



Early years practice procedures

Progress check at age two

- A template for completing the two-year-old progress check is provided on the Family app
- The key person is central to the progress check and must be the person completing it.
- The key person will complete the two-year-old progress check between 24 and 28 months old but can be up to 30 months if a child needs more time to settle or only attends a day a week for example. Ideally the child should be attending the setting for at least 1 term before the check is completed but depends on time scale but definitely not before the initial 6 weeks.
- Some children may require an integrated review which is a two-year check where we sit with parents and their health visitor. The setting must seek to engage both parents/carers and make allowance for parents/carers who do not live with their child to be involved.

Completing the progress check at age two

- On-going observational assessment informs the progress check and must be referred to.
- Children's contributions are included in the report. Staff must be 'tuned in' to the ways in which very young children, or those with speech or other developmental delay or disability, communicate/
- Where any concerns about a child's learning and development are raised these are discussed with the parents/carers, the SENCo and the setting manager.
- If concerns arise about a child's welfare, they must be addressed through - Safeguarding children, young people and vulnerable adults procedures.
- The key person must be clear about the aims of the progress check as follows:
 - to review a child's development in the three prime areas of the EYFS
 - to ensure that parents have a clear picture of their child's development
 - to enable educators to understand the child's needs and, with support from educators, enhance development at home

- note areas where a child is progressing well and identify any areas where progress is less than expected
- describe actions the provider intends to take to address any developmental concerns (working with other professionals as appropriate)