

# Annual daycare audit

**June 2009**

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<b>Service:</b>	<b>Children's Service</b>
<b>Division:</b>	<b>Organisational Development</b>
<b>Date:</b>	<b>June 2009</b>
<b>Intended Target Group:</b>	<b>Private, voluntary and independent daycare providers</b>
<b>Review Date:</b>	<b>April 2009</b>

## Why complete this audit form?

1. Family and Young People Information Service (FYi) is the main point of contact for
  - all childcare enquiries from providers and parents/carers
  - administering the nursery education fund
  - anyone looking for information on a childcare career or job

While Ofsted provides us with your registration information, we are aware that changes can occur regularly so keeping your information on the FYi database up to date is vital.

2. Your information will enable you to receive appropriate and accurate information from the local authority e.g. learning networks, workforce developments, new guidance, training or funding relating to your service.
3. Did you know that in 2008, FYi received an average of 30 calls a week specifically looking for information on Barnet nurseries and daycare providers. This figure, 1601 calls for the year, excludes other types of childcare, for example, childminding and after school clubs. This equates to free marketing and advertising for your service
4. We also assess the supply and demand of childcare in the borough to enable us to support providers and parents and carers more effectively.
5. This is an opportunity to let us know what you think and how we can support you. All comments are welcome on anything concerning your childcare business.

### Ways to complete the form

1. Complete this paper copy and return using enclosed freepost envelope.
2. Request a personalised electronic copy from FYi.
3. Download a printable or emailable form from [www.barnet.gov.uk/childcare-audit](http://www.barnet.gov.uk/childcare-audit) and return appropriately.

***For assistance and queries, please contact FYI on 0800 389 8312 or Akos Adu on 020 8359 7283 or email [fyi@barnet.gov.uk](mailto:fyi@barnet.gov.uk) or [akos.adu@barnet.gov.uk](mailto:akos.adu@barnet.gov.uk)***

## How will the information be used?

1. All information provided will be used to map the general supply of childcare in Barnet - analysing types of places, cost, locations, ages catered for and much more to help us understand childcare sufficiency and the needs of providers.
2. Your comments will be used in reviewing the service we provide to you, for example, training, learning networks.
3. To update the FYi childcare database.
4. By completing the audit and clearly indicate consent on how we use your data, you can control how we use your information.

Please complete as much as possible and return using the freepost envelope provided by 22 June 2009.

## Main details

Please complete all sections

<b>Name of setting</b>	
<b>Address of setting/nursery</b>	
<b>Main contact</b>	
<b>NEF contact (where applicable)</b>	
<b>Correspondence address (if different from above)</b>	
<b>Email</b>	
<b>Telephone number</b>	
<b>Mobile</b>	
<b>Fax</b>	
<b>Website</b>	

<b>Maximum number of children registered for</b>	
<b>Registered as (type of provision)</b>	

### Publicity consent

<b>Consent on the use of your information (Yes or No)</b>	
<b>Barnet Council may provide information about my service to callers over the phone</b>	
<b>Barnet Council may include my service on the list of childcare providers sent to enquirers</b>	
<b>Barnet Council may upload your service loaded to relevant websites for example, <a href="http://www.childcarelink.gov.uk">www.childcarelink.gov.uk</a></b>	
<b>Signature</b>	

If returning by email please put your initials and date.

## My service

### Opening times

	Opening time	Closing time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Opening period ( for example, all year, term time or holidays only)		

### Children

	Under 1	1 - 2 years	3 - 5 years
Ages range registered for			
Any other age range descriptions			
Number of children currently on register			
Number of children attending full time i.e. over 20 hrs a week			
Number of children attending part time i.e. less than 20 hrs a week			
Number of vacancies			
Number of children on waiting list			

Waiting List refers to the number of children waiting to hear if a place is available.

