

Volume Three (3) Award

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| T21813EY Zero to Five (0-5) Childcare / Nursery Provision |

<Return date/time>:

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| Name of Applicant: |

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| 1. **Award: Method Statements** |

**Method Statements:**

The Authority requires the Applicants to submit full Method Statements in accordance with the Method Statement template below and as per the topic headings outlined below. They should be drafted in such a manner so as to be able to form part of the Contract

#### Method Statement: Template

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| **(a) Proposal for delivery of Service:**  Applicants should cover the following within this section:   * Proposals for delivery * Benefits of proposals * How the proposals set the Applicant apart from other potential Applicants * Future developments for the Service area |
| **(b) Deliverability:**  Applicants should provide the following within this section:   * A summary statement on the outcomes met by virtue of the proposed service * A statement demonstrating to the Authority that the Method Statement is deliverable |
| **(c) Topics to Specifically Cover**  Applicants should also respond (where asked) to specific questions asked that are relevant to the particular topic being assessed under the Method Statement. |

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| Method Statement Number | Method Statement Topic Area |
| 1.1 | **Service Requirements of the Contract. (Worth 12.5%)**  The Applicant shall provide a Method Statement in accordance with the information and template as laid above. It shall refer specifically to 3.1 Service Requirements of the Contract in Volume Two (2) Specification.  (c) Topics to specifically cover:  Please detail the planned opening hours and planned place structure (numbers of places available for different ages) your organisation will be providing, taking into account the minimum thresholds for opening hours and days and the maximum places allowed under the Ofsted registration. Please explain why you think this plan is most suitable for the Nursery.  Please explain what services you could provide over and above the detail given within Volume Two (2) Specification, which you feel could help the Service to evolve and improve.  Please provide a transition plan that illustrates how you will develop the Nursery during the first twelve (12) months of operating it (up to Sept 2015). This can include how you are going to ensure it has the required number, mix and flexibility of places as well as how you intend to improve / consolidate working practices within the Nursery. |
| **Response (a):** | |
| **Response (b):** | |
| **Response (c):** | |
| 1.2 | **Quality Requirements of the Contract. (Worth 12.5%)**  The Applicant shall provide a Method Statement in accordance with the information and template as laid out above. It shall refer specifically to 3.2 Quality Requirements of the Contract in Volume Two (2) Specification.  (c) Topics to specifically cover:  Please describe how your organisation will ensure that if the Nursery is inspected by Ofsted it would achieve a minimum of good |
| **Response (a):** | |
| **Response (b):** | |
| **Response (c):** | |
| 1.3 | **Child Requirements of the Contract. (Worth 5%)**  The Applicant shall provide a Method Statement in accordance with the information and template as laid out above. It shall refer specifically to 3.3 Child Requirements of the Contract in Volume Two (2) Specification.  (c) Topics to specifically cover:  Please can you provide details of how you propose to work with the school to support individual children and aid transition between The Nest and the School. |
| **Response (a):** | |
| **Response (b):** | |
| **Response (c):** | |
| 1.4 | **Parent/Carer Requirements of the Contract. (Worth 5%)**  The Applicant shall provide a Method Statement in accordance with the information and template as laid above. It shall refer specifically to 3.4 Service Requirements of the Contract in Volume Two (2) Specification. |
| **Response (a):** | |
| **Response (b):** | |
| 1.5 | **Fees and Financial Requirements of the Contract. (Worth 20%)**  The Applicant shall provide a Method Statement in accordance with the information and template as laid above. It shall refer specifically to 3.5 Fees and Financial Requirements in Volume Two (2) Specification.  (c) Topics to specifically cover:  Justification of your Financial Model. It shall refer specifically to the Applicant’s Appendix H Financial Model and Volume Four (4) Pricing Schedule.  Please describe your system for financial monitoring and how you will implement this in the nursery.  Please explain how you have arrived at the parental fee structure set out in Volume Four (4) Financial Model by providing information about anticipated occupancy rates and levels of fee income.  Please provide details of the staffing structure you propose to deliver this childcare operation. Include any trainees or voluntary staff. |
| **Response (a):** | |
| **Response (b):** | |
| **Response (c):** | |
