***Business Planning -Where to start…..For PVI Early Years Settings***

*Is this the area for you?*

*Solihull MBC guide to registration -* [*Becoming an Early Years Provider in Solihull*](https://www.solgrid.org.uk/eyc/support/becoming-an-early-years-provider-in-solihull/)

*Have you secured a premises? Location, access, outdoor area, think about health and safety- stairs etc*

*What about planning permission? What is your offer?*

*Have you looked at supply and demand in this area? What competition do you have?*

*How to register your nursery – Ofsted* [*Apply to register your nursery or other daycare organisation (EYO) - GOV.UK*](https://www.gov.uk/guidance/apply-to-register-your-nursery-or-other-daycare-organisation-eyo)

[*Starting a nursery or other daycare and running the business - GOV.UK*](https://www.gov.uk/government/collections/starting-a-nursery-or-other-daycare-and-running-the-business)

[*How to Start a Nursery Business | A Step-by-Step Guide*](https://www.highspeedtraining.co.uk/hub/how-to-start-a-nursery-business/#whystart)

[*Set up a business - GOV.UK*](https://www.gov.uk/set-up-business)

*What is expected at your registration visit?* [*Childminders and childcare providers: register with Ofsted - The registration visit - Guidance - GOV.UK*](https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/the-registration-visit)

*Knowledge of the EYFS* [*EYFS statutory framework for group and school-based providers*](https://assets.publishing.service.gov.uk/media/68c024cb8c6d992f23edd79c/Early_years_foundation_stage_statutory_framework_-_for_group_and_school-based_providers.pdf.pdf)

***Insurance***

[*Morton Michel - Insurance for early years and education*](https://www.mortonmichel.com/insurance-solutions-for-early-years-and-education-settings)

[*Membership - Coram PACEY*](https://www.corampacey.org.uk/membership/)

[*National Day Nurseries Association - NDNA*](https://ndna.org.uk/)

[*Insurance | early years alliance*](https://www.eyalliance.org.uk/insurance)

*You need to think about, public liability insurance, personal accident cover, business property insurance, employer liability insurance, indemnity insurance and business interruption insurance.*

***Recruitment / Staffing***

*Manager and Deputy – qualifications? experience?*

*Have you researched the number of staff needed for ratio’s – different age ranges*

[*Early years foundation stage (EYFS) statutory framework - GOV.UK*](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)

*SMBC Employer Engagement Team can take care of the advertising and recruitment process, free of charge. You can contact them directly, via email.employerengagementteam@solihull.gov.uk*

*The Employment Engagement Team will need to know information regarding qualifications and experience of your ideal candidate. They may need to understand your workplace, roles, culture and atmosphere. If you are open to explore other offers, they can also include supported internships, apprenticeships and other offers through the SMBC Employment & Skills Teams. The specialised SMBC Outreach Team, jointly with the SMBC Delivery Team can help arrange short-listing of candidates and interviews for employers. They can help you consider who best matches the role. The Outreach Team emteam@solihull.gov.uk can then liaise with your setting to finalise your recruitment and plan next steps.*

***Training***

* ***Food Hygiene***

*Are you providing food? Register below…*

[*Safer food, better business (SFBB) | Food Standards Agency*](https://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb)

*Work through this pack and keep as an ongoing document. You will get a visit but no time frame is given.*

[*Safer food, better business for caterers | Food Standards Agency*](https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers)

* ***Safeguarding training***

*Solihull Metropolitan Borough Council offer Safeguarding training for the Designated Safeguarding Lead and for practitioners.*

[*Safeguarding Training*](https://www.solgrid.org.uk/eyc/training/safeguarding-training/) *– Training available through SMBC*

*Keep upto date with the SSCP, sign up to their newsletter here:*

[*safeguardingsolihull.org.uk/lscp/*](https://www.safeguardingsolihull.org.uk/lscp/)

[*EYFS statutory framework for group and school-based providers*](https://assets.publishing.service.gov.uk/media/68c024cb8c6d992f23edd79c/Early_years_foundation_stage_statutory_framework_-_for_group_and_school-based_providers.pdf.pdf) *page 22*