### Special educational needs

<i>Please state below how many children you have currently on roll with the following special needs?</i>		
Disabled children		
Children with SEN statements		
Children with additional needs		
	<b>Please tick as appropriate</b>	
	<b>Yes</b>	<b>No</b>
Can you or any member of staff communicate in sign language		
Does you have special diet experience		

Do you have experience catering for children with special needs?		
If not, why i.e. training, venue not suitable		

## Workforce qualification information

### Overview of staff numbers

Total number of staff working with children		
Number of male staff		Number of female staff
Number of staff by age group		
Under 20		40 - 49
20 – 29		50 - 59
30 – 39		Over 60

### Ethnicity breakdown of staff team *Please put the total number of staff you have by ethnicity*

Asian or Asian British	Black or Black British	Mixed	Other	White
Bangladesh <input style="width: 30px; height: 20px;" type="text"/>	African <input style="width: 30px; height: 20px;" type="text"/>	White and Asian <input style="width: 30px; height: 20px;" type="text"/>	Chinese <input style="width: 30px; height: 20px;" type="text"/>	British <input style="width: 30px; height: 20px;" type="text"/>
Indian <input style="width: 30px; height: 20px;" type="text"/>	Caribbean <input style="width: 30px; height: 20px;" type="text"/>	White and Black Caribbean <input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	Greek <input style="width: 30px; height: 20px;" type="text"/>
Pakistan <input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	White and Black African <input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	Greek Cypriot <input style="width: 30px; height: 20px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	Irish <input style="width: 30px; height: 20px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	Turkish <input style="width: 30px; height: 20px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	Turkish Cypriot <input style="width: 30px; height: 20px;" type="text"/>
Other <input style="width: 30px; height: 20px;" type="text"/>	Other <input style="width: 30px; height: 20px;" type="text"/>	Other <input style="width: 30px; height: 20px;" type="text"/>	Other <input style="width: 30px; height: 20px;" type="text"/>	Other <input style="width: 30px; height: 20px;" type="text"/>

If you selected any of the 'Other' categories, please tell us how you would further describe the ethnicities.





## Fees

*Please complete all sections*

Fees information is very important to help us understand the cost of childcare within the local authority. It will be used for research purposes in getting an average across the borough. Complete the rate appropriate to your service or attach a copy of your fee list.

<b>Hourly rate</b>		<b>Weekly rate</b>	
<b>Daily rate</b>		<b>Monthly rate</b>	
<b>Termly rate</b>		<b>Any other arrangements</b>	
<b>Concessions</b>			
Any other fee plan, please explain			

If you wish to share information with enquirers, please provide consent below.  
If returning by email please put your initials and date.

<b>Consent for fees to be provided to enquirer</b>	<b>Signature/initial as appropriate</b>
Barnet Council may give enquirers information about my fees	
Barnet Council should only used my fees information for research purposes	

### Additional information

<b>Transport links</b>	
<b>Is car parking available?</b>	
<b>Do you have transportation for trips or have access to one?</b>	
<b>What other languages do you speak in the service?</b>	
<b>Local schools you pick up/drop off from.</b>	
<b>Do you have wheelchair access?</b>	
<b>Do you cater for special diets? Please state examples</b>	
<b>What religious provisions do you offer? Please state examples</b>	

<b>Do you offer any additional facilities?</b> For example, access to outdoor play area, play room.	
<b>Are you a member of any childcare organisations?</b> For example, NDNA.	

## Trends

We would like to know your views on the supply and demand of childcare in Barnet. Please answer the questions below to give us your professional opinion and provide examples where possible.

Have there been any changes in the demand from parents in the past year. Please tick and include your examples

	Yes	No	Comments
More irregular hours (for example, for shift workers)			
More ad hoc / one off requests			
Increase in demand			
Decrease in demand			
Any other comment			

Where do you see your service in the next three years?

	Tick or comment as appropriate	
No change		
Expanding your service <i>(please explain type of expansion, for example, age range, extra services)</i>		
What barriers do you anticipate/have met when planning expansion?		
Working in partnership with others for example, children centres		
Please provide a brief description of your service that can be shared with		

