



**Ministry
of Defence**

**JSP 342
Education of Service Children and Young People**

Part 2: Guidance

**Volume 4: Education of Service Children in Early
Years Foundation Stage (EYFS) in the UK and
Overseas**

Foreword

This Part 2 JSP provides guidance in accordance with the policy set out in Part 1 of this JSP; the guidance is sponsored by the Director Children and Young People as the Defence Authority for the Education of Service Children. It provides policy-compliant business practices.

Preface

How to use this JSP

1. JSP 342 is intended as a guide to policy and regulation relating to the education of Service children wherever they might be in the world. It is designed to be used by staff responsible for the provision of education of Service children, those Service staff (and other eligible staff) who have children and for Commands. This JSP contains the policy and direction on the education of Service children and guidance on the processes involved and best practice to apply. This JSP will be reviewed at least annually.
2. The JSP is structured in two parts:
 - a. Part 1- Directive, which provides the direction that must be followed in accordance with statute or policy mandated by Defence or on Defence by Central Government.
 - b. Part 2 - Guidance, which provides the guidance and best practice that will assist the user to comply with the Directive(s) detailed in Part 1. Due to the diverse range of education provision available, JSP 342 Part 2 has divided into the following Volumes:
 - (1) Volume 1: Education of Service Children in the UK – this volume.
 - (2) Volume 2: Education of Service Children Overseas in Service Children’s Education (SCE) Schools
 - (3) Volume 3: Education of Service Children Overseas in Non SCE Schools
 - (4) Volume 4: Education of Service Children in Early Years Foundation Stage (EYFS) in the UK and Overseas

Coherence with other Defence Authority Policy and Guidance

3. Where applicable, this document contains links to other relevant JSPs, some of which may be published by different Defence Authorities. Where particular dependencies exist, these other Defence Authorities have been consulted in the formulation of the policy and guidance detailed in this publication.

| Related JSPs | Title |
|---------------|--|
| JSP 464 | Tri Service Accommodation Regulations (TSARs) |
| JSP 752 | Tri Service Regulations for Allowances |
| JSP 770 | Tri Service Operational and Non Operational Welfare Policy |
| JSP 800 Vol 5 | Defence Movements and Transport Regulations |
| JSP 834 | Safeguarding Children |

Further Advice and Feedback - Contacts

4. The owner of this JSP is the Director Children and Young people (DCYP). For further information on any aspect of this guide, or questions not answered within the subsequent sections, or to provide feedback on the content, contact:

| Job Title/E-mail | Project focus | Phone |
|-------------------------|-----------------------------|-----------------------------|
| DCYP-AD CYP | General Policy and Guidance | 01980 61 8711 94344 8711 |

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1 Glossary and Relevant Papers

Glossary

1. **Parent** is defined as anyone with parental responsibility for the child, including designated carers.
2. **Domestic premises** means any premises which are wholly or mainly used as a private dwelling.
3. **Care** in relation to children, includes any activity supervised by a responsible person.
4. **Day Care** means care provided at any time (day or night) for children under the age of 8 on premises other than domestic premises, where the period (or total of periods) in any day during which children are looked after on the premises exceeds two hours. For the purpose of regulation, day care providers are divided into five types:
 - a. **Full Day Care.** Facilities that provide day care for children under 8 for a continuous period of 4 hours or more in any day in premises which are not domestic premises. Examples are Day Nurseries and Children's Centres and some family Centres.
 - b. **Sessional Care.** Facilities where children under 8 attend day care for no more than five sessions a week, each session being less than a continuous period of 4 hours in any day. Where two sessions are offered in any one-day, there is a break between sessions with no children in the care of the provider. This is intended to cover provision which offers children part-time care and the opportunity to engage in activities with their peer group e.g. playgroups.
 - c. **Crèches.** Facilities that provide occasional care for children under 8 and are provided on particular premises on more than five days a year. They need to be registered where they run for more than two hours a day, even where individual children attend for shorter periods. Some are in permanent premises and care for children while parents are engaged in particular activities, e.g. shopping or sport. Others are established on a temporary basis to care for children while their parents are involved in time-limited activities, e.g. a conference or exhibition.
 - d. **Out of School Care.** Facilities that provide day care for children under 8, which operate before school, after school, or during the school holidays. The total care provided is for more than two hours in any day and for more than five days a year. A main purpose of the provision is to look after children in the absence of their parents. This form of care can include children from three years old and children over 8 may use it. Examples are summer camps, holiday play schemes, breakfast clubs, after school clubs. Open access schemes are included. These may be permanent or short-term schemes and generally cater for older children, however, children aged five to seven may attend. The main purpose of the provision is to provide supervised play opportunities for children in a safe environment in the absence of their parents.
 - e. **Extended Day Care.** Non-funded EYs provision provided in addition to the funded 15 hour entitlement.

