

Early Years Support



Welcome to Early Years Support in East Riding

Please use this information booklet to refer to and share with parent/carers when you are making a request to Early Years Support.

Early Years Support

We recognise that some babies/children may need some additional support from education, health and care services at certain times in their life.

What is Early Years Support and why is it important?

- ❖ Early Years Support is an approach which aims to improve the delivery of services for babies/children who have or may have a Special Educational Need / Disability (SEND)
- ❖ Early Years Support facilitates early intervention, information sharing and planning across services for babies/children under the age of 5 years where support may be needed regarding their learning/development and or physical/medical needs with a named lead professional.
- ❖ The Early Years Support team aim to ensure children get the best start in life by offering advice and support at the beginning of their journey.
- ❖ Once you have submitted a request to Early Years Support, the team will discuss and consider the information you have given us and recommend further services that may be of help to you now or in the future.
- ❖ The Early Years Support discussion will usually take place within four weeks of the request and all supporting information being received.
- ❖ It may be recommended that the people supporting you and your child come together to plan the next steps.
- ❖ In some instances it may be useful to complete an Early Help Family Assessment which would look more in depth into wider family and sibling's needs.

What does the Early Years Support approach offer?

The Early Years Support approach promotes:

- ❖ Partnerships with parents /carers who are at the heart of decision making about their baby/child
- ❖ Services working together, joint planning and shared decision making
- ❖ Key working via the lead professional role which provides a single point of contact for families and professionals
- ❖ The provision of accurate, up to date information in a format that is relevant to the family
- ❖ Use of the termly support plan which avoids frustration of having to tell the same story repeatedly to different people
- ❖ Parents and practitioners planning support which is based on family priorities and goals
- ❖ Transitions that are planned for and supported
- ❖ Requests for support to other services running quickly and smoothly
- ❖ Professionals offering consistent and coordinated messages
- ❖ Coordinated patterns of contact and support avoiding unnecessary overlap
- ❖ Supporting parents /carers to be empowered and confident



A note for referrers:

This information booklet will help you fill in the request for Early Years Support.

In this booklet you will find information to help you to understand how Early Years Support works; the services that can help you and help you to answer the questions in the request as fully as possible.

When you see **(i)** on the request form, use this information booklet to help you understand and answer the questions.

The questions which have an **(i)** next to them are separated within the booklet according to the order of the request.

The request is intended to be completed by parents and professionals together who are working with a baby/child aged 0-5 years with additional needs.

If you are a parent or carer completing this form, please include as much information about your baby/child's health, development and areas where you think they need help.

This request can be completed for babies or children under the age of 5 years where support maybe needed regarding their learning, development and or physical or medical needs.

On the request form there is the function to save the request as you complete the form. When you 'save' the request a copy will automatically be sent to the e-mail address you have supplied when starting the form.

You will then be able to pick up completion of the form from where you saved it.

A note for practitioners completing the request

You will need to have access to recent reports /assessments to enable you to upload them from your computer. Examples of supporting document useful to submit are listed in the guidance booklet . The request may be declined if there is not sufficient information. Please ensure available supporting documents are uploaded.

Examples of supporting documents you can submit are listed in the information booklet.

The booklet also provides you with information relating to East Riding of Yorkshire Council's Data Protection policy, Early Years Support processes and local contact details. You will need to share the Data Protection policy and Privacy notice with parent/carers as part of making the request and ensure that they understand how and where their personal information is stored.

Your Health Visitor should be able to support you and provide information such as a completed Ages & Stages questionnaire.

All the Health Visiting teams can be contacted by using a single point number which is 01482 68968.

A duty Health Visitor will be available to speak to you or a message can be left for a Health Visitor to contact you.

If you attend your local children's centre and/or your child attends an Early Years setting such as a nursery, pre-school or childminder, ask them to contribute to this request.

A note for health professionals making a request

If you are a health professional fulfilling your legal duty to inform the local authority and are NOT requesting Early Years Support at this time, please tick this box

Health Bodies have statutory duties relating to Part 3 of the Children and Families Act 2014 which include bringing certain children to the local authority's attention. If a child is under compulsory school age and the health professional is of the opinion that the child has (or probably has) special educational needs or a disability, they must...

- ✓ inform the child's parent of their opinion and of their duty under the Children and Families Act
- ✓ give the child's parent an opportunity to discuss their opinion with an officer of the group or trust
- ✓ The group or trust must then bring their opinion to the attention of the appropriate local authority in England
- ✓ If the group or trust thinks a particular voluntary organisation is likely to be able to give the parent advice or assistance in connection with any special educational needs or disability the child may have, they must inform the parent of that
- ✓ Provide a system which ensures that any reports of early recognition that a child has, or may have, a special educational need is not only passed to the LA, but allows the support process from appropriate partners (including the voluntary sector) to commence.

