

## Elklan CFS Renewal Policy

|   |
|---|
| 1. CFS accreditation is valid for 3 years from the date of award. Settings have up to two years from the expiry date of their last CFS award to renew, although it is best done within one year.  |
| 2. An Elklan Tutor is required to mentor a setting through CFS renewal. Where a setting does not have access to an Elklan Tutor locally they can book onto remote CFS renewal seminars, which Elklan schedules regularly.   |
| 3. Settings and schools must have the following Elklan-trained staff (this is the same as for initial CFS accreditation):<br><b>Primary:</b> <ul style="list-style-type: none"> <li>• 2 x TAs who have gained Level 3 in the SLS 5-11s AND</li> <li>• 2 x teachers (including the SENCO or a member of the Senior Leadership Team) who have completed the relevant SLS course, with or without accreditation (schools with fewer than 100 pupils are only required to have one trained teacher and one TA).</li> </ul> <p>If Level 3-trained staff have left the setting, the setting must arrange appropriate replacements as required.</p>  |
| 4. Settings and schools must have retained the requisite number of Level 4-trained Lead Communication Practitioners (LCPs) as required for initial CFS accreditation. Where a setting has lost an LCP(s), a new replacement LCP(s) must complete the SLS and LCP training and achieve Level 4 accreditation prior to renewal.   |
| 5. The LCP(s) must register on an appropriate CFS renewal course and visit their CFS Setting page to update information about the setting (this will be explained during CFS renewal webinar).  |
| 6. All teaching staff (including EYPs, Teachers and TAs) must attend all Communication Counts sessions delivered by their LCP(s) and complete the Communication Counts Challenge questionnaires. Non-teaching staff attend specific sessions only as set out in the LCP Manual. The minimum level of questionnaire completion is 80% of all teaching staff for each of the 5 x Communication Counts sessions. <ul style="list-style-type: none"> <li>• If a new LCP is achieving Level 4 accreditation, the new LCP must cascade Communication Counts and use the compiled questionnaire reports to complete their Level 4 Learning Log.</li> <li>• If the Level 4 LCP(s) have been retained, the LCP(s) must complete a renewal Learning Log which summarises the actions the setting has taken to continue to be Communication Friendly.</li> <li>• If the setting has CFS Gold Membership and has retained the LCPs, the renewal documentation will be lighter.</li> </ul> |
| 7. Communication Counts sessions should be delivered <b>in person</b> to allow for discussion and embedding. In instances where this is not possible, e-learning sessions may be used, however a discussion must take place between the LCP(s) and the participants to ensure implementation of the strategies across the whole setting.  |
| 8. The LCP(s) must complete the CFS Audit Checklist rating each parameter. Each parameter must have a rating of 4 or 5 to achieve CFS. The ratings will be corroborated by the Elklan Tutor who verifies the audit.   |
| 9. An audit must be verified by an Elklan Tutor who is not directly employed by the setting.  |
| 10. CFS Re-accreditation will be achieved on successful completion and verification of the CFS Renewal. Settings will receive a new CFS setting certificate, updated CFS Logo to use on the setting website and other communications and a CFS window sticker for display.  |

Visit your CFS setting page or the Elklan home page (See the 'schools' section) and click the 'start renewal' button and Elklan will be in touch.

## CFS Renewal Steps

1. You will receive an invitation to a renewal Q&A webinar, sent by email 6 and 8 months prior to your CFS award expiry date. **Please attend this webinar.**
2. Please click 'start renewal' button accessed via your CFS Setting Page or the Elklan Home page (go to the 'schools' section).
3. You will be asked, 'Have you retained all Level 4-trained LCPs?' (2 for all settings but 1 for small settings (less than 100 pupils or EYs only, less than 10 practitioners).
  - If you say 'Yes all LCPs retained' you will be taken to a booking link to select a Renewal course and pay or request an invoice (all invoice requests must have a purchase order number).
  - If you say 'No' we have not retained our LCPs, you will be directed to a CFS Renewal enquiry form. You will be asked for more information about your setting. Elklan will respond and advise next steps.
4. Once enrolled on a renewal course you will have access to the CFS Renewal course page where you will find your Renewal Learning Log. You will also have renewed access to the CFS Setting page to find your Communication Counts resources, etc.
5. On the CFS Renewal course page, you will find a section where you can book 'Drop-in' webinars.
  - You should book and attend 3 webinars: an initial webinar prior to commencing the renewal process; a midpoint webinar after delivering Communication Counts Session 2; and final webinar prior to audit.
  - Book each webinar as and when you need it (so not all three at once).
6. When you have access to the CFS Setting page, please ensure that you update the information about your setting, including staff numbers.
7. Cascade the Communication Counts sessions again and give all members of staff the links to the CC questionnaires as you did before. Complete the CFS Renewal Learning Log as you progress.
8. Don't forget to join the mid and final Renewal Webinars to help you with the process.
9. Once ready for the CFS Renewal to be verified, click the verification request button at the bottom of the CFS area page and Elklan will help you to arrange your final audit and complete your CFS renewal.