services for young children and families.	Report published to Partnership, April 2001.	Ongoing. Need to develop and agree across the board mechanisms for auditing.
1.9	Support for community based services, including playgroups, parents & toddler groups and childminders.	Ongoing - increased levels of provision.	Grant funding of SPPA fieldworker. Regular visits to groups by Family Support co-ordinator, Playgroup Network and Childminder Networks established from August, supported by Family Support Co-ordinator.
1.10	Review provision for children with special educational needs and provide additional resources to improve access and affordability of services.	Review report published June 2001.	Expansion of provision in 3 integrated facilities (total of 24 additional places for children with SEN by Aug 2002)
1.11	Support for voluntary organisations providing services for young families.	Ongoing	Grant support to Homestart, Dundee Sitter Service, playgroups, toddler groups, Dundee Women & Children Project, Mains Family Centre, Chalmers Ardler Project. Regular meetings with relevant voluntary sector organisations and representative groups.

Key Targets: Accessibility

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
1.12	Develop outreach services in Charleston, Hilltown and St Mary's.	January 2001	2 Outreach Workers appointed September 2000. 1 further November 2000
1.13	Develop links between service providers and primary health care professionals (health visitors). Ensure the needs of those children and families in greatest need are met. Facilitate appropriate access to services.	Ongoing	LHCC representative on Early Years and Childcare Partnership. Health Visitors contributing to development of 'Working with 0-3 guidelines'. Involvement of Health in Sure Start Development. Health Representatives on Local Early Years and Childcare Networks.
1.14	Expand outreach support, practical assistance and advice to parents and facilitating access to services.	2 Outreach Projects established in Charleston and Hilltown by end 2000.	Group work taking place with two new 2 projects established (including one group from Minority Ethnic Community) in the Hilltown).
1.15	Strengthen support for childminders and promote the inclusion of childminder interests in local networks and in the Partnership.	Framework of Support for Childminders developed by January 2001 and local networks established in four areas.	Childminder Networks (4) established in August. Dundee wide network to commence December. Training for new and registered childminders commenced September, including 13 working towards SVQ III Early Years Care and Education. SCMA appointed Dundee representative September. Recruitment of registered childminders is a key task within Local Early Years and Childcare Network Action Plans, particularly where childminding provision is low.
1.16	Provide linked Childminding to provide subsidised childcare services for children in need and their families.	Available from 6 Centres by 2003.	Commitment to promote linked childminding incorporated into proposals for Happyhillock and Charleston provision. Discussion paper being prepared on recruitment, support and function of linked childminders.
1.17	Support Dundee Sitter Service and Homestart to provide home based support and sitter services for parents working unsocial hours, or to support families with a range of needs.	Ongoing	Grant support to Homestart and Dundee Sitter Service. Family Support Co-ordinator member of Dundee Sitter Service Management Committee.
1.18	Establish locally based Family Learning Networks to strengthen the role of parents in supporting children's learning development.	4 annually for next 3 years, to provide 16 networks by 2003.	The Kirkton PLAY Programme is running October - November 2000. 1 planned in Charleston Spring 2001.
1.19	Review current levels of childcare provision to improve support for people participating in community based services and activities.	Audit of services and recommendations published by August 2001.	3 service audits planned for March 2001. 3 further by June 2001.

2.0 PRE SCHOOL SERVICES FOR CHILDREN AGED 3-5

Key Targets: High Quality

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
2.1	Implement a common Quality Framework for pre-school facilities, based on "Child at the Centre".	Quality Framework implemented by December 2001.	All providers have copies. Training taking place for local education managers, partner managers, local authority nursery staff and senior staff in partner provision.
2.2	Continue to support the development of Curriculum Framework for Children 3-5 into practice in pre school facilities.	Implemented within pre school facilities by April 2001.	Via visits, training programmes and Development Planning.
2.3	Establish models of early intervention and family support within Council early years and family support services to meet the needs of pre school children identified as vulnerable as a result of socio-economic disadvantage.	3 new models by 2003.	3 models. Established in Kirkton, Ardler, Foggyley. Additional 3 Teachers and 3 Nursery Nurses deployed
2.4	Enhance the levels of services around pre school education provision to provide integrated childcare and education services.	Ongoing	3 models providing integrated education, care and families.
2.5	Develop consistent systems for transfer of information about children's progress and development from pre school to Primary One.	Consistent approach implemented.	Audit conducted October 2002 New Policy Framework for Children 0-5 to be produced, June 2001
2.6	Provide support and training to playgroup workers and management committees.	Playgroup network established September 2000.	Dundee Playgroup Network established August. 16 playgroup staff undertaken training since September.