5. **Day Care Provision** is a collective term used in this document for groups defined above.

6. A **Childminder** is registered to look after one or more children under the age of 8 to whom they are not related on domestic premises for reward and for a total of more than two hours in any one day. The following are not classified as childminders for registration purposes, when looking after a child. Any person who:

- a. Is the parent or relative of a child;
- b. Has parental responsibility for a child; s a local authority foster parent in relation to a child;
- c. Is a foster parent with whom a child has been placed by a voluntary organisation;
- d. Is a person who fosters the child privately;
- e. Is a nanny looking after the child in the child's home;
- f. Looks after a child for less than two hours in a day;
- g. Looks after a child for the parents wholly or mainly in the parent's home (e.g. baby sitters).

7. **Tri Service Accredited Organisation** refers to the organisations that have been accredited by the Secretary of State for the purpose of regulating day care and childminders in MoD establishments overseas. BFEYS has responsibility for the British Forces Germany and Western Europe and SSAFA FH has responsibility for the rest of the world.

Relevant Papers

- Statutory framework for the Early Years Foundation Stage (DfE September 2014).
- Early Years Outcomes (DfE September 2013).
- Armed Forces Covenant: 'Today and Tomorrow' MoD May 2011.
- JSP 834 – Safeguarding Children.
- The Tax Credit (New Category of Child Care Provider) Regulations 2002.
- Guide to Registration on the Early Years Register (OfSTED November 2014).
- Guide to Registration on the Childcare Register (OfSTED August 2014).

2 Early Years Operation Group (EYOG)

Membership

1. EYOG Membership will be:

Director of Education (Chair)

AWS – PWSO

Com JETS (Cyprus)

Head of Early Years

Assistant Director Early Years SSAFA FH

Director British Forces Early Years Service (BFEYS)

BFG AWS SCM

BFGHS Rep

BFWSW Rep

Frequency of Meetings

2. Meetings will be held quarterly but more frequently if required by the work strands.

Terms of Reference

3. **Purpose.** The purpose of the EYOG is to:

- a. Advise, support and challenge the structures and organisations that are involved in the provision of EYs 0-5, to ensure the effective implementation of the MoD EYFS policy.
- b. Ensure the implementation of the EYs Action Plan and Improvement Strategy as directed by the MoD Children and Young People's Trust Board and DCYP.
- c. Ensure as integrated approach to provision, training and development.
- d. Support the accredited Overseas Regulatory Teams to ensure all children are supported and protected and that they feel safe.
- e. Develop a unified and proactive strategy to mitigate the potentially adverse affects of mobility and deployment.
- f. Reduce inequalities and improve outcomes for all young children.
- g. Secure sufficient childcare overseas to meet the funded 15 hours entitlement (3-5 years) and to meet the needs of working parents with children 0-5.

- h. Maintain an overview of key risks at the local/Command level, to provide advice on and apply appropriate mitigating actions, to inform DCYP where new and/or significant risks are/arise.
- i. Through the Chair, to provide a regular update to AG/CYPTB on progress against the actions set out in the EYs Improvement Plan.
- j. Maintain an overview of national Government Legislation and guidance and to identify those areas where gaps exist.