How health services inform the Local Authority is as follows:

1. Staff from any service, including those who provide health care, who recognise that a child has or may have a SEND (Special Educational Needs Disabilities) gains consent from the parent to discuss their concerns with the child's Health Visitor before a request is made for Early Years Support.
2. The Health Visitor should support the organisation with the referral process for Early Years Support if it is deemed appropriate and the parent consents to this. The referral form automatically informs the LA and is also known as a Section 23 notification.
3. If parents do not consent to personal information being shared with the Local Authority and the Health Visitor feels that a child has or may have a SEND, a request can still be

completed without using any personal information; using the family's local children's centre to identify location.

East Riding of Yorkshire Clinical Commissioning Group work in partnership with the Local Authority to ensure services can be planned to meet the needs of children and young people today and in the future. If you are a health professional fulfilling your legal duty to inform the local authority, then please tick the box on the request to confirm this.

The Early Years Support team is a group of professionals from services across Education, Health and care.

Representation from the services below maybe present at the Early Years Support team meetings:

- Early Years Support
- Portage
- Early Years Inclusion Team
- 0-25 SEND team
- Educational Psychology
- Early Years Development team
- Speech and Language Therapy Service
- Sensory and Physical Teaching Service
- East Riding of Yorkshire Council Children's Centres
- Health Visiting Team
- East Riding of Yorkshire Council Nurseries representation
- Primary Improvement Officer (Early Years)

Additional Early Years Support team members include:

- SEND Designated Clinical Officer and Continuing care nurse
- Adoption and Fostering team representative
- Hull City Council Early Years team representative

You can find information out about the services listed above on the East Riding local offer.

Information sharing and Data Protection information

The Early Years Support team will store my contact details, request for service and any information relevant to Early Years Support in accordance with the Data Protection Act.

Information relating to you and your baby/child is stored on secure Early Years systems. Only authorised practitioners have access to your information. This includes the practitioners from the services listed above, along with the Early Years Support admin team who may send out information to you in the form of invitations to meetings, copies of any meeting notes, support plans, etc. These may be sent to you by e-mail or post.

Early Years Support may need to share and seek information from services/professionals from across Education, Health and Care in relation to the request for Early Years Support.

Early Years Support may contact other people working with you and your family for updates/progress reports. This information will be shared with the Early Years Support team and via Early Years Support Family meetings. This information can help us build a picture of what support you and your family need.

Signature and name of parent/carer with parental responsibility: Parental Responsibility is defined in s.3(1) Children Act 1989 as being "all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property".

When certain decisions have to be taken about a baby/child, all those with Parental Responsibility for the baby/child are allowed to have a say in that decision. The decision will have to be about the upbringing of the baby/child. Day to day decisions should be taken by the resident parent or the person with whom the baby/child lives without interference from other Parental Responsibility holders. Parental Responsibility means the power to make important decisions in relation to a child.

The information you provide in the request will be used by East Riding of Yorkshire Council in accordance with the Data Protection Act 2018.

Details of the Early Years Inclusion team's own privacy policy are listed below:

Privacy Notice for Early Years and Family Support Service

Early Years Inclusion team - Early Years Support, Area SENCO team and Early Years Portage

What do we use the information for?

We use this information to facilitate early intervention, information sharing and planning across services for babies/children under 5 years who have /may have a Special Educational Need or Disability (SEND).

Advice and support maybe given regarding a baby/child's learning/development and or physical/medical needs. This includes:

- Ensuring children's needs are identified at an early stage of development
- Considering information submitted in Early Years Support request and recommend services which may be of help to families now /or in the future via Early Years Support team meetings
- Collating relevant information with health, education and care services to contribute to initial request and next steps discussions and family meetings
- Sharing relevant information with health, education and care services to contribute to initial request discussions and family meetings
- Facilitating next steps discussions and Early Years Support family meetings
- Coordinating family plans and termly support plans
- Circulating family plans and termly support plans to people identified in the plans
- Preparing reports for Education Health Care Plans (EHCP's)
- Undertaking Early Help Assessments (EHA) as appropriate
- Attending multi agency meetings representing Early Years Inclusion team
- Ensuring transition to school is planned for and supported
- Offering advice and support to childcare settings via Area SENCO team
- Working in partnership with parents to help teach their child new skills in the family home
- Developing and preparing individual teaching programmes in the family home

- Working in partnership with parents in a variety of settings such as childcare provider or local children's centre
- Discussing support needs with inclusion support workers placed in early years settings who advise staff on meeting children's needs
- To inform observation and assess children in early years settings where support is requested via the inclusion fund
- Undertake referrals as appropriate to education, health and care services
- Coordinating support with neighbouring local authorities

What information do we hold and use?

