



## Quality Evaluation Form: to apply for the 'quality' supplement

The local authority in consultation with providers has decided on awarding the quality supplement to those settings who:

- Share their expertise with other Harrow childcare providers.
- Continue to provide quality childcare in their settings.

Quality supplements will be reviewed termly.

How has Harrow defined this quality supplement?

1. **Quality practice** - Has subject matter experts and shares good practice with other settings.
2. **Quality leadership** – Support the practitioners in your settings with a view to improving outcomes for children.

The Harrow Early Years team may contact you to discuss the evidence you have highlighted.

**Please review and tick the privacy notice (page 3 of this document) and email this form through secure mail to: [fis@harrow.gov.uk](mailto:fis@harrow.gov.uk). Submissions sent by standard email will not be accepted.**

<b>Name and Address of Childcare Provider</b>	
<b>School Term and Year</b>	

1	What area of expertise can your setting offer to support the development of other settings in Harrow?	
<input type="checkbox"/>		Leadership
<input type="checkbox"/>		Embedding Characteristics of Effective Learning
<input type="checkbox"/>		Teaching and learning-outdoor learning
<input type="checkbox"/>		Parent Partnership
<input type="checkbox"/>		Other, please specify below



<b>1a</b>	<b>List or give brief examples of how you can evidence point 1 (examples, planning, partnership working with parents or other settings etc.)</b>

<b>2</b>	<b>How does your leadership impact the effectiveness of your early year's provision.</b>	
	<input type="checkbox"/>	Effective use of staff in settings
	<input type="checkbox"/>	Inclusive practice for SEND pupils
	<input type="checkbox"/>	Staff continual professional development (CPD)
	<input type="checkbox"/>	Impact this has had on improving children's outcomes
	<input type="checkbox"/>	Effective planning and evaluation
	<input type="checkbox"/>	Other, please specify below

<b>2a</b>	<b>List or give brief examples of how you can evidence point 2 (CPD's, learning journey's, planning, tracking, staff appraisal)</b>

**Privacy Notice: Service Provider**

At Harrow Council we take privacy of data seriously.

This privacy notice tells you who we are and how you can contact us, our lawful basis and the purposes for processing children's personal information within your service. The notice explains our retention periods, who it will be shared with and your rights on how we process the data.

### **Purpose**

We hold information about children following consent managed by your service with the child's parent or guardian. The information is used to provide early years funding (further information can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)). Registered Ofsted providers can provide early years services for children in Harrow under the Early Years Foundation Stage Statutory Framework (EYFS) which sets standards for the learning, development and care of children from birth to 5 years old.

Harrow Council requires the information to assist the child to receive their Early Education Funding Entitlement which is distributed to the chosen provider. This sharing agreement will be on a joint controller basis, although we will always ask if we can use the information for a purpose not stated in this agreement.

Information is stored and may be used for the prevention and detection of fraud and or criminal offences and or complying with another law such as the Health and Safety Act 1974.

### **Types of information to be shared**

The information that will be shared includes:

- Child's personal information such as name, address, photograph date of birth
- Name, address, ID or descriptions/photos of parents or guardians for the purpose of identification including national insurance numbers if required for the purpose stated
- Characteristics, such as ethnicity, language, nationality, country of birth and pupil premium eligibility;
- Medical information, for incident response or as part of the 2 year check;  
Special educational needs information, whether on an EHC plan or support;
- Assessment information, such as the 2 year old progress check, and the EYFS profile outcomes at the end of the Reception year;
- Transition Document, information when transitioning to other providers or school
- Bank account details, payroll record and tax status information
- Provider locations, business addresses or physical provider settings
- Correspondence relating to the child

### **Sharing with third parties**

We will share information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legal obligation or public task processing conditions. Third parties can be the Department for Education, HM Customs and Revenue, Quality Care Commission, OFSTED and other departments within Harrow Council or contractors and designated agents.

### **Security of information**

We will only share information with or from Providers using a secure transfer method. Providers must email Harrow Council using a secure email solution (Egress). The council agrees to securely hold parent/carer/children's data in accordance with our [Information Governance and Security Policy](#) and data retention policy.

### **Confidentiality and Incident Management**

The provider agrees to ensure that confidentiality is observed throughout the lifecycle of the data being held on the child in their service.

The providers will ensure that all staff will have a responsibility to report immediately any security incident or weakness they observe to their manager. Staff should not try to deal with any such incidents personally. All managers

have a responsibility to take immediate and appropriate action to respond to all security reports they receive from staff.

Each of the Parties will inform the other immediately of any incidents or activities that suggest non-compliance with any of the terms of the sharing agreement. This includes 'near miss' situations even if no actual damage to or loss or inappropriate disclosure of the information results.

If a data breach or incident did occur, the responsible Party will also notify the other Party within 24 hours of becoming aware of the breach and support the other party to consider what steps should be taken to remediate the incident, and or report the incidence within 72 hours of becoming aware of the breach.

### **How long we store the information for**

We retain children's data relating to service provision for 25 years from the date Harrow Council received the information. This is for record purposes and to deal with any enquiries or complaints during this period. After the retention period expires, we will delete the information held unless there is a basis in law to retain data for a longer period. If this occurs, we will contact you and the parent or guardian of the child to make you aware of this.

### **Right to complain or receive further information**

Please contact us if you would like to know more about the information, we hold about you and how we use it: email [fis@harrow.gov.uk](mailto:fis@harrow.gov.uk)

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

<input type="checkbox"/>	<b>Tick the box to verify that in submitting this form You have read and understood the above Privacy Notice, which also appears on their provider declaration form.</b>
--------------------------	--