Key Targets: Affordability

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
2.7	Develop a charging policy for services provided in Council facilities outwith core pre-school education to ensure equitable charging and to ensure that priority for low or no cost provision is given to children and families in need.	Pilot charging policy introduced August 2000. Charging Policy implemented by August 2001.	Pilot charging policy in place. Ongoing monitoring and review. Survey of Nursery Head Teachers to identify difficulties, December 2000.
2.8	Maximise the use of existing services to increase choice and to provide for a greater range of need.	Ongoing	Enhanced provision across all nursery schools. 3 new facilities providing wider range of services - improved flexibility and responsiveness.

Key Targets: Accessibility

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
2.9	Provide a part time pre school education place for all three-year-olds whose parents wish to take up a place.	90% availability by August 2000.	Expansion of partner provision from 350 to 450 part time places. Additional 50 places in Barnhill, Forthill and Eastern Nursery Classes.
2.10	Continue to offer full time places for children with identified needs.	Ongoing - new criteria for full time allocation in place by August 2000.	Audit conducted September 2000. New criteria for enrolment in place and supported towards implementation.
2.11	Increase quality partnerships with private and voluntary sector providers to provide a greater choice and diversity of provision.	2 additional playgroups as partners and raise commissioned places from 350-450. August 2000.	1 further private application being processed and one note of interest. (October) Increase from 350-400 pre school places in private sector. Seminar on becoming commissioned partner for playgroups held in June leading to 1 note of interest.
2.11	Provide pre school education services to meet particular needs, such as those of children who are disadvantaged, have special educational or health needs, children whose first language is other than English and children from minority ethnic groups.	Policy on inclusion established and implemented August 2001.	Expansion of provision for children with special educational needs. Audit of levels of pre school children 0-5 with SEN ongoing.
2.13	Review levels of current provision to ensure equity of access across the City to choice and range of services.	Identify gaps in current service provision May 2000. Update Admission Criteria by August 2000 and review on an annual basis.	Ongoing identification of gaps. New Admissions Policy in place
2.14	Develop holiday provision in nursery schools	Places for up to 20 children, provided seasonally within all 13 nursery school facilities by 2002.	Three pilot services planned July/August 2001.

3.0 OUT OF SCHOOL CARE SERVICES

Key Targets: Quality

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
3.1	Continue to provide support to existing Out of School Care Clubs. Visit each club once every term. Identify and disseminate good practice models.	Ongoing	Regular visits to clubs by Out of School Care Co-ordinator. Negotiation on their behalf with relevant Departments. Response to requests for advice and support. Clubs accessing training.
3.2	Develop an Out of School Care Steering Committee to support club committees in areas related to employment law, legal issues and financial/accounting issues.	September 2000.	Proposal drawn up. Discussions held with Network and Education Department staff.
3.3	Continue to support Dundee out of School Care Network.	Ongoing	This is ongoing. Attend and resource monthly meetings. Provide relevant information and address issues raised at meeting,
3.4	Develop an Out of School Care Training Programme to support Out of School Care Workers (including Childminders) and Management Committee Members.	Commenced by September 2000.	Training strategy published. Clubs participating.
3.5	Develop 3 model schemes to integrate the care and learning needs of older primary school aged children and young people. These will involve sports development, arts and heritage agencies and will build on the good practice demonstrated within projects such as Mid Craigie and Linlathen under 12's Project.	Three projects by 2003.	Questionnaires have gone out to Baldragon Academy pupils and the Primary 7 classes of the feeder schools to Baldragon. The response was positive and a meeting is arranged with relevant staff at Baldragon Project planned April 2001.
3.6	Explore ways in which to support existing Childminders and the development of a Childminder's Network.	September 2000.	Childminders Network established to include support for childminders providing Out of School Care.