We collect and process the following information:

- Initial Early Years Support request information
- Personal information (such as parent and child name, address, date of birth, telephone numbers and email addresses)
- Characteristics (such as ethnicity, language, gender, disability, home circumstances and health information)
- Clinical letters, reports and assessments from Education, health and care services related to the child or young person
- Details of GP, health professionals, school and early years setting the child is attending and other professionals from education, health and care services involved with the child or their family
- Parent/carer feedback via ongoing survey
- Family and termly support plans
- Evaluation forms for Early Years Settings in receipt of additional inclusion support
- Evaluation forms from inclusion support workers supporting early years settings

On what grounds do we use the information?

We collect and process this information via health services under Part 3 of the Children and Families Act 2014 which includes bringing certain children to the local authority's attention.

We process personal data for the following reasons:

- ✓ Processing is necessary for the purposes of the legitimate interests pursued by the East Riding of Yorkshire Council or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of you which require protection of personal data.

We process special categories data for the following reasons:

- ✓ Processing is necessary to protect the vital interests of you or of another person where the you are physically or legally incapable of giving consent

How do we collect this information?

- ✓ We collect this information direct from parents or professionals via online or paper requests.

Who do we share your information with?

- ✓ We share information with other local authorities, health and education organisations and services where relevant such as schools, academies, early years settings, health visitors, educational psychology, speech and language therapy, where relevant to the individual needs of the child.

How long do we store it and is it secure?

The Council has retention schedules in place to ensure that information is only held for as long as it is needed. For information on how long your information will be held visit the retention page.

Details of how we keep your information secure are available on the general privacy information page.

What rights do you have?

The rights that you have depend upon the grounds upon which we collected your information. All of the rights you could have are outlined on the data protection rights page.

- ✓ The right of access - You are entitled to see the information the service holds about you and can request a copy by emailing [**data.protection@eastriding.gcsx.gov.uk**](mailto:data.protection@eastriding.gcsx.gov.uk)
- ✓ The right to rectification - If you believe any information the service holds about you to be incorrect please email [**eyst@eastriding.gov.uk**](mailto:eyst@eastriding.gov.uk) and we will amend the information accordingly.
- ✓ The right to erasure/ right to be forgotten – the service has determined that all requests to permanently delete a service user record will be dealt with on an individual basis. All requests for deletion should be sent to [**eyst@eastriding.gov.uk**](mailto:eyst@eastriding.gov.uk)
- ✓ The right to restrict processing - Should you wish the service to limit how we use your data please email [**eyst@eastriding.gov.uk**](mailto:eyst@eastriding.gov.uk) with the reason for your request.
- ✓ The right to object - In addition to the right to limit the use of your data, you also have a right to object to the use of your data for certain actions. Should you wish to object please email [**eyst@eastriding.gov.uk**](mailto:eyst@eastriding.gov.uk) with the reason for your request.

Where can I find out more?

If you want to know more about how the Council uses information, your rights or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance; contact details are available on the general privacy information page. Alternatively, you can contact the Information Commissioner's Office.

For more information about the Early Years Inclusion team please refer to the Early Years Support, Portage and Inclusion support pages on the:

<http://www.eastridinglocaloffer.org.uk/>

Please note: If in our view a baby/child's welfare is at risk, we have a duty to pass on information that will protect that child.

East Riding of Yorkshire Council will, on request, provide this document in Braille, large print or in audio. If English is not your first language and you would like a translation of this document into any other language, please telephone (01482) 393939 or make a request at any of the council's customer service centres.

Jesteśmy tu, by Tobie pomóc. Naszym celem jest udzielenie każdej osobie dostępu do naszych usług. Jeśliszyczysz sobie tl/umacza, prosimy zadzwonic na ten numer 0121 377 288

Completing a request to Early Years Support

If you wish to save the request and return to it at another time please press save and enter your e-mail address.

The request will be sent to your e-mail address with the information that you have completed so far. If you cannot find the request in your inbox you may wish to check the junk folder.

SECTION A

- **Child's details and child's address** - Please ensure that contact details are correct and up to date when adding them to the request form.

If further support /services are recommended, the Early Years Support team will use these to contact the family and referrer.

- **Referrer information** – please note what type of request you are looking to make to Early Years Support.

A professional who is supporting a parent/carer to make a request – this is known as a full request where the referrer is requesting further support/services for the baby/child

A Health professional fulfilling your legal duty to inform the Local Authority and are not requesting Early Years Support at this time – a Health professional such as Health Visitor, Speech and Language therapist, Paediatrician may make a request to Early Years Support to let the Local Authority know that a child has /may have additional needs. No further support/services are requested at this time. Under the SEND Code of Practice, Health professionals have a legal duty to inform the Local Authority if a child has /may have special educational needs (SEND) and the process for babies/children under 5 years in the East Riding of Yorkshire is via Early Years Support.

