

## Two Year Olds Policy

At First Steps we aim to provide the highest quality education and care for all our children. We aim to offer a warm welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.

How your child plays, learns, speaks, and acts offers important clues about your child's development. Developmental milestones are things most children can do by a certain age. At First Steps we undertake developmental checks on all children where possible between 27-30 months. This is in line with guidance from the county council.

The Early Years Foundation Stage (EYFS) requires that parents and carers must be supplied with a short written summary of their child's development in the three prime learning and development areas of the EYFS: Personal, Social and Emotional Development, Physical Development and Communication and Language. This should be completed when the child is aged between 24-36 months.

### The aims of the progress check are to:

- Review a child's development in the three prime areas of the EYFS.
- Share this information with parents at an agreed time to ensure they have a clear picture of their child's development.
- Enable First Steps to understand the child's needs and plan activities and experiences to meet them in the setting.
- Enable parents/carers to understand the child's needs and enhance development at home, with support from the setting.
- Note areas where the child is progressing well and identify any areas where progress is less than expected.
- Describe actions the setting intends to take to address any developmental concerns (including working with other professionals where appropriate).

### The progress check will:

- Be completed by a practitioner who knows the child well and works directly with them in the setting - this will normally be the child's key person.
- Arise from the ongoing observational assessments carried out as part of everyday practice in the setting.
- Be based on skills, knowledge, understanding and behaviour that the child demonstrates consistently and independently.
- Take account of the views and contributions of parents, and the child if appropriate.
- Take into account the views of other practitioners and, where relevant, other professionals working with the child.

### First Steps intends that the progress check will:

- Be clear and easy to read, avoiding unfamiliar jargon, acronyms or terminology (with interpretation and translation available where appropriate).
- Present a truthful yet sensitive reflection of what the child can do and their achievements to date.
- Identify areas where the child is progressing at a slower pace than expected. We may also consider an 'Assess, Plan, Do, Review' for any needs that arise that require additional adult support.

- Recognise parents' in-depth knowledge of their child by incorporating their observations and comments, and explain how their child's learning and development will be supported in the setting.

**The following factors will be considered before commencing:**

**Two Year Old Progress Checks are carried out according to the 'Being 2 in Norfolk Shared Review' guidance as of October 2018. This includes a consent form for parents/carers**

The setting will allow a settling in period for the child to enable their key person and other practitioners to build up good knowledge of the child's development, abilities and interests before completing the progress check (normally six to eight weeks). The Key person will share the progress during parent consultations which are held half termly.

If a child has a period of ill health or a significant event in their family (e.g. family breakdown, bereavement or the arrival of a sibling) it may be appropriate to delay the check. Likewise, if a child has a period of absence or irregular attendance.

**See Being 2 in Norfolk Shared Review - <https://www.norfolk.gov.uk/care-support-and-health/health-and-wellbeing/childrens-health-and-wellbeing/being-2-in-norfolk>**

**Advice for parents/carers: contact the Healthy Child Programme team on 0300 300 0123**

**Children attending more than one setting or changing settings**

In the case of children who are attending more than one setting, the progress check will normally be carried out by the child's key person at the setting where the child spends the greatest amount of time each week.

However, the setting carrying out the progress check will consider whether it would be helpful to get the views of other practitioners working with the child at the other setting or settings.

If a child moves between settings between 24 and 36 months, leaders and managers of the respective settings will agree which provider will complete the check. It will usually be the setting where the child has spent the most time to date.

**Preparing the progress check for a child with identified disabilities or special educational need**

**Advice can be found at;**

Children with Physical Disabilities: Children with Disabilities Team at Norfolk County Council.

Children with Emotional Behavioural or Mental Health Needs: Early Help and Family Support at Norfolk County Council

**Information sharing**

The setting's registration form includes a request for the name of the child's Health Visitor.

The progress check is a statutory requirement of the EYFS. The setting will seek the consent of parents to share information from the check directly with relevant professionals and NCC portal.

Completed checks will be held securely in line with GDPR requirements.