

Integrated Review for 2 year olds - Flowchart

Childcare Setting – Progress Check

Step 1 – Gain consent and guidance

Childcare Settings must obtain consent from parents to share information with other professionals. For children eligible for 2 year funding, the Parental Declaration **must be completed** and signed by the parent/ carer.

Guidance and forms : www.staffordshire.gov.uk/integratedreviews

Step 2 – Communication

Childcare Settings to publicise the integrated review to parents by:

- Sending out a letter to parents/carers when their child reaches 2 years of age. This will provide information about the process of the **Progress Check** and how this links to the **Health and Development Review**, making it clear that the 'assessment' is in two parts.
- Information about Progress Checks could be shared via Newsletters /notice boards / posters / starter pack information / key person.

Childcare Settings should make parents/carers aware that they should take their child's **Progress Check** to their **Health and Development Review** with the **Health Practitioner**.

Step 3 – Complete the check

- Childcare Practitioner to share the **Progress Check** with parents/ carers and give them a copy to share with the Health Practitioner at their child's **Health and Development Review**. Settings can use the 'red book' to add additional information if required.
- Keep a copy of the **Progress Check** in the setting information records

Hub Contact Details*

West Hub: (Moorlands, Newcastle under Lyme, Stafford surrounds and Seisdon) **Tel: 0300 303 3923**

East Hub (East Staffs, Tamworth, Lichfield and Cannock) **Tel: 0300 303 3924**

See link: [https://www.mpft.nhs.uk/services/families-health-and-wellbeing-service-0-](https://www.mpft.nhs.uk/services/families-health-and-wellbeing-service-0-19)

Families Health and Wellbeing – Health & Development Review

Step 1 – Contact

Health to contact the parents/carers to make an appointment for their child's **Health and Development Review**. **Health will check on RIO system to see if a childcare setting has shared any relevant information about the child.** Health will discuss with parents how this review aligns to the childcare setting's Progress Check

Step 2 – Communication

Health Practitioner to ask parents/carers to bring their child's completed Progress Check to the **Health and Development Review**.

Step 3 – Complete the check

Health Practitioner completes an Ages and Stages Questionnaire.

FINAL STEPS - WHAT TO DO NEXT.....

If the *childcare or health practitioner identifies any **additional needs or concerns** they must share these with each other so that the appropriate support can be delivered as soon as possible. The agreed professional should ensure that the appropriate action is taken to support the family and agencies to improve the child's outcomes. At this stage, professionals are advised to follow the guidelines for early help as set out by SSCB: <https://www.staffscb.org.uk/working-together-to-safeguard-children/early-help-strategy/staffordshire-early-help/>

*Childcare settings should note that Health (MPFT) cannot share any data with settings until they have undertaken a review. Therefore, if settings have completed the progress check and have phoned the Hub, the Hub can only provide information at that stage IF the child has been seen by the 0-19 service. The Hub will need to contact the setting with the information once the visit has taken place.