A practitioner making a request for information only and are not requesting Early Years Support at this time – a practitioner from an early years setting, family coordinator etc may make an information only request to Early Years Support to let us know a child has /may have a special educational need (SEND). No further support /services are required at this time.

When a request is made for information only by a practitioner or a health professional is notifying the Local Authority that a child has /may have a special educational need (SEND) additional need, the Early Years Support Coordinator will keep in touch with the referrer on a 6 monthly basis to check that the information only status of the request is still required.

If a family are known to Early Years Support they can request further support/services at any stage of their Early Years Support journey.

This can be done by letting Early Years Support team know there is a change to the request and via submission of current developmental information such as a summative assessment from an early year setting or ages and stages questionnaire completed via Health Visiting.

- **Is your baby/child looked after by the local authority?** - Please provide information here relating to babies/children who are looked after by the local authority. We need to have social worker contact details to ensure they have given consent for the request to Early Years Support to be made and that outcomes from the Early Years Support team meeting discussion are shared with them.
- **Is the child subject to a Care Order?** Please provide details of the Care Order
- **Are children’s social care working with your baby of child?** Please let us know if children’s social care are supporting you. This enables us to ensure that all support/services are coordinated and that we don’t double up on any family meetings that may be recommended.
- **Parent/carer contact details** – if parents have separate home addresses and contact details. Please indicate on the request form.
- **Parent /carer e-mail address** – If you share your e-mail address with us when making the request you will receive a notification e-mail that the request has been received and you will also get a copy of the request form for your records.

When your request has been discussed by the Early Years Support team, you will receive a copy of the outcomes and recommendations and these will be sent to the e-mail address included in the request form.

From time to time we send out a link to the online Early Years support survey via the e-mail address you have supplied to enable you to contribute their views and ideas which help inform future planning of Early Years Support. You may also wish to receive copies of meetings, support plans, support plans and letters via e-mail. This can be discussed with the person making the request for Early Years Support or at a later date with your lead professional.

- **Ethnic origin of baby/child** - Please refer to the table below:

White - British		Asian or Asian British Bangladeshi		Mixed - white and Asian	
Black or black British - African		Mixed - white and black African		Chinese	
White - Irish		Asian or Asian British Indian		Other	
Black or black British - Caribbean		Mixed - white and black Caribbean		Prefer not to say	
White - other		Asian British Pakistani			
Black or black British - other		Mixed - other			

- **Give details of interpretation services needed** - If English is not your first language you may find it difficult to access services and to discuss your needs with practitioners. Please

let the person who is making the request to Early Years Support know if you would like a trained professional interpreter to be present at any following visits, meetings you may have.

- **Please tell us about any other significant people in your baby/child’s life, eg siblings, Grandparents** - Include information about people who are part of your wider family network and who your baby/child sees on a regular basis.

SECTION B

Other people working with you and your family

You must include the name or practice address of your GP and Health visitor - The person making the request for Early Years Support must provide health visitor details and contact the health visiting team as part of making the request. They will be able to provide you with up-to-date health information and provide copies of recent developmental reviews to accompany the request. Information the health visitor gives you should also be recorded in section D. Contact details for the East Riding health visiting teams can be found at the end of this booklet.

- **Tell us about other agencies who are working with you and your family** - To ensure joint working and the sharing of information; please ensure that all people working with you are included on the list. Examples of people who may be working with your baby/child are below:

Speech and language therapist	Health visitor	Community Nurse	Social care worker
Family Nurse Practitioner	Physiotherapist	Occupational Therapist	Dietician
Early Years Setting e.g. nursery, childminder	Sensory and Physical teaching service	Family Coordinator	Paediatrician /Consultant

- **Are there any other services that you feel may help your child?** You may feel that Portage or speech and language therapy support would be appropriate for your child. Or you may wish to note support with sleep or behaviour for example that Early Years Support team can consider and take into account when making recommendations for further support/services.
- **Is your baby/child attending an early years setting?** Please let us know if your child is attending an early years setting and also what type of setting e.g. nursery or childminder. This enables the Early Years Support team to link in with the early years setting and share information about the request and what support /services may be requested to support your baby/child.
- **The days and times your baby /child attends an Early Years setting** – this helps us to make sure we can meet with you at times which are suitable for you and your baby/child.
- **Start date** – we ask for this information to note how long your baby/child has been attending the early years setting. If your baby/child has recently started attending the

setting named on the request it would also be helpful for us to know if they have attended another setting before.

