

## Integrated 'Information Sharing' Review for 2 year olds - Flowchart

### Childcare Settings – Progress Check

#### Step 1 – Gain consent

Childcare Settings are to ensure that for any privately funded places parent/carer is to complete their admissions and registration processes which must include 'consent to share information with other professionals', this must be signed by the parent/carers. For Think 2 places, the Parental Declaration already covers consent.

#### 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** provided by the Health Lead.
- This information may also be shared via Newsletters /notice boards / posters / starter pack information / key person.

Childcare Settings to make parents/carers aware that they need to take their **Progress Check** to their **Health and Development Review** with the Families Health and Wellbeing Service.

#### Step 3 – Complete the check

- Childcare Practitioner to discuss the child's development with their parents/carers and complete the **Progress Check** between 2 years and 2 years and 6 months. If a Think 2 child starts within the setting after 2 years and 6 months, a **Progress Check** should still take place as soon as possible.
- Childcare Practitioner to put the parent/carers copy of the **Progress Check** into the child's red book or give direct to parents/carers. If permission to share is not obtained, record when and by whom the **Progress Check** was completed. (Use the red book notes pages) and keep and record within your own setting information records.

### Families Health and Wellbeing Service – Health and Development Review

#### Step 1 - Contact

Health to contact the parents/carers to make an appointment for their child's **Health and Development Review** and explain how this links with the Childcare Setting **Progress Check** at age 2.

#### Step 2 - Communication

Health Lead to ask parents/carers to bring their completed **Progress Check** to the **Health and Development Review**.

#### Step 3 – Liaison with settings

Health Lead to contact the Childcare Setting directly if the **Progress Check** is not provided.

#### Step 4 – Seeking further information

If Childcare Setting is known and contact details are required these can be obtained from [Staffordshire Connects](#).  
If the parent/carer is unsure which Childcare Setting the child attends the Health Lead is to contact the Early Years Coordination Service Administrator for Childcare Setting details.

- Cannock – Claire Mee or Debbie Cooper 01543 469894
- East Staffordshire – TBC 01283 233400
- Lichfield – Jennifer Simkins 01543 512024
- Newcastle – Debbie Burgess 01782 296830
- South Staffordshire – Becky Gibbs 01922 415632
- Stafford – Debbie Burgess 01782 296830
- Staffordshire Moorlands – Pat Weaver 01782 297970
- Tamworth – Gaynor Bates 01827 475222

#### Step 5 – Complete the check

Health Lead completes an Ages and Stages Questionnaire.

### Final Steps – Where there is cause for concern....

If either professional identifies any **additional needs or concerns** they must share these with each other so that the appropriate action is taken. The agreed professional will then continue to have oversight to ensure that action is taken so the child's outcomes can be improved. At this stage, professionals are advised to follow the guidelines for early help as set out by SSCB

<https://www.staffsscb.org.uk/Professionals/Staffordshire-Early-Help-Strategy/How-to-provide-Early-Help.aspx>

#### Hub Contact Details

- **West Hub** (covering Moorlands, Newcastle Under Lyme, Stafford surrounds and Seisdon) **Tel: 0300 303 3923**
  - **East Hub** (covering East Staffordshire, Tamworth, Lichfield and Cannock) **Tel: 0300 303 3924**
- See link - <https://www.mpft.nhs.uk/services/families-health-and-wellbeing-service-0-19>