

## 09 Childcare practice procedures

### 09.15 Progress check at age two

- A template for completing the two-year-old progress check is provided as 09.15a Progress check at age two template.
- The key person is central to the progress check and must be the person completing it.
- The progress check is completed when the child is between 24 and 30 months old. The child should be attending the setting for at least half a term before the check is completed. If a child is attending two settings the two year check will be filled out by the setting the child has attended longer, or if starting at the same time then the setting the child attends more hours per week.
- Once the timing of the child's progress check is confirmed, parents are invited to fill out a parental two-year check form which will be used to help the key person fill their two-year check. Parents/carers will be given a copy to read and comment on, and a copy to keep, a meeting with the key person can be arranged.
- The setting must seek to engage both parents and make allowance for parents who do not live with their child to be involved.

#### Completing the progress check at age two

- On-going observational assessment informs the progress check and must be referred to.
- Children's contributions are included in the report. Staff must be 'tuned in' to the ways in which very young children, or those with speech or other developmental delay or disability, communicate.
- Where any concerns about a child's learning and development are raised these are discussed with the parents, the SENCo and the setting manager.
- If concerns arise about a child's welfare, they must be addressed through 06 Safeguarding children, young people and vulnerable adults' procedures.
- The key person must be clear about the aims of the progress check as follows:
  - to review a child's development in the three prime areas of the EYFS
  - to ensure that parents have a clear picture of their child's development
  - to enable practitioners to understand the child's needs and, with support from practitioners, enhance development at home
  - note areas where a child is progressing well and identify any areas where progress is less than expected
  - describe actions the provider intends to take to address any developmental concerns (working with other professionals as appropriate)