- **Developmental stages** – early years settings are asked to provide this information if they are making a request for a child who is attending a nursery, childminder etc. This ensures that the Early Years Support team is able to have this information for their discussions and consideration of further services and support. If a child has recently started at the setting, practitioners are expected to complete the baby/child's starting points on this table as part of making the request.
 - **Does your baby/child attend any other early years settings?** If you are able to let us know if your baby/child attends a second early years setting the Early Years Support team can ensure that the second early years setting is invited to any future family meetings, included in information sharing etc.
 - **The school you would like your child to attend** - Indicating on the Early Years Support request form does not guarantee your baby/child a place at the named school, however this information will help people working with you and your family to plan the transition into school.
 - **The year your child will start school** - This information helps Early Years Support and other services coordinate and plan for transition into school in plenty of time.
 - **How does the children's centre support you?** You can include information about any group sessions that you and your baby/child attend such as Talktime or Let's Get. If you have received or are currently receiving 1:1 support from a Family Coordinator, or if you have completed a family links course, we would like you to include this information.
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SECTION C

Development of your baby/child

Guidance on what you may wish to include in the sections is listed below **(i)**:

Category	You might consider commenting on the following:
Please tell us about your baby/child.	<ul style="list-style-type: none">❖ General health issues -eg chest infections, constipation, diarrhoea, eczema, asthma, allergies, epilepsy.❖ Specific health needs related to condition - has your baby/child got a health Care plan in place?❖ Any medication your baby/child may be taking.❖ Does your baby/child have a gastrostomy; tracheostomy etc?❖ Do you or another family member have an illness /disability that affects your daily routine? How do you manage this?❖ Has your baby/child had their immunisations?❖ Has your child had their 2 year health check?❖ Is your baby /child sensitive to loud noises / specific sounds?
Are there any concerns with your baby/child's physical development, including feeding, dressing, toileting and getting around? You could comment on the following:	<ul style="list-style-type: none">❖ Sleep routines - any concerns with your baby/child's sleeping pattern?❖ Management of toileting needs – is your baby/child in/out of nappies? Have you started toilet training?❖ Vision/hearing - Do you have any concerns about your baby/child's vision /hearing?❖ Has your baby/child had any recent checks and what results did you get?❖ Does your baby/child wear glasses/hearing aid?❖ Do you have support from the Sensory and Physical teaching service?❖ How does your child like to get around? Are they able to sit, crawl, walk, stand, cruise around furniture, etc? Can your child go up/down steps?❖ Needs around eating, drinking, eg ability to swallow, chew, choking risks, diet, etc. Does your baby/child eat a variety of foods? What is the consistency of their food e.g. pureed, mashed? Does your baby/child use finger food/cutlery?❖ Does your baby /child use a bottle /trainer cup/open cup?❖ Do you have any concerns around your baby/child's eating?

<p>Are there any concerns with your baby's/child's speech and communication development?</p>	<ul style="list-style-type: none"> ❖ Does your baby/child babble, use single words, use two words together; use short sentences, signs, use gestures, longer sentences, etc? ❖ How your baby/child communicates with others. ❖ How does your baby/child make their needs known? ❖ Does your baby/child respond to their name and simple instructions? ❖ Does your child speak more than one language? If so, which languages do they speak? ❖ Can your child wait and or/take turns? ❖ Do they copy other children /adults actions /expressions? ❖ Any appointments that your baby/child has had with Speech and language therapy ❖ Any recommendations that are in place following Speech and language therapy advice ❖ Any written reports/advice produced by the Speech and language therapists can accompany the request for Early Years Support.
<p>Can you tell us about what and who your baby/child likes to play with?</p>	<ul style="list-style-type: none"> ❖ Does baby/child like to play with their sister/brother? ❖ Does your baby/child like outdoor/indoor play? ❖ If your baby/child prefers to play alone or with others (adults and/or children). ❖ Have any favourite activities/toys. ❖ Does your child talk about their friends? Does your child have a best friend at nursery /home? ❖ Does your baby/child like to form relationships with their peers? ❖ Does your baby /child enjoy sharing books, pretend play, playing games? ❖ Does your baby /child enjoy jigsaws, shape sorting, dressing up or role play?
<p>Please tell us anything about your baby's/child's behaviour that you have concerns about.</p>	<ul style="list-style-type: none"> ❖ How your baby/child copes with changes to routine. ❖ What makes your baby/child happy or sad? ❖ How does your baby/child show they are happy /unhappy? ❖ Any behaviour that your child repeats. ❖ Any behaviour which you feel is unusual. ❖ How your baby/child reacts to new people, changes, etc. ❖ Does your baby/child's behaviour differ between their early years setting /home
<p>Which area of your baby's/child's development would you like help with first?</p>	<ul style="list-style-type: none"> ❖ You can comment on specific concerns you may have and would like help with, for example, speech and language or play. ❖ You can also tell us what is working well / not so well currently in this section. ❖ You can also tell us what you want to achieve by submitting the request

Note for practitioners

You **must** also include your information within the second column of Section D. Information gathered from other practitioners as part of making the request should also be included in this section.

Have you completed the speech and language therapy checklist? Please let us know if a checklist for speech and language therapy has been completed when a referral has been considered.

