

## Early Years Support Guidance & referral pathway

### What is Early Years Support?

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

The Early Years Support Team aim to ensure babies /children get the best start in life by offering advice and support at the beginning of their journey.

Further information about the Early Years Support process can be found on the East Riding Local Offer:

<http://www.eastridinglocaloffer.org.uk/care-and-support/early-years-and-childcare/early-years-support/>

Parents/carers, practitioners such as a health visitor, family coordinator, SENCO or keyworker from an early years setting can make a request to the Early Years Support team for babies/children:

1. Who are aged 0-5 years
2. For babies/children who have or may have an SEND
3. Where learning/development and or physical/medical needs are identified
4. Where one or more specialist services are required
5. Who are looked after
6. Who live in a different local authority but attend an East Riding early years setting

**A request to Early Years Support can be made via the link below:**

<https://east-riding-self.achieveservice.com/service/Early-Support>

You can refer to the following guidance information to support you when making and completing a request to Early Years Support.

**Information required to make a request to Early Years Support must include:**

Completed Early Years Support requests should include:
<b>Information about baby/child:</b> <ul style="list-style-type: none"><li>• General health issues -eg chest infections, constipation, diarrhoea, eczema, asthma, allergies, epilepsy</li><li>• Specific health needs related to condition - has your baby/child got a health Care plan in place?</li><li>• Any medication your baby/child may be taking.</li><li>• Does your baby/child have a gastrostomy; tracheostomy etc?</li></ul>

### **Information about physical development**

- 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

### **Information about baby's/child's speech and communication development**

- 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.

### **Information about what and who baby/child likes to play with**

- 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?

### **Information about baby's/child's behaviour**

- 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

#### **Information about what you would like help with first?**

- 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.

#### **Additional supporting information to accompany Early Years Support request from services already supporting the child or family**

- **EYFS developmental information** – summative assessment, Early Years developmental journal, tracking
- **Health** – ages and stages questionnaire, health reviews, Speech and language therapy report,
- **Specialist health services** – e.g. Community Paediatrician, Community Nurse
- **Support plans** – termly support plan, family plan, signs of safety plan, Personal Education Plan (PEP), team around the family plans
- **Children's centre** – Talktime assessment, family plan
- **Hospital** – discharge /clinical letters
- **Observations** – from early years settings, Talktime sessions

The Early Years Support team has an Early Years Support Coordinator who supports the administration of the process and assists lead professionals by:

- ✓ Being the central contact point to coordinate requests to Early Years Support from practitioners such as health visitors, early years settings or children's centres
- ✓ Helping coordinate assessment, planning, services and sharing information for children known to Early Years Support
- ✓ Being a source of knowledge of available services, support, information and Early Years Support resources
- ✓ Supporting arrangements for family meetings, ensuring support plans are developed, reviewed and updated
- ✓ Sharing information to aid effective planning and transitions from and into early years settings, entry to school and other services

The Early Years Support coordinator can be contacted by parents and professionals.

#### **Early Years Support coordinator contact details**

**Email:** [cyst@eastriding.gov.uk](mailto:cyst@eastriding.gov.uk) or [kirsty.chadwick@eastriding.gov.uk](mailto:kirsty.chadwick@eastriding.gov.uk)

**Kirsty Chadwick**  
Tel: 01482 392227

**Early Years Support team admin**  
Tel: 01482 392220

## 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](http://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](mailto: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 can support early years settings with transition. This includes between rooms within the setting, transitions to other early years settings and into school.