

# Editing Provider and Staff Details



It is important to keep information about your setting and staff up to date. Much of the information about your setting and staff is required by Department for Education, or Surrey.

## Provider Details

The screenshot shows the Surrey County Council Establishment Portal interface. The top navigation bar includes 'Home', 'Early Years' (highlighted with a red box), 'Your account', 'Help', and 'Logout'. A dropdown menu is open under 'Early Years', listing options: Dashboard, Estimates, Key Dates, Live Register, Payments, **Provider Details** (highlighted), Reports, Submissions, and Staff Details. The main content area shows a 'Dashboard' with a breadcrumb trail: Home > Children and families > Establishment Portal > Estimates and Headcounts. A message states: 'A Headcount has already been submitted. An Estimate has already been submitted. A Headcount for Summer term can be submitted from 02-May-2024. An Estimate for Autumn term can be submitted from 16-May-2024.' Below this, there are three cards: 'Under 2's' with a count of 0, 'Disadvantaged 2 year olds' with a count of 1, and '2 year olds Working Parent' with a count of 1. There are also buttons for 'View Messages (1)' and 'Refresh'.

Once you login to the Establishment Portal, click on the **Early Years** menu at the top and select **Provider Details** from the dropdown list.

At the top of the **Provider Details** screen, you will see some information about the funding provision. Surrey only offers Term Time Only (TTO) funding, over 38 weeks. This information is fixed for every provider, even if open throughout the year.

## Provider Details

Home > Children and families > Establishment Portal > Provider Details

### Main Details

<b>DFE URN</b>	999999
<b>Ofsted URN</b>	123456
<b>Ofsted Registered Name</b>	Early Years Setting 1
<b>Type of Provision</b>	
<b>Maintained School Relationship</b>	No
<b>Other Establishment Partnership</b>	No
<b>Funding Weeks</b>	38.0
<b>Delivery Method</b>	Term Time Only
<b>Graduate Lead on Learning and Curriculum Development</b>	
<b>Open 24 / 7</b>	No

### Opening Times

Day	Open	Opening Time	Closing Time
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	--:--	--:--
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	--:--	--:--
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	--:--	--:--
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	--:--	--:--
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	--:--	--:--
Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No	--:--	--:--
Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No	--:--	--:--

### Provider Availability

- All Year Round Census
- Bank Holidays CSA
- Evenings CSA
- Overnight CSA
- School Holidays CSA
- Term Time Only Census
- Weekends CSA

**Save**

### Contact Details

<b>Ofsted Registered Address</b>	Surrey County Council, Woodhatch Place, 11 Cockshot Hill Reigate RH2 8EF
<b>Telephone</b>	01234 567890
<b>Email</b>	
<b>Website</b>	

Add opening and closing times for each day that you are open.

Click the radio button **Yes** and the fields can be edited.

Select the relevant check boxes under **Provider Availability**.

Click **Save** to save all changes.

## Staff Details

The screenshot shows the Surrey County Council Early Years portal. At the top, there is a navigation bar with the following items: Home, Early Years (highlighted with a red box), Your account, Help, Logout, and a dropdown menu for 'Early Years Setting 1'. Below the navigation bar is a 'Dashboard' section with a breadcrumb trail: Home > Children and families > Establishment Portal >. A dropdown menu is open under 'Early Years', listing the following options: Dashboard, Estimates, Key Dates, Live Register, Payments, Provider Details, Reports, Submissions, and Staff Details (highlighted). The main content area shows a message: 'A Headcount has already been submitted for Summer term. An Estimate has already been submitted for Autumn term. A Headcount for Summer term can be submitted from 02-May-2024. An Estimate for Autumn term can be submitted from 16-May-2024.' Below this message are three cards showing staff counts: 'Under 2's' with a count of 0, 'Disadvantaged 2 year olds' with a count of 1, and '2 year olds Working Parent' with a count of 1. There are also buttons for 'View Messages (1)' and 'Refresh'.

To edit staff details, click on the **Early Years** menu at the top and select **Staff Details** from the dropdown list.

The screenshot shows the 'Staff Details' page. At the top, there is a navigation bar with the following items: Home > Children and families > Establishment Portal > Staff Details. Below the navigation bar is a section titled 'Staff Details' with a person icon. The main content area contains the following text:

This page allows you to record each member of staff and all of their qualifications. The DfE requires you to report a series of statistics about your staff and their levels of qualification. These statistics are calculated based on the staff details entered on this page, though it is possible to just set or amend them when submitting your Census.

For staff who do not have contact time with any child, leave un-checked the 'Works with children aged under 5' box e.g. administrative support or kitchen staff. Additionally, you can also check staff who volunteer (e.g. parents on a reading rota). Both volunteers and staff who do not work with children aged under 5 are NOT included in the summary submitted to the DfE.

When you add a member of staff, you can include extra information about their contact details, emergency contact details and any training they have completed. This will not be returned to the DfE or your local authority and are for your records only.

You can add all qualifications a staff member holds from a drop down list from the DfE that are considered 'full and relevant'. If the qualification is not listed then you will not be able to record it. You will need to know whether the qualification was gained before or after September 2014, as this was when major changes took place to align older qualifications.

At the bottom right of the page, there are two buttons: 'Add Staff' and 'Summary'. Below the main content area, there is a section with a person icon and the text 'No Staff Recorded'.

Click on **Add Staff** button to enter information about staff.

Add Staff

 Staff Details

Forename \*

Surname \*

Previous Surname

Job Title \*

Email

Phone Number

Works with children aged under 5 \*  Yes  
 No

Is a Manager \*  Yes  
 No

Is an apprentice  Yes  
 No

Is a volunteer  Yes  
 No

First Day \*  

Last Day   

Postcode

 Search

 Emergency Contact Details

Name

Relationship

Phone Number

 Qualifications

No Qualifications Recorded

[Add Qualification](#)

 Training

Paediatric First Aid  Yes  
 No

Safeguarding  Yes  
 No

Fire Marshall  Yes  
 No

Manual Handling  Yes  
 No




Forest School  Yes  
 No

[Save](#)

[Cancel](#)

Complete all the information about the member of staff and then click **Save**, to save the details Information can be edited, by selecting the pencil icon.

[Add Staff](#) [Summary](#)

Name	Job Title	Highest Qualification ?	Contact Details ?
EY Early	Early Years Teacher	Level 3	
A Staff	Early Years Officer	Level 3	
Early Years	EY Assistant	None Recorded	

Click on **Summary** to view a Summary of statistics required for Department for Education.

[Staff List](#)

DFE Statistics - staff working with children aged under 5	
Total staff	3
Staff with a Level 2 qualification	0
Staff with a Level 3 qualification and no management responsibility	1
Staff with a Level 3 qualification and management responsibility	1
Staff with 'Qualified Teacher' status (QTS)	0
Staff with 'Early Years Professional' status (EYPS)	0
Staff with 'Early Years Teacher' status (EYTS)	0