Two Year Old Policy
(incorporating the 2 year old progress check)

As a setting we recognise the importance of supporting learning and development in very young children. The importance of early intervention is becoming increasingly publicised and therefore we aim to ensure that our policy on two year olds is kept up to date and adhered to.

Two year old Co-ordinator

To ensure the following policy is implemented, we have put in place a Co-ordinator. Our setting
Two Year Old Co-ordinator is **Emma Clark.**

Although we have a Co-ordinator in place it is the responsibility of **all staff** to ensure that all Two Year Olds in our setting are supported positively.

In order for practitioners to be able to do this we ensure that we keep up to date with relevant training, work closely with parents/carer to get to know and support their children and, ensure that our ratios 1:5 for all 2 year olds (as outlined in EYFS 2025) are enforced.

Our Settling in Procedure

As a setting we realise the importance of a good transition into our setting for all future learning and development and believe that good transitions will make children more confident to develop new skills and make positive relationships. We acknowledge that this is particularly
important for 2 year olds.

The following six stage plan ensures that the key person is securely in place before a child's main carer leaves their child on their own for the first time:

Stage 1 – Child and parent play together with key person joining in.
Stage 2 – Key person and child play while parent looks on
Stage 3 – Key person and child play while parent is in sight eg. reading a magazine.
Stage 4 – Key person and child play while parent drifts in and out of sight.
Stage 5 – Key person and child play whilst parent tells the child that she has to 'pop out' to get something and returns immediately.
Stage 6 – Key person and child play whilst parent tells the child that she has to 'pop out' to get something but returns after five minutes.
(As outlined by Penny Tassoni – Nursery World Jan 2013)

There is no time scale for this plan as all children are unique.

For some children it may take a few days, for others stages 1-4 may be achieved just on the home visit or through our stay and play session that we offer all new starters, but for some children this could take longer.

Two year old progress check Assessment

The Early Years Foundation Stage (EYFS) requires that parents and carers must be supplied with a short written summary of their child's development in the three prime

learning and development areas of the EYFS: Personal, Social and Emotional Development; Physical Development; and Communication and Language*;* when the child is aged between 24-36 months.

The aims of the progress check are to:

- review a child's development in the three prime areas of the EYFS;
- ensure that parents have a clear picture of their child's development;
- enable Educators to understand the child's needs and plan activities to meet them in the setting;
- enable parents 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; and
- describe actions we as a provider intend to take to address any developmental concerns (including working with other professionals where appropriate such as our settings Special Educational Needs and Disabilities Co-ordinator or Health Professionals).

Processes

- We inform parents of this policy the need and reason to complete the two year old assessment
- Information is gathered about the child at the time of registration through our registration form and discussion at home visit.
- Each child is assigned a key person whose role is to become familiar with their key children and their families and they will be the one completing the progress check.
- Each child has their own developmental record on BabysDays in which observations and assessments are kept. Parents can view these at any time they wish with their own login details.
- Regular two way information is exchanged with parents on a daily basis and at regular intervals acknowledging that parents know their child best
- The progress check will be completed before the child has their integrated 3 Year old Review to ensure that any areas of concern can be shared at the time of the review. (usually at around the age of 35 months)

Completing the progress check

- The key person is allowed time to complete the assessment process and form
- The key person will review and reflect upon the child, have an informal discussion with parents taking their views into account, discuss any concerns with a senior member of staff, complete the form
- We use the form located on our BabysDays system to record our findings and observations.
- Parents are welcome to a meeting to discuss the information on the form if they have any queries regarding the information written on it
- A electronic copy is sent to parents for their records and they are encouraged to share this with other relevant professionals e.g. health visitor
- The form is filed in the child's information
- Next steps will be planned for within our everyday curriculum

This policy was adopted on:.....

Signed on behalf of the setting……..

Date of next review:.....