Key Targets: Affordability

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
3.7	Fully exploit New Opportunities Fund as a source of place generation.	Three successful NOF bids by 2003.	Successfully secured funding to start two new clubs in the Lochee area.
3.8	Provide support/subsidised places for children in low-income families.	Established Funding Panel 2000.	All clubs have accessed funding through Childcare Partnership and Social Inclusion Partnership funding.

Key Targets: Accessibility

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
3.9	Increase Out of School Care provision in Dundee to meet a range of needs. Provide additional Out of School Care places in Dundee.	Ongoing. 100 places by 2003.	2 new Out of School Care clubs to open in January 2001. Clubs will offer study support each week
3.10	Develop a wider range of services for older children and young people aged 10-14. Demand to match with the views of children and young people aged 10-14.	Up to three new projects by 2003.	1 project planned in Baldrigon New Community School, April 2001
3.11	Promote and support the needs and interests of children with SEN within Out of School Care Clubs.	Six peripatetic workers to support children with SEN by August 2000.	Proposal approved by Education Committee in October 2000 - to employ three part time workers to support children with SEN in Out of School Care provision. Discussions with Inclusion Group and Dundee Out of School Care Network complete. Project due to start January 2001.
3.12	Maximise usage of Dundee City Council facilities.	Review in 2003.	Two schools identified for use for the two new Out of School Care Clubs. Negotiation ongoing with school and Education Department. Staff to extend club space or use school space more effectively.

4.0 PARENT AND FAMILY SERVICES

Key Targets: High Quality

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
4.1	Establish a new Parents' Services Initiative within the Early Years and Childcare Team to co-ordinate existing work with parents in early years and childcare services.	Establish April 2000. Parent Networks established in two local areas annually with six established by 2003.	Parents' Services Co-ordinator took up post in April 2000. Two Development Workers took up post in May 2000.
4.2	Promote the central role of parents within all early years and childcare facilities.	Improved information, newsletters.	Parents' Services staff worked with a group of parents and a teacher from Whitfield Primary School to produce a new Primary One Handbook. A parent/school partnership group based on one element of the school curriculum is being planned for St Joseph's School.
4.3	Facilitate increased involvement of consultation with parents in service planning and monitoring.	Annual consultation exercise conducted and results published. Ongoing.	Consultation at project and community level integral to Local Early Years & Childcare Networks. In terms of 'new' Networks i.e Fintry/Mill of Mains/Whitfield consultation planned initially through Neighbourhood Forum (October). Parents' Services staff are working with parents who participated in the PLAY Pilot as they take part in planning, publicising and co-leading the new programme starting in October 2000.
4.4	Provide opportunities for training and staff development. Focus on parents' work and issues for all staff.	Training strategy published December 2000 and reviewed annually.	Training Strategy launched September. A two session workshop on 'Working with Parents', 3 group awards which include element of parent's work commenced September. 1 independent accredited unit 'Family Issues' commenced September. Parents' Services staff have developed and delivered training on the theme of 'Working with Parents' to local authority nursery and early primary school staff, as well as childminders, out of school staff and private nurseries.
4.5	Provide support to parent and toddler groups and management committees.	Ongoing	Provided by Family Support Co-ordinator (see target 8.6)
4.6	Explore establishment of integrated models of parent and toddler groups/playgroups.	1 pilot model by December 2000.	Initial discussion taken place
4.7	Support the development of play opportunities for all children aged 0-14 in local communities.	Play Strategy published April 2001.	Fair Play training brought issue of Play to Early Years and Childcare Partnership in August 2000. Further discussions required to progress play strategy.