* ***Paediatric First Aid Training***

[*EYFS statutory framework for group and school-based providers*](https://assets.publishing.service.gov.uk/media/687105a381dd8f70f5de3ea9/EYFS_framework_for_group_and_school_based_providers_.pdf) *– page 29/30*

[*Paediatric First Aid*](https://www.solgrid.org.uk/eyc/training/paediatric-first-aid/) *– Training available through SMBC*

* ***Health and Safety***

[*Health and Safety*](https://www.solgrid.org.uk/eyc/resources/safeguarding-and-welfare/health-and-safety/) *– resources available*

[*EYFS statutory framework for group and school-based providers*](https://assets.publishing.service.gov.uk/media/687105a381dd8f70f5de3ea9/EYFS_framework_for_group_and_school_based_providers_.pdf)*–* *page 39/41*

***CPD***

*Early Years staff should have continuous opportunities to up skill. This can include mentoring programs, workshops, conferences, online training and providing staff with progression opportunities. Investing in staff development, shows that you value their contributions and are committed to their growth, which help staff to feel happy, secure and motivated in their roles.*

***Documentation***

*Things to think about - Data protection/GDPR, policies and procedures, what information is required to be collected? How is it stored?* [*Register with ICO*](https://ico.org.uk/)*.*

[*EYFS statutory framework for group and school-based providers*](https://assets.publishing.service.gov.uk/media/687105a381dd8f70f5de3ea9/EYFS_framework_for_group_and_school_based_providers_.pdf) *–page 42/43*

***Branding and Marketing***

*Maybe think about your website, social media,* [*adding your details to the Family Information Service Directory*](https://edportals.solihull.gov.uk/Synergy/Live/SynergyWeb/Solihull_Childcare/Childcare.aspx)*, Logo etc*

[*Marketing and Promotion - childcareworks.org.uk*](https://childcareworks.org.uk/hub-for-providers/hub-early-years/marketing-and-promotion/)

[*How to Promote Your Early Years Setting or Wraparound Provision - childcareworks.org.uk*](https://childcareworks.org.uk/marketing-for-early-years-and-wraparound-providers/)

[*Marketing for Early Years and Wraparound Providers - Part 3: Methods - childcareworks.org.uk*](https://childcareworks.org.uk/marketing-for-early-years-and-wraparound-providers-methods/)

[*Synergy - Enquiry*](https://edportals.solihull.gov.uk/Synergy/Live/SynergyWeb/Solihull_Childcare/Childcare.aspx)[*Synergy - Enquiry*](https://edportals.solihull.gov.uk/Synergy/Live/SynergyWeb/Solihull_Childcare/Childcare.aspx)

***Financial Planning***

*Funding – current Early years funding rates* [*Forms and Guidance*](https://www.solgrid.org.uk/eyc/eef/forms-and-guidance/)

[*Startup loans*](https://www.money.co.uk/business-loans/start-up-business-loans/pm-1?track=885109&inset-cookie-banner&utm_accountid=4219127996&utm_source=google&utm_medium=cpc&utm_term=start%20up%20business%20loan&utm_cmpid=19507890929&utm_adgid=150212161372&utm_tgtid=kwd-14879672&utm_mt=e&utm_adid=644130822925&utm_dvc=c&utm_ntwk=g&utm_plcmnt=&utm_locphysid=9045525&utm_locintid=&utm_feeditemid=&utm_devicemdl=&utm_plcmnttgt=&gad_source=1&gad_campaignid=19507890929&gclid=Cj0KCQjwh5vFBhCyARIsAHBx2wzeS0C5upayfCD1XIM5GzmkMbRIpKI-N5909zSK-STH6nxOimOl-SgaAmegEALw_wcB)

[*Business Growth Hub*](https://www.businessgrowthwestmidlands.org.uk/funding/)

***Business Plan***

*Have you got one? Need help?* [*one-page-nursery-business-plan*](https://www.highspeedtraining.co.uk/hub/wp-content/uploads/2021/03/One-Page-Nursery-Business-Plan.pdf)