

How to do the Bristol Standard Birth to Five

Full Submission

The process is very simple. Remember that support is available for you.

1. Arrange a Training Session for all staff

You then decide whether to go forward with the Bristol Standard journey, which will take a year to complete and is an ongoing process.

2. Make a timetable of monthly meetings

If you proceed you need to begin to familiarise yourselves with the 10 Dimensions:



Decide who will be responsible for collating the file.

3. Arrange the first support session

An agreed dimension will be modelled with the whole team. Before this meeting it is important that everyone has prepared, by reading the dimension chapter and reflective questions (Section 2, from page 17 to 90)

4. Use the 'Evaluation and Plan' pro-formas, for each dimension (Section 3, Page 100 to 109)

- **Areas of strength** - Evaluate your setting's present strengths, with your team
- **Evidence** - Needs to be included for your above strengths. Evidence may be used for several dimensions by cross-referencing, photographs need to be briefly annotated and proformas must be filled in, with names deleted
- **Targets** - These need to be realistic and achievable; any Ofsted or Local Authority action points that have not yet been achieved will become Targets
- **Benefits for Children** - Each target must reflect clear outcomes for children. This section is extremely important, as the Bristol Standard is all about improving quality provision for children
- **Tasks** - These need to be shared amongst the whole team and include a timescale and review date

5. Continue to hold monthly meetings-

Make sure that each evaluation plan is written up and put in a file **with evidence**, as soon as possible after each meeting.

Put any evidence for targets that you have completed into a separate file, ready for your NEXT submission.

6. Decide on your Main Priorities –

When you have completed all 10 dimensions, look through all your targets and decide on 3 or 4 main ones and write them on the 'Overall Evaluation Summary' Page 110.

7. Submit your Bristol Standard File

Remember to fill in the details of your setting (Page 99) and include your most recent Ofsted report or a web link. Please remember this is not a pass or fail system. It is a journey whereby settings improve on their previous best. Certificates are valid for one year and Bristol Standard parent leaflets are available for you to distribute.

If you are asked to resubmit part of your file, we will contact you to offer support. You then resubmit at the next validation date that is appropriate.

Interim I submission

This will be due a year after your first submission was validated.

1. Arrange a Support meeting

This will be a brief meeting with your mentor and will not involve the whole team. If you need further support during the year please contact your mentor.

2. Arrange whole team meetings

Look back at your 'Overall Evaluation Summary' from your full submission. Photocopy the 'Progress Report' Page 116, one for each of your main priorities and review each priority **showing clear outcomes for children**. Include evidence for each of these priorities.

3. Use the '**Dimensions Update**' pro-formas on pages 117 and 118, briefly review the rest of your last years targets for each dimension. **DO NOT fill in the dimensions that you have already covered in your main progress reports. These remain blank.**

4. Set 'New Priorities' - page 119

Remember to include any new actions Ofsted or the Local Authority may have identified and that you have not yet addressed. Make sure you identify clear outcomes for children.

5. Submit your Bristol Standard file

Remember to fill in details of your setting and include your most recent Ofsted report or web link.

If you are asked to re-submit part of your file, your mentor will call to offer support. You then re-submit at the next validation date that is appropriate.

Interim 2 submission

The process and paperwork (pages 123-126) are exactly the same, as for Interim 1. The only difference is that you do not need to set any new priorities as after this year you will need to complete a full submission. Please remember you are entitled to training and support.

Validation

Once you have completed your submission it needs to go to the validation panel. These are held six times a year usually in the second week of term. Bristol settings will need to send or take their submission to:

The Bristol Standard Administrator
Bristol Education Centre
Sheridan Road
Horfield
Bristol
BS7 0PU

For schools and settings in other local authorities you will need to take it to your local education office. The validation day venues are spread amongst the other authorities that use the Bristol Standard with two or three being held in Bristol each year.

Validation Process

The validation days are cross-local authority which means that lead officers and validators come from all six counties that use the Bristol Standard. Submissions from these counties are also validated on these days. This enables the process to be objective and fair as no validator validates submissions from their own county.

What happens to your folder?

When your folder arrives in the Early Years office it is carefully logged in on our computer. This ensures that submissions are validated in the order they are received. This means that in the rare event that we run out of time on the day, the submissions that came in first will be done first. If you have not provided us with a copy we will photocopy your paperwork for our records as we will need to refer to your full submission when validating your interim.

They are then packed up and taken to validation by Bristol's lead officer. At the validation panel your folder is first looked at very closely by a pair of validators. They fill in the paperwork as they look at each dimension (full submission) and progress reports and dimensions update (interim submission). They record their decision and the folder is then passed on to the moderators who look closely at your folder independently and will check whether they agree with the decision. If they do, the decision is ratified, if not they will have a discussion with the original validators.

As a further check, two of the lead officers act as Quality Control checkers throughout the day. They look at a cross section of submissions after they have been validated and moderated to ensure that the validators are consistent in their judgements. Throughout the day they will aim to quality control check submissions from a childminder, playgroup, pre-school, nursery and school. They will also ensure that in this process they are checking each validator. At the end of the day the Quality Control checkers will give a general verbal feedback to the whole group. There is always a very positive atmosphere on validation days. Validators feel privileged to be able to see your submissions and share your celebrations of what you do.

Validation criteria

Validators make their decisions according to the following criteria:

- Are all dimensions covered in depth and detail? (Progress reports in interims)
- Is there relevant evidence for strengths? (Progress reports in interims)
- Are the benefits for children clear and do they relate directly to the targets? (Progress reports and New Priorities in interims)

Post validation

Once the folders are back at the Early Years office the reports are gathered and the lead officer and mentor meet to look at the outcomes. The letters are written from the validation reports and certificates printed. This will be completed in the two weeks following validation. If a submission needs some more work the mentors will telephone and arrange a mutually convenient time to come and support you with resubmission.