Quality Targets: Affordability and Accessibility

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
4.8	Minimise barriers such as transport costs, accessibility of buildings, which may prevent parents from participating in services.	Ongoing	Groups for parents are being held in community venues and childcare is provided. Translators and translation of materials have been provided for ethnic minority women doing group programmes.
4.9	Extend existing work with parents across the City to meet a wider range of need.	Ongoing	Parents' Groups in Schools looking at issues like homework or family health are being planned as a follow up to the PALS programme. Work has been undertaken with parents from the Asian Community.
4.10	Support families in need or crisis by providing a range of support, respite and advice services.	Ongoing	Parents' Services staff help parents make links with appropriate agencies at the end of a group programme. SPIN video work is being offered to parents by Parents' Services staff as appropriate.
4.11	Improve quality of information and publicity about services to increase access to appropriate services.	Information available in all services and public facilities.	New leaflets for workers and parents, posters and a video are available to publicise PALS. Work currently ongoing to produce PALS resource pack.
4.12	Support the ongoing development of PALS (Parents Altogether Lending Support) across the City.	6 PALS Groups established by 2003.	Six PALS groups were held in the period April-September 2000. Six groups are being run October-December 2000.
4.13	Provide support and advice to employers wishing to establish childcare services and family friendly policies.	Ongoing	Initial discussions with Partnership.

5.0 PROMOTING THE INCLUSION OF ALL

Key Targets: High Quality

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
5.1	Review existing provision for children with special educational needs in nursery schools and classes and child & family centres.	Establish one specialist provision per year within a mainstream setting for children with SEN, behavioural difficulties or who require early intervention.	Audit for Nursery schools and classes. One facility developed at Foggyley, August 1999, for 8 children.
5.2	Develop Early Intervention initiatives in nursery schools and child and family centres to provide support for children affected by adverse environmental factors.	Two initiatives per year until 6 established by 2003.	Appointments re: Ardler & Kirkton underway. (2 initiatives per year, 6 by 2003). (Targeting 60 children 2000-2001)
5.3	Provide training and staff development focused on supporting inclusion within all early years, childcare and family support services.	Two training programmes offered annually.	Plan to advertise two courses in January 2001.

Key Targets: Accessibility and Affordability

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
5.4	Publish a Strategy for Inclusion in Early Years, Childcare and Family Support Services.	Strategy published and implemented by December 2002.	Work ongoing to identify individuals /groups at risk of exclusion.
5.5	Develop the work of the Multi Agency Pre School Provision Panel for children with Special Educational Needs.	Improved identification and referrals to Panel at the earliest age.	New Policy Framework for children 0-5 planned for publication, December 2000.
5.6	Review Charging Policies to ensure that families in low or no income groups are not barred from accessing services because of costs and review arrangements for subsidising places within services.	Review published by April 2001. Subsidy Review undertaken and proposals outlined for Committee by August 2001.	Pilot charging system in place. Review due for publication April 2001.
5.7	Audit the needs and demands of families within ethnic minority groups and match with current provision.	Audit produced by December 2001 and proposals brought forward.	Meetings with Equality Action Team Leader and Multi Cultural Health Visitor have been productive in terms of gaining better understanding of issues affecting families. Work ongoing to develop closer links with representative groups which will both provide forum for consultation and auditing of needs.

6.0 RECRUITMENT, TRAINING AND STAFF DEVELOPMENT

Key Targets: High Quality

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
6.1	Publish an Early Years and Childcare Training Strategy showing how training can be accessed.	Strategy published and implemented by May 2001.	Monthly calendar of training published and distributed to voluntary, private and independent sectors. Launched September 2000.
6.2	Ensure that all childcare workers can access a minimum of three training sessions annually.	Minimum levels available by end 2000.	Minimum of four sessions available monthly.
6.3	Increase levels of staff with accredited qualifications.	10% increase annually.	Out of School Care staff participating in accredited training. Funded places on HNC. SVQ 's in Playwork and Early Years Care and Education, PDA and Post Grad for Nursery Teachers.
6.4	Continue to audit training needs.	Annual audit produced in May.	Course evaluation forms request training needs. Regular agenda item at Provider's Network meetings. Audit ongoing via visits, forums, evaluation of training. Working on identifying mechanisms for capturing training needs of those who have not taken up available training.
6.5	Promote multi agency opportunities for workers from different sectors to share perspectives.	Three multi-agency events provided annually.	Multi agency with OSC, Partners, playgroups, childminders.
6.6	Gather information from visits assessing quality assurance, HMI Inspections and Social Work Registration Inspection to ensure that quality improvement is well supported by training.	Ongoing	Information available (ongoing). Provision of curriculum evenings, training courses, input into in-house staff development.
6.7	Review recruitment of early years and childcare staff including teaching staff and nursery nurses within Council facilities and ensure that appropriate training is provided to support inexperienced staff.	Recruitment Survey published April 2000.	Recruitment Survey delayed - due to undertaken in October 2000.