| 1.6 | **Partnership Working. (Worth 5%)**  The Applicant shall provide a Method Statement in accordance with the information and template as laid out at above. It shall refer specifically to 4.1 Partnership Working in Volume Two (2) Specification.  (c) Topics to specifically cover:  What resources or information would you expect to be provided by the Authority to support the implementation which will ensure you are operational in June 2012? |
| **Response (a):** | |
| **Response (b):** | |
| **Response (c):** | |
| 1.7 | **Staffing Requirements. (Worth 2.5%)**  The Applicant shall provide a Method Statement in accordance with the information and template as laid out above. It shall refer specifically to 5 Operational Requirements and the sections therein in Volume Two (2) Specification.  (c) Topics to specifically cover:  Please demonstrate that you are able to meet the needs of the Service for the duration of the Contract. If, for example, you are you planning to expand your provision in to other areas, provide details and explain how you will still continue to meet the needs of this Contract.  Please demonstrate how you would ensure that staff feel well supported in during the transfer of service and that you have a committed, coherent workforce in the first year of the contract.  What will your organisation’s strategy be for staff training and development, for the purposes of ensuring that the staff meet the requirements of Volume Two (2) Specification?  What will your organisation’s induction process be for new staff, including any support and probationary periods and processes?  How will your organisation manage the performance of staff working in the nursery?  How will your organisation maintain service levels in times of temporary or protracted staff shortages? |
| **Response (a):** | |
| **Response (b):** | |
| **Response (c):** | |
| 1.8 | **Safeguarding Requirements. (Worth 5%)**  The Applicant shall provide a Method Statement in accordance with the information and template as laid out at sections 5.4.3 Award Questions: Method Statements and 5.4.4 Method Statement: Template within Volume One (1) Instructions and Information. It shall refer specifically to 5 Operational Requirements and the sections therein in Volume Two (2) Specification.  (c) Topics to specifically cover:  How will your organisation ensure that childcare staff are suitable to work with children?  How will your organisation vet volunteers and visitors, and how will they be supervised?  How will your organisation ensure that all members of staff understand your own Safeguarding Policy and Procedure?  Please set out the procedure your organisation would follow and your organisation’s communication strategy following an allegation of abuse against a member of staff. | |
| **Response (a):** | | |
| **Response (b):** | | |
| **Response (c):** | | |
| 1.9 | **Asset and Facility Management Requirements. (Worth 2.5%)**  The Applicant shall provide a Method Statement in accordance with the information and template as laid out at sections 5.4.3 Award Questions: Method Statements and 5.4.4 Method Statement: Template within Volume One (1) Instructions and Information. It shall refer specifically to section 5.7 of the same title in Volume Two (2) Specification.  (c) Topics to Specifically Cover:  How will your organisation approach risk assessment and management?  How will you assess, monitor and document risks to the health and safety of children?  How will you assess, monitor and document risks to the health and safety of staff, volunteers, parents / carers and visitors?  Please explain how the Nursery will be appropriately equipped and the facilities set up to ensure that it is welcoming, accessible and inclusive.  Please explain how your organisation plans to ensure that children and their parents / carers can access a range of outside activities.  Please describe how your organisation will ensure that the hand back conditions associated with the Building/s, Facilities and Equipment will be met at the end of the Contract. | |
| **Response (a):** | | |
| **Response (b):** | | |
| **Response (c):** | | |
| 1.9 | **Implementation & Contract Management. (Worth 5%)**  The Applicant shall provide a Method Statement in accordance with the information and template as laid out at sections 5.4.3 Award Questions: Method Statements and 5.4.4 Method Statement: Template within Volume One (1) Instructions and Information. It shall refer specifically to section 5.7 of the same title in Volume Two (2) Specification.  (c) Topics to Specifically Cover:  Please give details of your organisation’s implementation plan. Please ensure that your response covers such areas as staff transfer, your approach to communication regarding transferring staff, the project team that might be involved in implementation and their roles and responsibilities and the timescales involved in implementing the Service. You may wish to include a project plan prepared in the Microsoft Project environment or similar for ease of conveying the latter information.  Describe what your approach will be to contract management and how this will ensure you manage the Contract effectively.  What resources or information would you expect to be provided by the Authority to support the implementation which will ensure you are operational in September 2014? | |
| **Response (a):** | | |
| **Response (b):** | | |
| **Response (c):** | | |