4. **Outputs.** The EYOG is expected to focus on:

- a. Monitoring provision overseas and reporting to the MoD CYPTB on a bi-annual basis.
- b. Developing the EYFS curriculum to ensure consistency and continuity for children and their parents and carers in the overseas context.
- c. A common assessment framework for the children of Service families.
- d. Practical guidance on multi-agency working.
- e. An integrated training and development programme for the workforce.
- f. Management and mitigation of risk.
- g. Facilitating and shaping local childcare markets which are responsive to local needs and provide sufficient high-quality, accessible and sustainable childcare
- h. Ensuring the priorities in the CYP Plan relating to EYs are delivered.

5. **Reporting.** The EYOG will report to the MoD CYPTB and Overseas Command level CYPB.

3 Early Years Development Team (EYDT)

Membership

1. EYDT Membership will be:

SCE EYFS 3-5 Advisor

SCE Workforce Development Manager

Senior Early Years Manager (To be decided)

Childcare Training Manager (Temp cover until Feb 12)

EYDT Consultant (Germany/Cyprus/ROW)

EYFS Strategy Manager 0-5

Lead IA EYFS (Occasional advisory role)

Director of British Force Early Years Service (BFEYS) (Occasional advisory role)

Early Years Co-ordinator BFC

Frequency of Meetings

2. Meetings will be held quarterly but more frequently if required by the work strands.

Terms of Reference

3. **Purpose.** The purpose of the EYDT is to:

a. Ensure all staff are trained and qualified to enable 0-5 settings to implement the MoD Delivering the Early Years Foundation Stage in Overseas Commands Policy Framework, meet national statutory expectations and inspection requirements.

b. Enable 'best practice' and the national view to be shared across all setting staff throughout BFG and ROW.

c. Identify and recommend resources and funding for high quality training and development needs, especially with regard to future rationalisation of settings.

d. Carry out audit of the 0-5 workforce in order to identify risks linked to training needs and practicable solutions.

e. Ensure future training provides value for money and meets the needs of all 0-5 children's workforce. Recommend models of training provision, including requirements for a designated management structure and the development of tutor trainers within BFG.

f. To ensure a strategic response and possible solutions is taken to identifying risks arising from the EY policy audit each term.

g. Respond to direction from the EYOG to address risks and issues and report feedback.

4. **Outputs.** The EYDT is expected to focus on:

a. Overseeing the delivery of full and relevant early years' qualifications, that are verified by the Children's Workforce Development Council (CWDC).

b. The audits of overseas provision each term, establish current issues and report key findings to the EYOG.

c. Facilitating continuous professional development by developing and publishing short courses to provide an understanding of good practice and promote skills and knowledge in core competences. Provide mentoring/coaching based on identified training needs.

d. Monitor and evaluate/quality assure the overall effectiveness of settings in terms of outcomes, provision and leadership and management using a universal scheme e.g. ECERS/EYQISP or one that has been devised at operational level.

e. Monitoring the requirement for, and delivery of, training for Childminders which in UK would be regarded as Local Authority responsibility.

5. **Reporting.** The EYDT will report to the EYOG.

4 Accredited Organisations

For all enquiries in Western Europe

British Forces Early Years Service

Director BFEYS
HQ BFG
BFPO 140
Tel: 0049 (0)521 9254 2670 472 4644
Email: BFG-HQ-G1-BFEYS-Dir (Bellingall, Juliette Contractor)

For all enquiries outside Western Europe

SSAFA Forces Help

Assistant Director of Social Work
SSAFA Forces Help
19 Queen Elizabeth St
London
SE1 2LP

Tel: 0207 463 9229
Email: Deborah.t@ssafa.org.uk

5 Settings Audit Tool Proforma

Proforma to be completed by individual Early Years settings (birth to 31st August following their 5th birthday) and returned to the lead officer in the Command area responsible.