Key Targets: Accessibility and Affordability

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
6.8	Provide funding to support access to training such as Professional Development Award, BA Early Childhood Studies, SVQ and NC routes.	Budget set and published annually. Application process established.	Funded places taken up: 18 = SVQ3 Early Years Care & Education 12 = SVQ2&3 Playwork 8 = HNC Childcare and Education 7 = Professional Development Award 17 = Independent (HNC or PDA) units. Budget prepared and adjusted accordingly. Funding also provided to support 10 Nursery Teachers to undertake PostGraduate Certificate in Early Education.
6.9	Ensure that training programmes are delivered at convenient times and locations to meet a range of need.	Menu of options available.	Range of options available, full day, twilight, evening, Saturday am. Varied locations.
6.10	Continue to audit training needs and ensure that all sectors are represented within programmes.	Annual audit produced in May.	Training course evaluation form used to elicit future training needs of those having undertaken training. Identify mechanisms for capturing training needs of those who have not taken up available training.
6.11	Promote multi agency opportunities for workers from different sectors to share perspectives.	Three multi agency events provided annually.	Courses are inclusive of broad range of providers - private nurseries, playgroups, childminders, out of school clubs.
6.12	Identify and provide information about good practice developments within Dundee. Support visits to models of good practice for workers.	Regular dissemination of information.	National Early Years Best Practice information disseminated. Attendance at national and local conferences and seminars supported. More sharing via Training Strategy, local fora, support groups. Information from HMI, visits. Newsletter, Factsheets etc.

7.0 ESTABLISHMENT OF AN EARLY YEARS AND CHILDCARE INFORMATION SERVICE IN DUNDEE

Key Targets: High Quality

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
7.1	Develop new, user friendly survey forms and accurately target providers of services - gather new data for Childcare database and web pages.	Established January 2000. June 2000.	52% increase in childminders participating in survey. 40% increase in returns from Parent & Toddler Groups/Playgroups.
7.2	Hold information about all providers who are willing to participate in the service.	By April 2002.	By April 2002.
7.3	Develop electronic information management system, ensure data current.	June 2000.	Management system in place by June 2000. Commenced issuing new survey forms, update schedule developed.
7.4	Collection of statistical data to evaluate uptake of services and identify unmet need. Develop further recording mechanisms.	Commenced in February 2000.	Developed Helpline Enquiry Logging system. Analysis of Pilot programme completed October 2000. Consultation exercise with parents and carers re; quality of services provided via Hilltown Childcare Initiative (SIPS funded), September 2000. Consultation with pupils at Baldragon Academy re- demand for out of school club. Reported, October 2000. Collection of data towards publication of Children's Act Review, April 2001, ongoing. Report on Parents' Services Audit of September 2000, current.
7.5	Collate demographic data relevant to Early Years and Childcare services.	Annual report. November 2000	Sources identified: DCC's Intranet site, Government information web sites, General Register Office, TERC. Report as required to Partnership Officer. Publish Children Act Review, April 2001
7.6	Continue to liase with Scottish Executive through Childcare Information Co-ordinators' national consultative panel.	Ongoing	Member of national, (UK), Consultative panel. Ongoing. Also North-East Network of Information Co-ordinators. Institute of Information Scientists – joined Local Government Specialist Information Group.

Key Targets: Accessibility

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
7.7	Reliable, jargon free, electronic and paper-based information available in all possible public locations. Develop Factsheets.	April 2000 Ongoing	Electronically linked to DCC's community information system, Pinpoint. 25 Fact Sheets produced. Information packs distributed to professional workers.
7.8	Helpline telephone number 01382 433900 widely available. Operational 9 00 am to 5 00 pm, weekdays. Continue to publicise.	February 2000 Ongoing	Pilot study shows month on month increase in number of calls – system redesigned on basis of evidence from pilot.
7.9	Publicise Team and services in printed media, e.g. "Feedback", "Dundee Education News" and the "Courier".	Publish Children Act Review, 2001.	Press, Education News, Talkback, CIS Bulletin, Childcare Link newsletter. Events such as the Early Years and Childcare Fair, April 2001. First edition 'Early Years and Childcare News' published. Plan Summary produced – current distribution.
7.10	Actively consult with identified user groups, via appropriate methods.	By April 2001.	Customer evaluation of Helpline Service for sample months, November & December 2000.

