

# **Ardleigh Village Hall Charity Number 301234**

## **Provision of Early Years and Childcare Places**

### **Location:**

Ardleigh Village Hall,  
Station Road,  
Ardleigh, Colchester CO77RS

## **SERVICE SPECIFICATION**

**DATE: 10 December 2025**

### **Key Dates**

Launch/publish	<b>10 December 2025</b>
Closing date for submissions	<b>10 January 2026 (midnight)</b>
Site visit (appointment only)	<b>By appointment</b>
Committee Meeting	<b>w/b 19 January</b>

## 1. National Context

1. Funded Early Education Entitlement (FEEE) funding is at the heart of the Government's vision for all children to have access to high quality early years education.

- FEEE for **all** three and four-year olds - universal funded provision for every child from the term following their third birthday up until they reach compulsory school age.
- FEEE for eligible two-year olds from the term after their second birthday.
- Extended Funded Entitlement (EFE - 30 hours) for eligible working families of three and four-year olds (term following their third birthday up until they reach compulsory school age subject to meeting eligibility criteria).

2. As part of the new Department for Education (DfE) Childcare Reforms Expansion being implemented from April 2024, younger children will also be able to start accessing an early years funded place through the expanded 30-hours entitlement for qualifying working parents from the term after the child turns 9-months up to the term in which they turn 3-years-old. This will be rolled out in phases.

3. These changes are being introduced gradually to support providers to meet the anticipated increase in demand from working families. This means that:

- From **April 2024**, eligible working parents from the term after their child turns 2-year-old have been able to access 15 hours childcare support. (FEEE2W)
- From **September 2024**, 15 hours childcare support will be extended to eligible working parents of children from the term after their child turns 9 months to 3-year-olds. (FEEE1W)
- From **September 2025**, eligible working parents of children from the term after the child turns 9 months will be entitled to 30 hours of childcare a week.

## 2. The Project

- 2.1. An opportunity has become available to enter into a licence agreement with Ardleigh Parish Council as Sole trustee to Ardleigh Village Hall Charity Number 301234 to deliver a new childcare facility from Ardleigh Village Hall
- 2.2. The cost of the licence is negotiable based on the [published hourly charges](#) for the hall with a reduction for an annual agreement /block booking.
- 2.3. We are looking for a new or existing childcare provider, who would be interested in taking over this licence arrangement to continue to deliver this Early Years and Childcare facility.
- 3.5. The provider will enter into a contract with Essex County Council to deliver flexible range of FEEE places, meeting high quality standards.

(Full details can be found in the Essex FEEE Handbook for Providers and can be accessed by emailing [FEEEQueries@essex.gov.uk](mailto:FEEEQueries@essex.gov.uk) )

## 3. The Scope

- 4.1 The facility must meet the current local childcare requirements. This includes day care provision to support working parents and those wishing to access training opportunities.
- 4.2 Based on identified current local need and with consideration given to potential future demand, the scope for the project **MUST** provide some or all of the following:
  - Flexible provision of FEEE2 places (15 hours) for eligible 2-year-olds in receipt of government support, from the term after their second birthday.
  - Flexible provision of FEEE2W places (15 & 30 hours) for working families.
  - Flexible provision of FEEE places for 3- and 4-year-olds (15 hours universal offer)

- Flexible provision of EFE places (30 hours) for eligible children aged 3- and 4-year-olds.
- Flexible provision of FEEE1W places (15 & 30 hours) for eligible working families from the term after their child turns 9 months.
- Provision of a breakfast, afterschool and holiday places.
- Work with partners to facilitate community services.

4.3 Interested existing Providers must have and maintain a 'Good' or 'Outstanding' Ofsted judgement and ensure that all regulatory legislation (Ofsted Framework) is adhered to. New childcare providers must commit to working towards achieving and maintaining a "Good" or "Outstanding" Ofsted judgement.

4.4 The successful Provider must have regard for the Equality Act 2010 which places a legal duty on practitioners to eliminate discriminatory practice and to promote equality of opportunity and access for all children, regardless of their own or their parents' Race, disability, religion, gender, age, gender identity, pregnancy or maternity or sexual orientation.

4.5 The successful Provider must have regard for the 0-25 SEND Code of Practice which requires Early Years settings to actively promote equality of opportunity for children with special educational needs or disabilities, remove barriers to participation, make reasonable adjustments to prevent disadvantage and ensure that children with medical conditions receive the support they need. Providers are required to promote their service for children with SEND on the Essex Local Offer

4.6 The successful Provider will provide monitoring information on a termly basis for the first year of operation.

#### **4. Technical Requirements**

##### **5.1 Regulation**

5.1.1 The successful Provider will be expected at all times to be meeting their registration requirements under Ofsted's Inspection framework, specifically under the following headings:

- Environment
- Facilities
- Access
- Sustainability

##### **5.2 Funded Early Education Entitlement (FEEE)**

###### **5.2.1 The successful Provider will be expected to: -**

- Sign up on an annual basis for the duration of the licence agreement term to an ECC FEEE Contract
- Provide a flexible FEEE offer for eligible 2-year-olds and all 3- and 4-year-olds.
- Offer EFE places for 30 hours for eligible 3- and 4-year-olds.
- Offer the new Childcare Reforms places for eligible working families of children aged from nine months to two years old from April 2024
- Comply with the terms of the ECC FEEE contract at all times.

5.2.1 The successful Provider will be expected to be fully compliant with the General Data Protection Regulations 2018 (GDPR)

##### **5.3 Safeguarding**

- The successful Provider will be expected to adhere to Southend Essex and Thurrock Safeguarding Children and Adult Guidelines

<https://www.escb.co.uk/media/2739/set-procedures-may2022.pdf>

<https://www.escb.co.uk/media/2736/set-procedures-amendments-2022.docx>

## 5.4 Monitoring, Recording and Reporting

### 5.4.1 The successful Provider will be expected to: -

- Provide termly monitoring (as per monitoring schedule) for the first year.
- Update the Essex Early Years Provider Portal as changes occur and submit childcare sufficiency data termly.

## 5.5 Health and Safety Requirements

- The successful Provider will be expected to hold and maintain the appropriate Health and Safety policies and they be embedded into service delivery.

## 5.6 Insurance

The successful provider will be required to have the following insurances in place: -

- Public liability insurance with a limit of indemnity of not less than five million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Project; and employer's liability insurance with a limit of indemnity of not less than five million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Project.
- Professional Indemnity Insurance with an indemnity limit of two hundred and fifty thousand pounds (£250,000) (optional as required by the Council).
- public liability insurance with a limit of indemnity of not less than five million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Project; and

## 5.7 Transfer of Undertakings (Protection of Employment) regulations

- Ardleigh Village Hall does not believe that TUPE could apply for former employees. . However, the successful applicant may need to show regard to the Transfer of Undertakings (Protection of Employment) regulations (TUPE), to ensure they would act legally and appropriately with regards to employment law specifically with regards to former staff. It is the responsibility of any applicant to satisfy themselves about the legal requirements under TUPE in this instance.

Further information can be found at:

<https://www.gov.uk/transfers-takeovers>

<https://www.acas.org.uk/>

## 5.8 Site Visit

### 5.8.1 Site visits for any interested parties can be arranged to take place by appointment. These can be arranged by emailing [avh@ardleigh-pc.gov.uk](mailto:avh@ardleigh-pc.gov.uk)