Early Years Inclusion Flowchart

What to do if a child appears to be behind expected levels of development or progress gives cause for concern. Please follow the flowchart below.

(If you need urgent advice e.g. for significant challenging behaviour, please call 0300 456 0108)

Concern identified through using practitioner observations, the 2-3 year Integrated Check, or Early Years Foundation Stage Development Matters. Make sure you record where the child is secure and not emerging or just working in.

Have you used the Wiltshire Early Years Progress Tracker or the Quick Checker from the Graduated Response to SEND Support (GRSS) to confirm/identify areas of concern?

SENCo or key person meets with the parent to gather information to get a more holistic picture – record details and date. Ask if the child had the health visitor 2 year 3 month check. Would opening a CAF be helpful?

Consider what’s working well & what needs to change in the following areas; Learning, Health and Well-being & Caring Environment.

Plan what you will do next and implement changes by adapting what you are doing already. Refer to GRSS and implement general strategies if you haven't done so already. Use or refer to the Pre-school Communication Tracker, Supporting Positive Behaviour Audit, SPARKEY, ECaT and/or BLAST (if used in the setting)

Agree to review in 2-4 weeks with the parent to share progress or findings.

Little or no progress; implement an Individual Education Plan (IEP) or equivalent and monitor progress over the next 6 weeks.

Suggest the parent contacts the child’s health visitor to discuss concerns if they haven't already done so.

Consider arranging a Team Around the Child meeting (TAC). With parental consent make any necessary referrals (such as Speech and Language) and continue to assess, plan, do and review.

Complete the DART [http://www.wiltshirepathways.org.uk/digital-assessment-and-referral-tool-dart/] or call the Support and Safeguarding service for an EYIO consultation if needed on 0300 45601899

NB: This process reflects early action to address identified needs (SEN Code of Practice 2014 page 75)

Safeguarding

If you feel a child has been harmed or is at risk of significant harm, then you have a duty to follow the Wiltshire Safeguarding Children Board procedures

Please refer to the EYIO website [http://www.wiltshire.gov.uk/child-care-early-years-inclusion-officers]