8.0 QUALITY ASSURANCE AND IMPROVEMENT

Key Targets: High Quality

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
8.1	A Quality Assurance Framework established for all services.	Established and implementation begun January 2001.	Quality Assurance Framework published by Educational Development Service for all educational establishments, including nursery schools and classes. Child at the Centre implemented across all providers of Pre School Education services. New Curriculum 0-5 Group established October 2000 to review and update policy framework by April 2001.
8.2	Social Work Registration and Inspection Standards for Daycare reviewed and implemented.	April 2000.	New Standards in place from September 2000
8.3	Dissemination of good practice examples.	Ongoing and annual publication.	Parents' Services Initiative has contributed to the National Early Years Best Practice Initiative Booklet and Newsletter and also to Scottish Parenting Forum Conference. Ongoing via information on "Best practice", courses, forums, newsletter. Identified via HMI visits.
8.4	Support prior to and following inspection by HMI and Quality Assurance.	Ongoing on request.	All partner providers have undergone registration HM Inspections and have had follow up visits from Pre School Quality Co-ordinator. Work in place to support action planning to take forward action points identified in inspections.
8.5	All services funded by the City Council involved in phased Development Planning process.	All commissioned partners producing Development Plan by end of 2000. Other providers to follow until all are involved by 2003.	All nursery schools and classes are involved in Development Planning. All commissioned partners will produce first plan by December 2000.
8.6	Training and staff development opportunities matched to identified quality improvement needs.	Training Strategy published by May 2001.	Course programmes planned in response to HM Inspections, visits and evaluations from ongoing training.
8.7	Implementation of "The Child at the Centre" across all Commissioned providers and supported into practice across all pre school education settings.	Implementation programme began April 2000.	Implementation ongoing and supported by training and staff development programmes

9.0 CONSULTATION AND INVOLVEMENT STRATEGIES

Key Targets: High Quality

NO	KEY TASK	TIMESCALE	EVIDENCE OF ACHIEVEMENT/PROGRESS
9.1	Continue to develop the work of the Early Years and Childcare Partnership Early Years and Childcare Partnership.	Development Plan published December 2000.	Published - First review published October 2000.
9.2	Establish local early years and childcare networks/	Two new local networks established annually in addition to 3 existing (9 by 2003).	Fintry/Mill of Mains /Whitfield inaugural meeting planned for end November/early December. Preliminary work has been started to set up networks in Charleston and Broughty Ferry.
9.3	Establish improved opportunities for people to have their views heard and considered.	Service based consultation supported.	Attendance at Neighbourhood Forums. Parents involved in Local Networks. Consultation within services promoted
9.4	Establish forums and opportunities for children and young people to put forward their ideas, views and comments.	Strategy published October 2000.	New Pupil Council established to give secondary school pupils a voice in November 2000. Consultation ongoing across provision and ongoing need to develop this to ensure a wider level of participation.
9.5	Gather ongoing feedback from service providers and produce annual reports to outline the views of service users and providers.	Annual consultation Report published in December.	Ongoing re: forums, newsletter. Annual Report due April 2001.
9.6	Provide training for staff to promote consultation and involvement strategies.	Training developed and delivered in 2001.	Parents' Services staff have developed and delivered training on the theme of 'Working with Parents' to local authority nursery and early primary school staff, as well as childminders, out of school staff and private nurseries. More courses planned for 2001.
9.7	Publish information about service development in a range of formats to meet a range of need and interest.	Regular information produced.	Range of information provided. The Early Years and Childcare Team logo used widely to publicise helpline number and existence of Team.

APPENDIX 1(a)

Dundee Early Years and Childcare Training Strategy

The Dundee Early Years and Childcare Training Strategy places a high value on the people who work in early years and childcare services and seeks to raise the profile and professional status of childcare workers. The Training Strategy will reflect the principal aims of the Scottish Executive document '*Childcare: The Training Challenge*', namely:

- *Contribute to an increase in the skill level of those working in childcare*
- *Contribute to an increase in the supply of staff entering childcare*

Preference will be given to the voluntary, independent and private sectors and there will be access to a range of courses available free to childcare workers and at times which minimise the disruption to existing services by workers being released for training.

