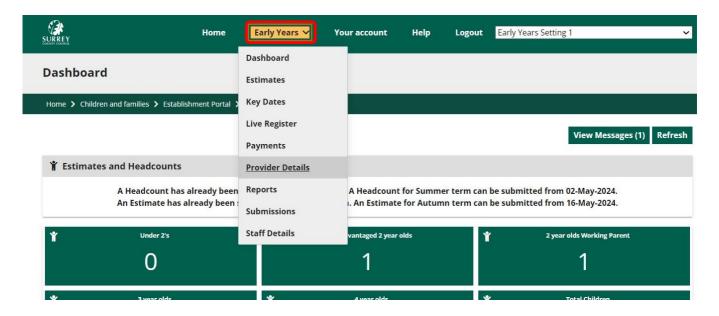
Editing Provider and Staff Court Details

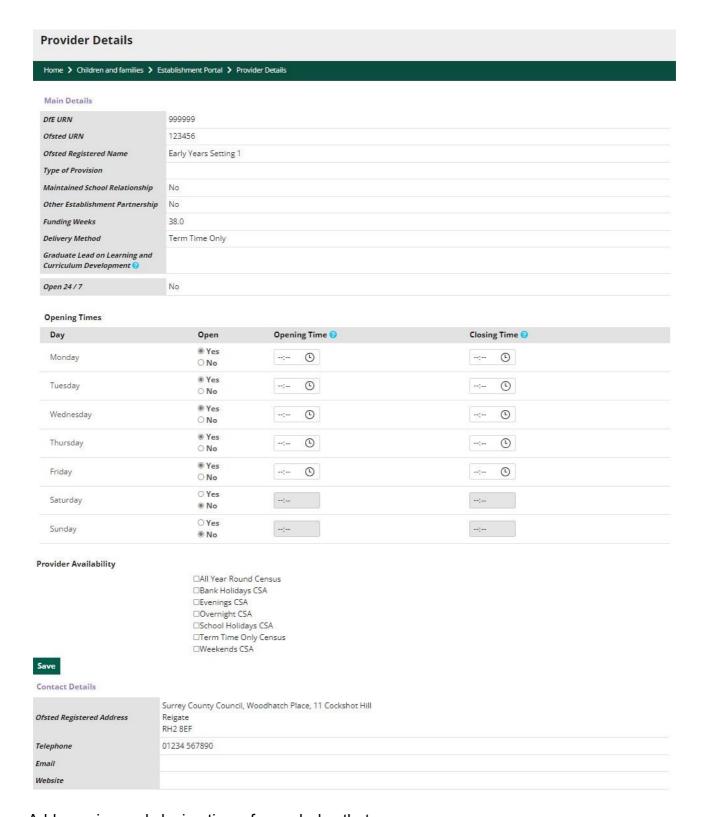
It is important to keep information about your setting and staff up to date. Much of the information about your setting and staff is required by Department for Education, or Surrey.

Provider Details



Once you login to the Establishment Portal, click on the **Early Years** menu at the top and select **Provider Details** from the dropdown list.

At the top of the **Provider Details** screen, you will see some information about the funding provision. Surrey only offers Term Time Only (TTO) funding, over 38 weeks. This information is fixed for every provider, even if open throughout the year.



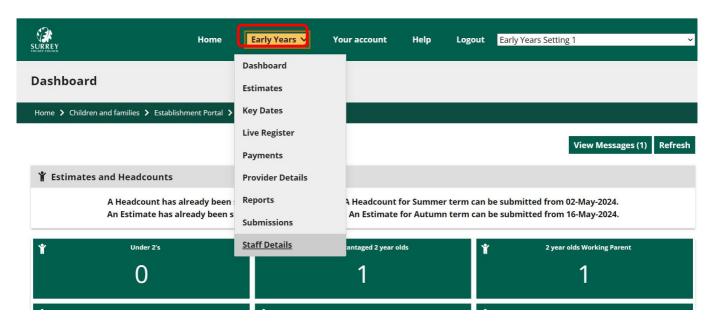
Add opening and closing times for each day that you are open.

Click the radio button Yes and the fields can be edited.

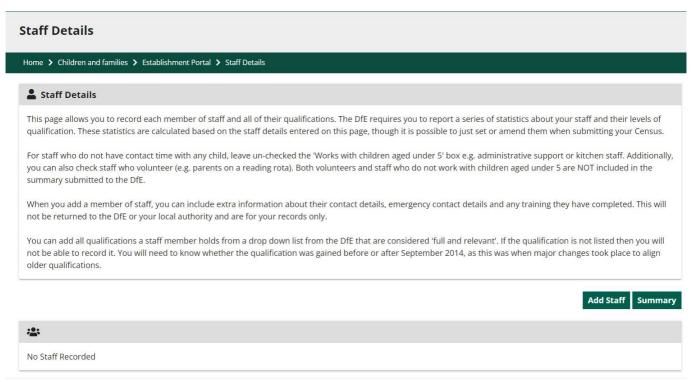
Select the relevant check boxes under Provider Availability.

Click Save to save all changes.

Staff Details



To edit staff details, click on the **Early Years** menu at the top and select **Staff Details** form the dropdown list.



Click on Add Staff button to enter information about staff.

☑ Add Staff		
¥ Staff Details		
Forename *		
Surname *		
Previous Surname		
Job Title *		
Email		
Phone Number		
Works with children aged under 5 *	○Yes ○No	
Is a Manager *	○ Yes ○ No	
Is an apprentice	○Yes ○No	
ls a volunteer	○Yes ○No	
First Day *	dd-mm-yyyy	曲
Last Day 🕢	dd-mm-yyyy	曲
Postcode	Q Search	
Emergency Contact Details		
Name		
Relationship		
Phone Number		
Qualifications		
No Qualifications Recorded Add Qualification		
♣ Training		
Paediatric First Aid	⊃ Yes ⊃ No	
Safeguarding (O Yes O No	
Fire Marshall	O Yes O No	
	O No	
Forest School	○ Yes ○ No	
Save Cancel		

Complete all the information about the member of staff and then click **Save**, to save the details Information can be edited, by selecting the pencil icon.



Click on **Summary** to view a Summary of statistics required for Department for Education.

