



BUFA BULLETIN, September 2016



Charity no 1167014

The Mayfield Centre, Broadway Avenue, BRADFORD, BD5 9NP

Tel. 01274-308725

Website: www.bufa.org.uk

Bradford Under Fives Association: promoting best practice in Pre-school Playgroups and Parent and Toddler groups

Welcome back - Hope you all have a lovely summer break, I know I did.

Vivienne.

BUFA NEWS

Here to fight another year



BUFA was successful in its application for Early Years Scheme Grant funding, however, the amount of money awarded was significantly less than previous years' commissioned funding.

Consequently, BUFA has had to take a number of steps to be able to meet the financial challenges this posed: We have reduced our office and shop space, cut back staff hours and terminated Vivienne's mobile phone contract. (Please contact her on the office number above). This may mean we will not respond to your requests/enquiries as promptly as in the past. So we hope you will accept our apologies if this is the case.

Our Local Authority funded work continues to be around Parent and Toddler work, but we will continue to offer support to preschools via the various membership packages and the members' shop will also continue.

Frances will continue in her role as Administrator and Bookkeeper, and she is still the person to contact regarding the member shop, membership issues or booking training. Vivienne will continue in her role as Line Manager, Preschool Support Worker and Safeguarding trainer.



If you need to speak to Frances or Vivienne please ring the office number (above). Leave a message on the answer phone if they are not available and

they will get back to you as soon as they can.

Many of you will remember Liz Wright who had worked for BUFA since 1984 in various roles including Business Support worker up to 2008 and then as a Parent and Toddler Development Worker. Liz took voluntary redundancy in July. We will really miss her, but wish her all the best for the future.

Also, as a number of Service Level agreements came to an end in July, Vicki England, our Stay and Play Early Years Practitioner was also made redundant. We wish Vicki all the best for the future too.

AGM

At the last BUFA committee meeting it was decided (following discussion with WYCAS) that because BUFA converted to a Charitable Incorporated Organisation in June 2016, no AGM would be held this autumn with respect to the final accounts of the old organisation. The independently examined accounts for 2015-16 for the former organisation are nevertheless available on request, should any member wish to view them. The final 2 months (April-June 2016) accounts will be independently examined shortly. We will hold the first AGM for the new organisational structure next year, and we would really appreciate our members support then.

First Aid Training

We will be organising some Paediatric First Aid training if there is sufficient interest. Hopefully this training will commence in October and will likely be over 4 Monday evenings. The cost will be £70 for members and £90 for non members, - a very reasonable price, compared to other service suppliers. Please let Frances know via email (admin@bufa.org.uk) or phone the number of places and names of people you would like to attend as soon as possible!!!

In-house training

You may be aware that Workforce Development is no longer providing face-to-face basic safeguarding training. If you are interested, you can contact Vivienne directly, to organise in-house Basic or Lead-Practitioner training for your setting.

We are currently also in the process of developing some Behaviour Management training which will be available if any group is interested -whether individually or as part of a cluster - hopefully by the end of this half term

BUFA Shop

Frances is taking orders now for 2017 calendar tabs. If you want any, please request them now as they will be unobtainable nearer Christmas.



The shop will continue to operate as before but term-time only! AND following the downsizing of our office space, we have had to further reduce the amount of stock we can carry. This makes it even more important for you think especially about what quantities of large items (paint, paper, card) you are going to need and let us know beforehand so that we can get it in and assemble it. You can still find lots of smaller items for mark making and collage to browse through when you come!

Membership

You should shortly be receiving your membership renewal forms from Frances. We hope you will continue to support us so that we can continue to support you!

If it makes it easier, remember that you can pay by bank transfer (BACS).

BUSINESS MATTERS

Staff Management

A number of managers from member groups have commented recently about having issues with staffing, from recruiting the right calibre of person to timekeeping, or absenteeism.

High levels of absence, including sick leave can cause real headaches around maintaining ratios, lower morale and reduce the standard of service within an organisation.

Unauthorised absence is normally the "odd day off" when employees give no reason for the absence.

Whether paid or unpaid this type of absence can be costly to an organisation as it is unpredictable.

