

Hampshire Early Years Network

Memorandum of Understanding

- The coordination and facilitation of this group will be overseen by Debra McAndrew (Early Years Advocacy Limited, also trading as Strive Services) who will be paid for her services by the membership of the group (see 'HEN membership Cover and Fees' document for details).
- This support will continue from April 2021-March 2022 and will be subject to regular reviews. In January 2022 Debra will seek views from members regarding a continuation of services for another year and any changes needed.
- Debra will also review fees payable for the new year ahead.
- Debra will ensure the needs of all members are considered and as an independent advisor will be able to offer a professional view on many of the issues raised/topics discussed.
- The membership will however retain 'ownership' of the group and the activities.
- Membership is open to EY business owners and managers of both day nurseries and pre-schools in Hampshire and neighbouring areas, as well as others in an EY managerial role, if they feel that this is an appropriate group to meet their needs.
- Membership of this group will be limited to twenty-five EY professionals. A setting can apply for up to two places. If two people from the same setting wish to attend each meeting, a membership fee will apply to both places.

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- Settings can however apply for just one place with two names attached to the place but only one of the named individuals can attend each meeting. It is preferable that it be the same person whenever possible.
- An application form will need to be completed and returned to Debra when a new membership commences. **Debra will need to be updated on any changes to membership details over the year.**
- An invoice will be issued for this year's fees in March for payment in April (for existing/new members) and a receipt issued once payment has been received. A payment plan can be requested if required.
- Any person interested in joining HEN at any time during the year may attend one meeting as a guest before deciding on whether they wish to join. A membership fee will then become due (pro rata).
- Sensitive and confidential issues discussed at meetings or between members must always remain so, unless it is considered that a child could be at risk of abuse or neglect. Members must adhere to a common code of professional conduct (that may identify individuals), outside of HEN meetings.
- Any visiting professionals will be made aware of the need for total confidentiality on any sensitive issues that come up during discussions at meetings.
- The prime aims and objectives of the group is for members to; come together at regular intervals; to have professional and respectful debate; seek support and advice from each other acknowledging differences of opinions; to discuss changing legislation and the impact of this; to consider sharing resources and training and to have an active and committed network/forum of EY professionals.
- Any decisions that the network members need to make will be based on a majority vote taken at a meeting. A paper ballot may be considered more appropriate in some instances by the membership or by Debra. If this is not possible a decision will be reached by an email ballot overseen by Debra.

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- Minutes of the meeting will NOT be taken but Debra will follow up via email on any agreed actions and highlight to any absent members any key issues from the meeting.
- Payment of a membership fee assumes agreement and full compliance with this MoU. This includes treating all sensitive and confidential information as such should membership cease, as would be expected within any EY forum of this kind.

At Early Years Advocacy (also trading as Strive Services) your privacy is taken seriously. Your personal information will be kept private and secure and will not be supplied to any other organisation for marketing purposes or for any other purpose without your specific consent to do so.

For HEN purposes information is held according to that collected on the membership form: name of setting, address 1) for main setting and address 2) for communication if different, name of nominated member (and role), name of 2nd nominated member (and role), email contact, best telephone number and mobile telephone number if different.

This information is only shared with other HEN members. **YOU MUST LET DEBRA MCANDREW KNOW IN WRITING IF YOU DO NOT WANT THIS INFORMATION SHARED OTHERWISE IT WILL BE ASSUMED THAT THIS IS FOR SHARING WITH THIS GROUP OF PEOPLE.** Please request the Privacy Policy of Early Years Advocacy (also trading as Strive Services) for any further information if needed.

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