Have you made a referral to speech and language therapy? Please indicate if following completion of the checklist if a referral to Speech and Language therapy has been made.

What is the status of the speech and language therapy referral? If you have answered 'you' to making a referral to Speech and Language therapy you will be asked to note the status of the referral e.g. waiting for triage appointment or waiting for further assessment.

Has an ages and stages questionnaire (ASQ) been undertaken by the Health Visitor? If you are unsure if an ASQ has been undertaken please contact your local Health Visiting team to notify them you are making a request to Early Years Support. The Health Visiting team will be able to confirm if an ASQ has been undertaken.

Has the ASQ been undertaken recently (e.g in the past 6 months or sooner)? Please contact the Health Visitor to explore undertaking a new ASQ. If you are a Health Visitor, please consider updating the ASQ to accompany your request for Early Years Support.

A box will appear to record the scores from the Ages and stages questionnaire.

Section D

Documentation uploads

Information you may send to accompany the request for Early Years Support (i)

To enable the Early Years Support team to make timely decisions to requests from parents and practitioners it is essential that relevant information is provided by the referrer however it may be that your baby/child doesn't have any services in place currently or they are in progress.

Please note the list of accompanying documents below are for guidance purposes only.

Health:	Education:	Care:
Ages and Stages Questionnaire <input type="checkbox"/>	Summative Assessment <input type="checkbox"/>	Early Help Family Assessment <input type="checkbox"/>
Two Year health check <input type="checkbox"/>	My Termly Support Plan <input type="checkbox"/>	Team around the family plans <input type="checkbox"/>
Speech and Language Report <input type="checkbox"/>	Behaviour Plan <input type="checkbox"/>	Personal Education Plan (PEP) <input type="checkbox"/>
Health Reports/Clinical Letters <input type="checkbox"/>	Observations from Talk Time <input type="checkbox"/>	
Speech and Language triage report <input type="checkbox"/>	Observations from setting <input type="checkbox"/>	

The Early Years Support team may recommend through their discussion that some of the above are undertaken to help support the request for Early Years Support.

We may also ask that your baby/child's progress is updated through the team meeting at a later date, following the completion of one of the above assessments, for example, a current ages and stages questionnaire with yourself and the health visitor or an observation from talk time sessions.

Below is a list of what each supporting document is and when they may be completed:

Ages and Stages Questionnaire (ASQ) - A questionnaire for parents or carers to complete with their health visitor. The ASQ addresses five developmental areas: communication, gross motor, fine motor, problem solving, and personal-social skills. The questionnaires can be completed between the ages of one month to 5 ½ years.

Two Year health check - Local authorities, health visiting services and early year's providers review children's progress and development at the age of two to two and a half years. This review will include parents' views and any concerns about their child's progress; the early year's practitioner's detailed knowledge of how the child is learning and developing which will be based upon day-to-day observation in their early years setting and the health visitor's expertise in the health and development of young children.

Speech and Language Report - These can be from an initial triage appointment your baby/child has had that have been sent out to you. The report may include information about the assessment and what the next steps are.

Health Reports/Clinical Letters - These can be from an initial appointment your baby/child has had that has been sent out to you. The report will include information about the assessment and when the next appointment is scheduled.

Behaviour Plan - A behaviour plan aims to identify, plan and put into practice strategies to promote positive behaviours. It ensures every adult adopts the same approach to ensure the child receives consistent messages about what is expected of them.

My Termly Support Plan - Early years practitioners have a responsibility to identify a child's needs and begin, through liaison with parents/carers, to provide specific planned support that is additional to or different from a child's peers. Writing and implementing a support plan fully involves parents/carers and the child, focuses on the child's strengths and interests and identifies outcomes that are important to and important for the child to achieve in the future. The identified outcomes are broken down into next step targets to inform activities a child needs to complete to work towards an identified outcome. The targets are continually evaluated and reviewed on a termly basis in partnership with parents/carers.

Early Help Assessment (EHA) - Previously known as a common assessment (CAF) could be helpful in identifying any additional needs to inform next steps. The EHA is an holistic assessment which will look more in depth into what support your family may need in relation to housing, family support, relationships, financial support, etc. This will be completed in partnership with yourself.

Please note: If you are having issues trying to upload the documents to support your request, send your relevant information to eyst@eastriding.gcsx.gov.uk and ensure you quote your request form reference number which will start ERLYSPT****, on all correspondence.