Opportunities will be available for workers to gain recognised formal qualifications. In addition a broad range of '*non-accredited*' courses will be available covering aspects of childcare and early years education such as, child development, play, working with parents, health, creche workers training, promoting positive behaviour.

The Sample Calendar overleaf - Appendix 2(b), provides a flavour of the range of courses that are available within the Strategy, but for more detailed information, call the Early Years & Childcare Team on 433716

HELPLINE TELEPHONE NUMBER: 01382 433900



Dundee Early Years and Childcare Partnership Team
 Education Department Floor 9, Tayside House Crichton Street Dundee DD1 3RZ
www.childcarelink.gov.uk

SAMPLE COURSE CALENDAR: 2000

Date / Time	Course Title	Code / Closing Date	Provider / Venue	Contact person for Information
Tuesday 12 th September 2000 7.00 to 9.00pm	Holistic Development of the Child	DC01 5pm Thursday 7 th September	Dundee College at Melrose Terrace annexe	Gillian Milne tel. 433156 e-mail: gilliand.milne@ dundeecity.gov.uk
18 months commencing 11 th September	HNC Childcare & Education	HNC 12 noon Friday 1 st September	Dundee College at Melrose Terrace annexe	Derek Gray tel. 433483 e-mail: derek.gray@ dundeecity.gov.uk
Thursday 19 th and 26 th October 7.00 to 9.00pm	Working with Parents (2 week programme)	T01 5pm Friday 6 th October	Early Years & Childcare Team, Parents Services Initiative at Harris Academy	Irene Werritty tel. 433474 e-mail: irene.werritty@ dundeecity.gov.uk
Wednesday 15 th November 7.00 to 9.00pm	Training for Registered Childminders: 'Promoting Positive Behaviour'	DC08 Friday 3 rd November	Dundee College at Melrose Terrace campus	Derek Gray tel. 433483 e-mail: derek.gray@ dundeecity.gov.uk
Thursday 30 th November 9.30am to 3.30pm	'Child at the Centre' (Self Evaluation in the Early Years)	T04 Monday 20 th November	Early Years Childcare Team at EDS, Northern College	Gillian Milne tel. 433156 e-mail: gilliand.milne@ dundeecity.gov.uk
Friday 1 st December 9.30am to 3.30pm	Healthy Dundee (for Private Nurseries)	T05 Wed. 22 nd Nov.	Early Years Team/SPPA/ Health Promotion Centre at EDS Northern College	Gillian Milne tel. 433156 e-mail: gilliand.milne@ dundeecity.gov.uk
4 th December 2000 to 5 th March 2001	Child Protection (HNC Unit)	AC05 Wed. 22 nd Nov.	Dundee College at Melrose Terrace Campus	Derek Gray tel. 433483 e-mail: derek.gray@ dundeecity.gov.uk
Friday 12 th January	Induction Training for new Out of School Care Workers	UT01	To be confirmed	Kryisia Sosna tel. 433279 e-mail: kryisia.sosna@ dundeecity.gov.uk

This information represents only a small sample of the training available under the Dundee Early Years and Childcare Training Strategy. For more information call the number above

SURE START

Sure Start is a national initiative designed to improve services for children in the first years of life and to support their families. Given a key emphasis is on partnership and collaboration across all sectors, progress on the Sure Start Initiative is co-ordinated through the Dundee Early Years and Childcare Team.