| | |
|---|--|
| Country | |
| Location | |
| Command area responsible. | |
| Funding approach (see note 1). | |
| Name of setting. | |
| Date of registration. | |
| Last regulatory body inspection date. | |
| Last regulatory body inspection rating. | |
| Key areas of improvement (see note 2). | |
| Max no. of children setting registered for. | |
| No. of children currently on role (From January 2012). | |
| Number and age of children on the waiting list. | |
| Number and age of children waiting for a full-time placement. | |
| No. of children aged 0 – 2 | |
| No. of children aged 2 – 3 | |

| | |
|---|--|
| No. of children aged 3 – 4 | |
| No. of children aged 4+ | |
| Number of weeks the setting is open. | |
| Type of EYFS provision (see note 3). | |
| Opening hours of the setting (see note 4). | |
| Type of sessions offered (see note 5). | |
| Manager name. | |
| Manager qualification level. | |
| Deputy Manager name. | |
| Deputy Manager qualification level. | |
| Total number of FTE staff employed (see note 6). | |
| Total number of staff that have completed induction training in compliance with statutory welfare requirements. | |
| Total number of working hours of full-time practitioners. | |
| Total number of working hours of part-time practitioners. | |
| Number of staff including Manager/Deputy Manager holding level 3 qualification in Early Years practice. | |
| Number of staff including Deputy Manager holding level 2 qualification in Early Years practice. | |
| Number of staff including Deputy Manager in training to achieve recognised level 3 qualification in Early Years practice. | |
| Number of staff in training to achieve recognised level 3 qualification in Early Years practice. | |

| | |
|---|--|
| Number of staff in training to achieve recognised level 2 qualification in Early Years practice. | |
| Number of staff working directly with children aged 0 – 2 and are qualified to do so. | |
| Number of staff not attending training to achieve a recognised qualification in Early Years practice. | |
| Are staff Suitability Checks complete and the register maintained. | |
| Number of staff who have received appropriate Safeguarding training (see note 7). | |
| Fire certificate in place and date of expiry. | |
| Food Safety certificate in place and date of expiry. | |
| Number of Paediatric First Aid certificate holder(s) in place (see note 8). | |
| Do staff regularly analyse and record the accident reports? | |
| Do staff regularly analyse and record the incident reports? | |
| Date of last Risk Assessment review. | |
| Date of previous Workplace Inspection (see note 9). | |
| Staff recruitment and retention (see note 10). | |

Notes:

1. Fully funded statutory entitlement; part subsidised by Command; fully self-funding through parental payments, other.
2. List those areas for improvement identified at the last regulatory inspection.
3. Type of EYFS provision: e.g. Morning Nursery, Full Day Nursery, FS1 and Extended School (EDC).
4. Opening days and hours: e.g. Mon – Tue 0900 – 1500, Wed 0900 – 1300, Thu – Fri 0900 – 1200.
5. Type of sessions offered: e.g. Breakfast/Breakfast and Morning/Morning/Morning and Lunch/Lunch/Lunch and Afternoon.
6. Full Time Equivalent staff.
7. Level 2 Safeguarding Training: designated person responsible for safeguarding children, Level 1 safeguarding Training: all practitioners and members of staff.
8. List the members of staff and the date their certificate expires.
9. In accordance with JSP375 Volume 2 Leaflet 21.
10. Identify potential staff issues, e.g. recruitment and numbers of expected postings, numbers of known/expected maternity leave.

6 Parental Checklist for Nursery ISODETS Provision

- What is the ratio of adults to children at different age groups?
- Do all staff hold an Early Years training qualification?
- How is a child's progress assessed?
- Is there a secure outside play area?
- Does the setting have a health and safety policy, fire certificate and food hygiene certificate?
- Does at least one member of staff hold a first aid certificate?
- Is there a Safeguarding Children Policy and staff training in place?
- Does the setting practice safe recruitment procedures e.g. CRB and Suitable Persons?
- Is there a Risk Assessment Policy in place and who manages the implementation/review?
- What is the curriculum/ethos of the setting?