Section E

Consent

Please ensure that the following statements are discussed with the parent /carer and that the family are in agreement:

- ✓ **I am an early years setting practitioner who is making the request for information only** – for requests to notify the Local Authority and the family are not requesting further /support services at this time
- ✓ **I agree for my baby or child to be discussed by the Early Years Support Team** – parent/carers agree for their request to be discussed within a meeting made up of practitioners from the Early Years Support team.
- ✓ **I am a health professional completing this request in order to inform the local authority that the baby or child has a SEND and the parents are aware that I am making the request** – for Health services notifying the Local Authority that a child has /may have an additional need in line with the SEND Code of Practice. This is known as a Section 23 notification.
- ✓ **The Early Years Support team will store my contact details, request form and any information relevant to Early Years Support in accordance with Data Protection** – parent /carers have read, understood and agreed to the request being submitted, information being stored and shared with relevant services
- ✓ **The Early Years Support team may need to share and seek information from services/professionals across Education, health and care in relation to this request** Parent /carers are aware that practitioners from Early Years Support team may contact other services working with their baby/child and family to ensure that services are coordinated.
- ✓ **I confirm that I have read the full Data Protection Statement and my consent section in the information booklet** - Parent /carers have read the full data protection statement and consent in this information booklet as part of making the request

Checklist for referrers

- ✓ Please check you have completed all sections on the request and submitted all documents as required.
- ✓ Your request will be added to the next available Early Years Support team meeting once all information is completed /submitted
- ✓ Ensure Parent /carer views along with your own are reflected throughout the request
- ✓ Ensure that all contact details supplied in the request form are correct and up to date
- ✓ Ensure that parent/carers have read and agreed the consent section

Useful Contact Details

Integrated Public Health Nursing Service (ISPHN)

<p>Bridlington team</p> <p>Tel: (01262) 400565</p> <p>Email:</p> <p>Hnf- tr.bridlingtonisphnteam@nhs.net</p>	<p>Goole (Goole, Howden, Gilberdyke and Snaith) team</p> <p>Tel: (01405) 752931</p> <p>Email:</p> <p>hnf.trgooleisphnteam@nhs.net</p>	<p>Haltemprice (Cottingham, Hessle, Brough and surrounding villages) team</p> <p>Tel: (01482) 335010</p> <p>Email:</p> <p>Hnf- Tr.haltempriceisphnteam@nhs.net</p>
<p>North Holderness (Beverley/Hornsea) team</p> <p>Tel: (01482) 677618</p> <p>Email:</p> <p>Hnf- tr.northholdernessisphnteam@nhs.net</p>	<p>West Wolds (Pocklington/Driffield) team</p> <p>Tel: (01759) 448331</p> <p>Email:</p> <p>Hnf- Tr.westwoldsisphnteam@nhs.net</p>	<p>South Holderness (Hedon/Withernsea) team</p> <p>Tel: (01482) 344455</p> <p>Email:</p> <p>Hnf- tr.southholdernessisphnteam@nhs.net</p>
<p>Immunisation Team</p> <p>Carol Clark Immunisation Co-ordinator</p> <p>Tel: 07718 192106</p> <p>Email:</p> <p>Hnt- tr.immunisationteamleaders@nhs.net</p>	<p>Family Nurse Partnership</p> <p>Tel: (01482) 335001</p> <p>Email: Hnf-tr.erfnp@nhs.net</p>	<p>Health Visiting teams single point number</p> <p>01482 68968.</p> <p>A duty Health Visitor will be available to speak to you or a message can be left for a Health Visitor to contact you.</p>

East Riding of Yorkshire Children's Centres

Anlaby 01482 565560	Beeford 01262 481699	Beverley 01482 880066
Beverley rural 01482 391300	Bridlington 1 01262 409596	Bridlington 2 01262 606053
Brough 01482 669474	Cottingham 01482 845636	Driffield 01377 240782
Goole Kingsway 01405 761 287	Goole Marshlands 01405 762614	Hedon 01482 899962
Hessle 01482 629085	Hornsea 01964 537160	Howden 01430 432145
Market Weighton 01430 874090	Pocklington 01759 307154	Withernsea 01964 612618

Early Years Support pathway

A. Identification

Criteria for Early Years Support

1. Aged 0-5 years
2. Requests for babies/children who have or may have an SEND
3. Learning/development and or physical/medical needs are identified
4. One or more specialist services are required
5. Children who are looked after
6. Children who live in a different local authority but attend an East Riding early years setting

If a child does not meet criteria for Early Years Support

1. Signpost referrer to universal services
2. Identify a lead professional
3. Ongoing support needs maybe addressed through completing an Early Help Assessment (EHA)
4. To contact Early Years Support team if needs change to make a new request

Making a request

Parent/carer with support from a professional to complete a request for Early Years Support. The request can be completed online via the Early Years Support local offer website and searching for Early Years Support www.eastridinglocaloffer.org.uk

*Information booklet available via the East Riding local offer to guide referrers when making a request.



B. Decision making

Early Years Support team meeting

The Early Years Support team is made up of a group of professionals from health, education and care services who meet fortnightly.

The team will discuss and consider the information submitted in the request and accompanying information. The discussion will usually take place within four weeks of the completed request being submitted. The Early Years Support team may recommend further services to help now or in the future.