In Dundee the Sure Start initiative has been seen as an integral element in Early Years, Childcare and Family Support Strategic Development. Sure Start developments have therefore been linked into the following key strategies:

- ❑ Early intervention
- ❑ Parents services initiative
- ❑ Community learning strategy
- ❑ Development of integrated early years, childcare and family support facilities
- ❑ Development of core quality improvement and development mechanisms for all early years and childcare services
- ❑ Implementation of Early Years and Childcare Training and Staff Development Strategy

Several locally identified issues have also influenced the planning and delivery of Sure Start:

- ❑ the existing high levels of nursery school and child and family centre provision within the City
- ❑ the need and demand for affordable childcare services for younger children
- ❑ the need for improved collaboration between Council Departments and Health agencies
- ❑ the demand for services for children of student parents (Dundee has a high level of students relative to its total population)
- ❑ the need to extend provision of services for children with special educational needs and with and affected by disabilities
- ❑ the desire to build on the success of the READ (Raising Early Achievement in Dundee) Project by enhancing and enriching the learning experiences of children in the first years of life

The key elements of Dundee's Sure Start Initiative can therefore be summarised under the following four key areas:

- ❑ Expansion of direct service provision to meet a range of identified need and demand
- ❑ Enhanced support for early learning and development
- ❑ Services to support families, including parent education and networking, respite and sitter services, home based outreach services
- ❑ Quality improvement, staff development and in service training

The table overleaf outlines the key components of the Sure Start Strategy for Dundee.

DUNDEE EARLY YEARS AND CHILDCARE TEAM

SUPPORTING/ EXPANDING LOCAL EARLY YEARS AND CHILDCARE NETWORKS

The Local Networks will take forward collaborative approaches which reflect and acknowledge the individual local contexts in order to support:

- ❑ Networking across all those with an interest in early years and childcare services
- ❑ Agreement of shared priority agendas and joint action planning
- ❑ Identification of service shortfalls, needs and demands
- ❑ Involvement of and consultation of service users; parents, children, local employers etc
- ❑ Identification of training and development needs
- ❑ Direct links to city wide planning and policy direction through the EYCC Team and Partnership

Expansion Targets

Three networks already exist in SIP areas (Mid Craigie and Linlathen, Kirkton, Hilltown). These Networks require to satisfy conditions set down by SIP funding.

Another **four** networks will be established within the current year (i.e. before March 2001) in Ardler/ St Mary's, Charleston/ Lochee, Broughty Ferry/ Balgillo and Fintry.

Membership of Networks can include:

- ❑ Early years and childcare team reps (lead role)
- ❑ Staff from nursery schools and classes in area
- ❑ Child and family centre staff
- ❑ Health- Health Visitor, school nurse, community based staff
- ❑ Out of school staff
- ❑ Parents
- ❑ Voluntary agencies
- ❑ Church group reps
- ❑ Childminders
- ❑ Private providers
- ❑ Playgroups
- ❑ Toddler groups
- ❑ Neighbourhood Development staff
- ❑ Social worker reps
- ❑ Local employers
- ❑ SIP Development Workers (where appropriate)

Key common agenda areas

- ❑ Local service audit
- ❑ Consultation about need, demand and aspiration of service users/ potential users
- ❑ Network of workers involved in childcare, early years and family support services
- ❑ Promotion of strategic direction in EYCC Plan and work of EYCC Team
- ❑ Identification of service needs
- ❑ Publish annual action plan, stating success criteria and evaluation methods
- ❑ Annual progress report to EYCC Partnership and Team
- ❑ Local publicity and information sharing campaigns
- ❑ Organise events to promote recruitment, workforce development etc
- ❑ Multi agency training either locally based or addressed within city wide context
- ❑ Gathering of data to demonstrate achievement of EYCC Targets
- ❑ Family learning initiatives
- ❑ Promotion of play agendas

Support for Local Childcare Networks

Members of the Early Years and Childcare Team will have lead responsibility for providing support and guidance to Local Networks. The Lead Officer will facilitate information from the Networks to the Partnership and vice versa.

The progress of each Local Network will be considered by the Partnership and information from the Networks will inform the ongoing early years and childcare strategy within Dundee.

Each Network will publish a Development Plan outlining current levels of service within the local area, key areas for development, resource implications and links with the key targets contained in the Early Years and Childcare Plan. This Plan will be available to the Partnership and to Neighbourhood Development Groups as appropriate. These Plans will be published within 6 months of the launch of the Network and reviewed annually.

The Team will also provide administrative and clerical support where necessary.

Crèche facilities will be provided when required to support participation within Networks.

Where necessary and in consultation with the Partnership additional resources may be available to support the ongoing development of the Networks.

SURE START DUNDEE: SUMMARY OF STRATEGY (APPENDIX 2b)

