 

Two Year Progress Checks and Joint Integrated Review

Guidance Notes – For Early Years Leaders

Background

The Healthy Child Programme, the national universal public health programme for all children and families in the UK, requires health visitors to carry out a health review for children between age 2 - 2.5 years.

Similarly, the revised Early Years Foundation Stage Statutory Framework places a requirement on early years practitioners to review a child's learning and development through a progress check when the child is aged 24-36 months.

For some children, a more integrated approach between the two may be more appropriate. The ***Two-Year Integrated Review*** brings together the Healthy Child Programme Review at 2 to 2 ½ and the Early Years progress check at age 2. Thus, a joint meeting between health, early years, the child, and his/her parents, will mean that a more complete picture of the child’s development can be obtained

The review will:

* Identify the child’s progress, strengths and needs at this age to promote positive outcomes in health and wellbeing, learning and development.
* Facilitate appropriate intervention and support for children and their families, where progress is less than expected.

Introduction

The following provides guidelines for early years’ settings regarding their role in completing 2-year Progress checks and where appropriate, the Joint Integrated Review.

It describes clearly what settings need to do when a parent first brings their two-year old into the setting, how to complete a Progress Check or arrange an Integrated Review, how to prepare for the review and what to do afterwards.

It is the responsibility of the Early Years/Children Centre Settings and the Health Visiting team to establish those children who are eligible for the fully Integrated Review (joint meeting) *and* to share information on postcards within the child’s Red Book for those children where a full meeting is not appropriate. Where the child is a targeted child the Children centre should follow the guidance below.

All relevant documentation outlined below have been sent via email from the Early Years team, however if you require further copies please contact [julia.robinson@peterborough.gov.uk](mailto:julia.robinson@peterborough.gov.uk)

**Reviewing Progress for Two-Year-Olds**

When a child first starts at your setting at the age of 2 years, you should ask the parent if the Health Visiting Team have completed their healthy child review

**If the review has taken place:-**

* Ask parents to see their Child’s red book as the Health Visiting Team should have completed a **Two-Year Healthy Child Programme Review Postcard** which parents will be asked to place in their child’s Red Book. This (or other recorded information) will give you a brief summary of the child’s progress and any issues that have been identified in the review that you will need to know to support the child. You may wish to speak to the Health Team in order to support the child more effectively once you have read the comments – you will need parental permission to do this.
* Complete the 2-Year-Old Progress Check as soon as possible after the child has started at your setting. This should be completed in discussion with parents and be sent to the Health Visiting Team. You will need parental permission to share this with the health visiting team (ensure you have parental permission to share this information).
* Completed Progress Checks must include the child’s full name and date of birth and should:
* Review the child’s development in the prime areas and the characteristics of effective learning
* Give parents a clear picture of their child’s development
* Help parents understand and support development at home
* Help practitioners understand and plan for the child’s needs
* Note areas of progress and identify any areas of slower progress
* Identify actions to address any concerns
* A copy of the full, Two-Year Progress Check should then be **sent to**: -

Administration Team

0-19 Universal Services

Unit 2

Phorpres Close

Hampton

PE7 8FZ

* Fill in the **2-Year Old Progress Check Postcard**, give this to the parent and ask the parent to place it into the child’s Red Book – this will enable the health visitor to see how the child is getting on in your setting and whether there are any issues that they need to be aware of.

**If the Healthy Child Review has not yet taken place (see a or b):-**

1. **Setting has no concerns about the child’s development;**

* If you have no concerns about the child’s progress and development, then complete the 2-Year-Old Progress Check in the usual way and forward copies to the Child Health Admin team (see above) and complete the **2-Year Old Progress Check Postcard.**

1. **Setting has concerns about the child’s development and/or the health visitor makes contact (because the child is receiving support via Universal Plus / Partnership Plus );**

* Liaise with the Health Visiting Team to decide whether an Integrated Review is appropriate for the child.
* If you decide an Integrated Review is not appropriate, complete the **2-year Old Progress Check and 2-Year Old Progress Check Postcard** in the usual way (see above).
* If you decide an Integrated Review is appropriate, you need to discuss the joint process with the parent of the child. Give the parent/carer a copy of the **Integrated Review letter** for parents. If the parent agrees to the Joint Development Review (Integrated Review) the Early Years Setting must get the parent to sign the **Consent Postcard.**  (keep consent with integrated review documentation and this can either be copied at the end of the review alongside the other review documentation to be scanned onto health records/or kept with early years documentation)
* Once consent has been given, the Health Visiting Team and early year setting should liaise with parents to arrange a date, time, and venue.
* Once the date, time and venue are confirmed, you should give the parent an appointment card outlining the details of the appointment. You should also give them a blank copy of the appropriate Ages and Stages Questionnaire as advised by the health visiting team (ASQ 24, 27 or 30 month) and let the parents know that they need to complete this before their appointment. Tell the parent(s) that they need to bring along the completed ASQ to the appointment as well as their Red Book. The child should be present at the Integrated Review meeting.

**Preparing for the Integrated Review**

* Complete the Progress Check Section (highlighted in GREEN) of the new **Integrated Health and Education Review Form.** This form will need to be taken along to the Joint Development Review (Integrated Review)
* You may want to meet with the health visitor a few minutes prior to the start of the review to agree the process.
* Prepare a few resources that will help you to observe fine motor skills, recognition, imagination, problem solving and understanding such as:
  + Threading
  + Small building bricks
  + Jigsaw with 4 pieces
  + Tub of crayons - useful if the tub has a twist open lid to see if the child can open it
  + Paper
  + Book with clear pictures in like animals
  + Tea set
  + Doll and blanket

* The resources above or similar should be those that are already available within the setting and that the child is familiar with.
* The Health Visiting Team will lead the review and will take responsibility in completing the rest of the **Integrated Health and Education Review Form.** You will work though the integrated review form together –and you will feedback information from the 2-year old Progress Checks and fill in the sections on pages 3, 4, and 5 including appropriate age bands and comments from parents/health. The Health Visitor will also complete other information regarding the child’s health, weight, toileting etc. pg. 5.

**After the meeting**

* If there are no areas of concern about the child’s development and learning then the Early Years Setting will continue to support and assess the child’s progress in consultation with parents.
* If there are areas of concern a discussion needs to take place about the level of concern, what intervention/actions/referrals are required and who will be the lead party for taking this forward. A further meeting needs to be made so that you can review the child’s development and the intervention that has been put in place.
* If there is a need for a referral to Early Support for a child with complex needs the Health Lead will need to contact The Early Support Co-Ordinator (01733 317411). An Early Help Assessment (EHA) will need to be completed to access the Early Support Panel.
* Completed copies of the Integrated Review form need to be kept by the setting, the health visitor and the parent. Subject to parents giving consent, a review form should also be sent to the Local Authority, which is monitoring take up of the joint development review.

**In Summary**

Ask parent if they have had their healthy child review with the health visiting team

If no, liaise with the Health Visiting Team to see if a meeting is appropriate , if it is, seek parental permission to arrange an integrated review and advise the health visting team

Once details of time, date and venue confirmed by health visitor, give parent appointment card and copy of appropriate Ages and Stages Questionnaire

Complete the start of Health and Education Review Form. Then attend meeting with health visitor, parent and child

Once meeting is finished, ensure parents, health visitor, the setting and the Local Authority receive a copy of the form - agree any follow up actions