C. Actions

1. Support required from one or more specialist service e.g Portage.
2. Referrals to other services may be made following the team discussion and agreement from parent/carers.
3. The need for a next steps discussion will be agreed. A member of the Early Years Support team will be identified to facilitate and coordinate the initial discussion with parents/carers and the person who made the request.
4. Monitor and review progress – a referral to a service maybe recommended and then progress reviewed by the Early Years Support team at a later date e.g child to participate in a block of Talktime and review at Early Years Support with final Talktime assessment.

Next steps discussion – initial date set between parents/carers and the person who made the request only. The discussion enables parents to share any concerns they may have, ask any questions about the services recommended by the team and plan the next steps together. This discussion is informal and not all of the services recommended to support the family will be invited. Notes from the discussion will be made and shared with the services that are to begin supporting with the family.

Early Years Support Family Meetings - Following the initial next steps discussion, further family meetings will be arranged as and when needed. These meetings will bring together all those involved with providing support to the child and family to jointly review support given and plan the next steps. These will then be formulated into a support plan. The support plan is designed to be flexible and reviewed as and when needed – there are no set timescales. Family meetings will need to be arranged to support transition e.g. when a child starts school or an early years setting, and where it is agreed that an assessment for an Education, Health and Care Plan is to be requested.

Lead Professional is responsible for arranging the family meeting, circulating the support plans and any other relevant paperwork.

The final support plan should be agreed with the parents/carers before distributing copies to those services the family would like to share the plan with.

A copy of the support plan with the date, time and venue of the next family meeting, should be submitted to the Early Support Coordinator at the above address.

The Lead Professional must inform Early Years Support of the following:

- A proposed change to the Lead Professional
- When a child is due to start an Early Years setting or school
- When a child is due to move out of the authority
- Where it has been agreed that a request for an EHC plan is to be made

All changes should be e-mailed to: cyst@eastriding.gov.uk

Transition into school – at the beginning of the spring term someone from the Early Years Support Team will contact the lead professional to discuss transition into school.

Area SENCOs support early years settings with all transitions including between rooms within your setting, transitions to other settings and into school.

Glossary for Early Years

SEND (Special Educational Needs and Disabilities)

- EAL = English as an Additional Language
- ASQ = Ages & Stages Questionnaire
- SENDIASS= Special Education Needs and Disability Information and Support Service
- EHCP = Education Health Care Plans (Previously known as a Statement)
- EHC PLANCO'S = Education Health Care Plan Co-ordinators
- SAPTS = Sensory & Physical Teaching Service
- OT = Occupational Therapist
- HV = Health Visitor
- VI = Visual Impairment
- HI = Hearing Impairment
- CC = Children's Centre
- CP = Community Paediatrician
- SCD = Social Communication Disorder
- SLT = Speech and Language Therapist
- EP = Educational Psychologist
- SALT = Speech and Language Therapy
- ASC = Autistic Spectrum Condition
- EYS = Early Years Support (Previously known as Early Support)
- DLA = Disability Living Allowance
- SPLCN = Speech, language and communication needs
- PMLD = Profound and multiple learning difficulties
- MLD = Moderate learning difficulties
- SLD = Severe learning difficulties
- FISH = Families Information Service Hub
- SEND = Special Educational Needs & Disabilities

- SENCO/Area SENCO = Area/Special Educational Needs Co-ordinator
- AIS = Additional Inclusion Support
- NSD = Next Steps Discussion
- EIS = Education Inclusion Service

Care Services

- LADO = Local Authority Designated Officer
- DBS = Disclosure and Barring Service
- CIN = Child in Need
- CPP= Child Protection Plan
- CLA = Child Looked After (Previously LAC)
- EHaSH = Early Help and Safeguarding Hub
- ERSCB = East Riding Safeguarding Children Board
- TAF = Team Around the Family Meeting
- PEP = Personal Educational Plan
- IRO = Independent Reviewing Officer
- SOS = Signs of Safety
- EHA = Early Help Assessment (Previously CAF)

Others in Early Years

- PACEY = Professional Association for Childcare and Early Years
- NDNA = National Day Nurseries Association
- ERYC = East Riding of Yorkshire Council
- LA = Local Authority
- 2FP = 2 Year Funded Places
- FEE = Free Early Education
- ILS = Improvement & Learning Service
- ERYC = East Riding of Yorkshire Council
- EYPP = Early Years Pupil Premium

- CIF = Common Inspection Framework
- EYDA = Early Years Development Advisor
- QTS = Qualified Teacher Status
- EYP(S) = Early Years Professional (Status)
- PGCE = Post Graduate Certificate in Education
- PLA = Preschool Learning Alliance
- EYFS = Early Years Foundation Stage
- SEF = Self Evaluation Form
- OAP = Observation, Assessment and Planning
- DfE – Department for Education
- FSM = Free School Meals