Absence of this kind may eventually lead to disciplinary action.

When employees are off sick, it's easy to see the impact this has on other colleagues. But "presenteeism" - when employees come to work but can't perform at full capacity due to health concerns or personal issues- can also impact on colleagues and the children too. It's a balancing act that Managers have to be able to deal with effectively. It's a bigger problem than you might expect. Research suggests that the number of workdays lost to presenteeism is 7.5 times higher than the days lost through absenteeism.

The other major concern connected with employees showing up for work when they are ill is that of spreading their germs to others. Isolating the employee will not work and may be difficult to arrange due to ratio maintenance. Sneezing, coughing, blowing one's nose will distribute the condition through the air, contaminating doorknobs, telephones, photocopiers, play equipment desks and more. It is virtually inevitable.



What can an employer do? Promote health and wellness in the workplace. Encourage hand washing and sanitizing equipment regularly.

We know we are coming up to that time of year when there tends to be more GERMS!!!!

Absenteeism arising from non-medical reasons e.g solicitor's appointments can be particularly galling when it occurs with a part time worker who only works say 2 sessions a week, but always seems to book appointments on the days they should be working!

Managing attendance problems often means tackling possible causes of absence, such as working patterns, job design and employment relations. This can also include addressing discipline problems such as lateness and poor time keeping. If issues arise, they can often be dealt with informally by the manager in the first instance.

So what can your organisation do?

- Have attendance and absence policies to help employees understand what standards are expected of them and to enable managers to deal with these issues in a fair and consistent way.
- Address workplace issues to minimise absence. Particularly including the following: the quality of management; working relationships; job design; employment relations; communication of information and flexible working arrangements (if appropriate). If workers know that absence will be noticed and investigated, they are less likely to take time off work without proper cause.
- Hold a "return to work" meeting every time someone resumes work following an absence. This can be a standard procedure, and should be covered in your policy. Discussions should be informal and brief and might include questions like 'how do you feel about being back at work?' These meetings are normally intended to welcome an employee back, check that they are well enough to be working, find out why they were away and let them know any news. Use this meeting as an

opportunity to remind workers of the correct procedures to follow if they have not done so.

- Ensure your attendance and absence policy documents the protocols for leave of absence (incorporating a section on time off for public duties and bereavement), clearly setting out what type of absenteeism is a statutory right e.g. maternity appointments and which is discretionary e.g. funeral of a friend.
- Record absence to show how much time is lost, where it occurs most and how often individual employees are absent. These records will help monitor absence and lateness and could be reported to your committee regularly so that they become aware of any possible pattern or problem which you may need to deal with.
- Nip any problem in the bud quickly by speaking to the relevant worker. Don't wait 3 weeks until their next supervision to raise your concern. There is nothing worse than a perception by other workers that it's OK to take time off or to be late. It's bad for morale and consequently it's the children's experience which suffers.
- Do not hesitate to ask a worker requesting time off for a non-essential appointment, if it might be possible to rearrange it for a day or time that they are not working. If it is for a hospital appointment, ask for sight of the letter they received.
- If an employee has been absent from work often, you may also wish to find out if there are any underlying problems causing this, for instance, if the sickness is work-related or if they are having any problems at work or home.
- A Capability Policy will help employees understand what standards are expected of them and will help managers deal with these issues in a fair and consistent way. This policy should outline the process to be followed if a person becomes unable to fulfil their role and what consequences or options might be available e.g. Occupational Health interview arranged by the organisation. (See www.fitforwork.org for more information).
- If you operate a system where your organisation reduces pay for sessions not worked, don't let the worker dictate when they will do another session to make up their time and therefore pay unless they have swapped their session with another worker as this will be an unnecessary cost to your organisation, particularly if you have already paid someone to cover the actual absence.
- If you operate a timesheets recording system, think about whether that process is really effective, or whether there a better way of

recording arrival times e.g. a register showing times in and out, maintained by the manager. After all, for workers with set session times, the expectation is that they are there to cover the whole of that session or day.

- If you have to employ agency workers to maintain ratios due to non-essential absenteeism, make the relevant worker aware of the financial impact this has on the organisation, and potentially everyone's pay packet.

