

North Lincolnshire Process for Integrated 2-Year-Old Assessment Physical Model - Guidance for early years settings and childminders

For use from April 2023

The physical model provides an opportunity for the child, their parent/carer, their key person and their health visitor or community nursery nurse (CNN) to meet together for one joint meeting. This is the most effective way to carry out the assessment and should take place wherever possible.

1. By the end of term, early years setting / childminder to contact the health visitor / community nursery nurse (CNN) to inform them of ALL the children who will be 2 within the next term.

Early years setting / childminder and Health visitor / Community Nursery Nurse to arrange physically integrated 2-year-old assessments for the following term for all identified children between the parents, HV / CNN and early years key person. Assessments should be physically integrated wherever possible.

If this is not possible to arrange a joint meeting with all parties, the key person should contact the HV / CNN to discuss child's progress and follow guidance for the virtual model.

2. Early years setting / Childminder to contact parents/carers to share details of the integrated 2-year-old assessment (venue, date and time). Please share a copy of the parents' information leaflet and a blank copies of the ASQ and ASQSE for the parent to complete prior to the meeting (supplied by HV/CNN)
3. Early years setting / childminder to provide parent/carer with a completed paper copy of the EYFS 2-year-old assessment prior to the integrated 2-year-old assessment meeting.
4. An integrated 2-year-old assessment meeting takes place, with the child, parent/carer, HV / CNN, and early years key person. Information is shared including the child's learning and developmental progress, their next steps and any additional support that may be needed.

Parent/carer (with Parental Responsibility*) to give signed, written consent to share the assessment including permission for the sharing of information as outlined on the EYFS 2-year-old assessment and in line with the Early Years privacy notice.

Any follow up discussions to take place with the health visiting team and other professional agencies for example, Family Support, Social worker, SALT, Portage etc. (*Please note that for LAC PR may vary, please discuss with child's social worker)

The CNN will forward a copy of the ASQ summary sheet to the early years team, which will then be securely forwarded to the provider through the EFF portal.

5. Early years setting / Childminder to digitally forward a **signed copy** of the Integrated 2-year assessment securely as an attachment through their **provider EFF portal**. Please label the attachment: Integrated 2-year-old assessment [child initials]. Information from the assessment will be securely recorded and shared as outlined on the assessment and within the Early Years privacy notice. This copy of the assessment will then be forwarded by the Early years Team and then on to the Health visiting team.

This should be done within one week of the check being completed.

One copy along with the ASQ summary sheet should be retained securely in the child's individual file in the provision and should follow with the child when their move to another early years provider or in to school. Another copy should be given to the parents/carer to be placed in the child's personal health record ('red book').

6. Please use the North Lincolnshire digital Integrated 2-year-old Assessment form wherever possible (attached with this guidance)

Please call the early years team AND health visitor / community nursery nurse if any child aged between 2 and 3 years either leaves or begins at your setting within 14 days.

You must not send the progress check to parents via email unless you can guarantee that both email addresses or the system used is secure.