**Process for placing vulnerable early years children in childcare hubs**

1. Social Care teams risk assess their children and identify those who are to be offered a place in a Hub. List is shared with Early Years Team Managers by Social Care Senior Manager
2. Early Years Team Managers contact Social Care case worker and suggest a place (or choice of places) in an early years setting for each of the identified children. (It is possible that the child has not been to the early years setting previously).
3. Social Care then discusses and confirms the place with the family (establishes preferred choice of setting if more than one is available). It is advisable to also contact the early years setting to confirm that a place is still available
4. Transport – is transport required? (For early years children, parent/carer must accompany). If so Social Care colleagues follow the transport flowchart to organise.
5. Is there going to be a cost? If the child is 3 or 4 years old they will be able to access 15 hours for free (or 30 hours if entitled). If they are 2 years and have a funded place they will be able to access up to 15 hours of free childcare. The Government has extended the eligibility for 2 year old places if they have Section 17 support. Contact Early Years Project Officer to confirm funding if required.

Alert Social Care Senior Manager if there are any additional costs (this will mainly be for under 2s)

1. Parents/carers respond accepting or turning down the place:
   1. If they accept the place, LIS Early Years team monitor attendance with the setting. Social Care to support the family by communicating arrangements so that the child can access the childcare on the agreed days. Ask the setting for information to share with the family such as a booklet about the setting, website details etc to help the family prepare. A conversation should take place between the setting and family and social worker (by telephone) to cover details such as whether the child has any allergies, what they like to play with and so on.
   2. If they turn down the place, Social Care team to work with the family around persuading them to attend, or putting in place a mitigating action.
   3. If they accept the place, but then subsequently don’t attend, the Early Years setting informs the Social Care team which of the identified vulnerable children who had been offered a place didn’t attend (cc Early Years Team Manager). Social Care team then takes it up with the family as per (b).

Relevant guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>