ACAS have downloadable tools, resources and guidance relating absence from work at acas.org.uk.

Childcare providers to receive universal funding rate by 2019 consultation proposal



It is proposed by the government that all childcare providers, whether they are private, voluntary or maintained, will receive the same funding rate by 2019 at the latest.

As part of proposed changes to the way

early years funding is distributed, the government says it will make local authorities pass on more cash to providers. However, do not expect the rate you receive from Bradford to change significantly as Bradford already pass on about 99% of the funds it receives and therefore pays above the national average in most other authorities (in excess of £1.00 more per hour) Bradford is therefore more likely to lose from the national funding formula arrangements. The rationale for Bradford's higher rate has historically been less around the costs of childcare and more around early intervention.

Now the good news -It looks likely that from April 2017 that the rate for 2 year olds will increase! Don't get too excited because due to funding of over £3m lost from the district, there is the potential that a substantial reduction in funding for the 3 and 4 year old offer will occur from April 2017.

Early Years will communicate the government's decisions as soon as possible, but in the meantime I would suggest you review your budgets by increasing your 2 year old funding by 7% and reducing your 3 and 4 year old funding by 10% and see where you stand.

Safeguarding Week 2016 - It's Everybody's Business

This year, safeguarding week will take place from Monday 17th October to Friday 21st October 2016. The focus of Safeguarding Week is to provide a range of learning and development opportunities for staff and volunteers working in the sectors of safeguarding children, adults and domestic abuse.

During the week, there will be a series of informative and thought provoking learning events, conferences and more that have been developed to help organisations understand their safeguarding duties and how to implement them in practice.

Mandatory Reporting: Government consultation

There is an important government consultation on proposals for mandatory reporting of child abuse and neglect, which is part of the Government's reform of child protection.

This consultation sets out the government's wide-ranging programme of reform to provide better outcomes for vulnerable children. It seeks views on the possible introduction of one of 2 additional statutory measures:

- a mandatory reporting duty, which would require certain practitioners or organisations to report child abuse or neglect if they knew or had reasonable cause to suspect it was taking place
- a duty to act, which would require certain practitioners or organisations to take appropriate action in relation to child abuse or neglect if they knew or had reasonable cause to suspect it was taking place

Apparently the government will consider all responses to the consultation carefully before deciding on next steps.

The deadline has been extended to 13th October, 12pm. I think we can conclude that the outcome of this will affect everyone working regularly with children so have your say at:

<https://www.gov.uk/government/consultations/reporting-and-acting-on-child-abuse-and-neglect?>

Child Protection changes

Ofsted published a new guidance document for inspectors in August. "Inspecting safeguarding in early years, education and skills settings. If you haven't read it, I would recommend that you do so.

Key changes:

- Reference to safeguarding policies have been replaced with 'Child protection' policies,
- New requirement for all leaders to receive regular updates on safeguarding - at least annually.
- designated staff for safeguarding to have training every two years in addition to knowledge refreshed annually (if school or college)
- new requirement that there should be a designated member of staff for safeguarding on site at all times (opening times),
- Prevent Duty - needs to be included, also that inspectors will be checking internet safety - so a reminder to settings regarding internet safety, parental controls being set etc. Although probably not an issue for our age group.
- Disqualification by association(p21)
- Additional to harm test.(P28)
- Duty to refer to DBS

Also it is my understanding that BSCB are no longer providing advice / information to practitioners. The expectation is that practitioners will speak to parents (unless there is risk of further harm etc.), and then make a decision as to whether to refer to BSCB, monitor the situation etc. or signpost to other services such as children's centres. In short, BSCB are taking only calls which are referrals, and not requests for advice / information.

BUFA MEMBERS' SHOP

Open Hours: any reasonable time!

NB. We have now reverted to a term time only pattern of working. Please ring/email the office before coming down to check there will be someone there to help you. Best availability continues to be MON- WED term time.

BUFA does not necessarily endorse all the views that might be expressed in our publications.

Bradford Under Fives Association has grant funding from the City of Bradford MDC but this publication is funded by membership subscription.