**Parent/carer info**

Split / Blended Placements

In order to minimise the number of contacts and risk of transmissions, the Scottish Government’s advice is split/blended placements should only be used where unavoidable – i.e. to allow the parent/carer to work etc.

Aberdeenshire Council have agreed to funded split/blended placements, but it is up to the settings involved as to whether they agree to host them.

It is the parent’s responsibility to check that both providers agree split/blended placements. If the split/blended placement is with another local authority it is also the parent’s responsibility to check that the other local authority has agreed to fund split/blended placements.

If you decide to take your full 900 hours through a split at this time, you will be able to access your additional hours at school when they’re able to offer them. However, this new agreement will not start until January 2021, as this funding for this term will already have been allocated to the funded provider.

**Settings info (the information above but also including the information below)**

When deciding if their setting will allow split/blended placements the provider will need to consider implications this could have on their staff and other service users.

Both providers will need to have appropriate risk assessments in place. Both providers would also have to agree a communication strategy – i.e. a designated key contact, a note of days and times of the child’s attendance at each other’s settings, highlight to other setting potential outbreaks, child sent home unwell etc. At the start of the academic session a conversation would need to be held between the two settings to make sure both are clear in terms of communication and exchanging relevant information about the child’s health.

If both providers agree to host a split/blended placement the EY key contact within the school setting will record the session pattern (hours per week & hours over the year at both providers) and send the information to the Eligible 2’s team. If the agreed split is between two funded providers rather than a school setting, the funded providers need to contact their cluster Development Worker who will record the session pattern (hours per week & hours over the year at both providers) and send the information to the Eligible 2’s team.

**Process for splits – Local Authority (LA) setting & Funded Provider (FP) setting.**

* The parent must first get agreement from both providers that they are willing to host a split placement.
* Both the LA and FP must nominate a key contact person for the split placement.
* At the beginning of term, the key contact from the LA setting will contact the FP key contact, the following points need to be covered during this initial conversation:
  + Days and times of child’s attendance in both setting (funded hours only) – The ELC staff from the LA setting will record this information on the split placement proforma, they must check that the combined hours do not exceed 900 hours, and return the completed proforma to [eligible2andcensus@aberdeenshire.gov.uk](mailto:eligible2andcensus@aberdeenshire.gov.uk) inbox.
  + Both key contacts must agree a communication strategy whereby agreeing to inform the other provider of:
    - Potential infection outbreaks
    - Confirmed infection cases that have been in contact with the child and/or their family/key worker
    - Child sent home unwell
* A Risk assessment to be created by each setting in consultation with the families and other settings to ensure relevant control measures are in place as children move between settings.
* Agreed contact information and communication strategy to be recorded in the child’s file.

**Process for splits – Funded Provider (FP) setting &** **Funded Provider (FP) setting.**

* The parent must first get agreement from both providers that they are willing to host a split placement.
* Both FP settings must nominate a key contact person for the split placement, they need to tell the parent who their nominated key contact is and the contact number for them. The parent will then share the contact details onto both providers.
* At the beginning of term, the key contact from the setting which has the majority of the funded hours will contact the key contact nominated for the other setting, the following points need to be covered during this initial conversation:
  + Days and times of child’s attendance in both setting (funded hours only) – The nominated key contact from the setting which has the majority of hours will record this information on the split placement proforma, they must check that the combined hours do not exceed 900 hours (both providers must agree that the combined hours do not exceed 900 hours), and return the completed proforma to the Development Worker for their cluster, cc’ing the other setting into the email. This is to ensure both providers have a copy of the agreed hours at their setting.
  + Both key contacts must agree a communication strategy whereby agreeing to inform the other provider of:
    - Potential infection outbreaks
    - Confirmed infection cases that have been in contact with the child and/or their family/key worker
    - Child sent home unwell
* A Risk assessment to be created by each setting in consultation with the families and other settings to ensure relevant control measures are in place as children move between settings.
* Agreed contact information and communication strategy to be recorded in the child’s file.