

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

For use from April 2023

1. 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 for one joint meeting. This is the most effective way to carry out the assessment and should take place wherever possible.
2. **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.**

Key person / childminder to contact the HV / CNN to discuss the child's learning and developmental progress, their next steps and any additional support that may be needed, including information about the child's learning and development, their next steps and any additional support that may be needed.

3. Early years setting / Childminder to provide parent/carer with completed paper copy of the completed EYFS 2-year-old assessment.
4. Parent/carer (with Parental Responsibility*) to give signed, written consent to share the progress check 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 the child's social worker)

5. Early years setting / Childminder to digitally forward a signed copy of the Integrated 2-year assessment securely as an attachment through their provider EEF portal. Please label the attachment: Integrated 2-year-old assessment (child initials). Information from the assessment will be securely recorded on the child's capita record 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 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. The HV / CNN will forward a copy of the ASQ / ELIM summary to the Early Years team. The Early Years team will securely forward a copy of the ASQ and ELIM to the provider/childminder through the provider portal. The ASQ and ELIM should be retained by the provider and the whole EYFS assessment should move with the child to their next setting /school.
7. 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 they system used is secure.