

**Contents**

**Foreword**

**Quality Improvement and audits**

* DfE “What does Quality Look Like?”
* Introduction/Self Evaluation Form (SEF)
* Peer Observation information sheet

**Guidance and Templates**

* Frameworks of support - *“Awaiting 1st inspection”, “Inadequate”, “Not Met”, “Requires improvement”,*
* Environmental Audit
* Observation, Assessment and Planning Audit
* Peer/Room Observation template and guidance
* Effective practice review - template
* Self-Evaluation Form with guidance notes

**Safeguarding**

* What is safeguarding?

**Guidance and Templates**

* Safeguarding contact details - *poster style*
* Safeguarding audit
* Wirral Safeguarding Board request for services form and guidance
* Existing injury form
* Baby room risk assessment
* PREVENT Duty risk assessment/action plan
* Temperature Record
* Fire Equipment checklist/emergency evacuation log

**Observation Assessment and Planning**

* Information sheet relating to observation, assessment and planning process

**Guidance and Templates**

* What is the Early Years Foundation Stage? - *Information sheet for parents.*
* “All About Me” template
* Weekly planning template
* Weekly Key Person planning and evaluation template
* 2 year progress check template
* Summative assessment template
* Observation sheet template
* Observation monitoring sheet
* Template for tracking individual children’s progress

**Environment**

* Play environment indoors, outdoors and continuous provision - *information sheets*

**Guidance and Templates**

* Are you ready for me? - Environmental audit, from child’s viewpoint
* Risk assessment template

**Data protection and Record keeping**

* Legal responsibilities relating to data protection, membership of Information Commissioners Office (ICO), General Data Protection Requirements (GDPR) - *information sheet*

**Guidance and Templates**

* Checklist of main policies, procedures and records
* Checklist of what records to keep and for how long

**Training**

* Mandatory training required
* Recommended training
* Continuing Professional Development (CPD)

**Supervision and Appraisal**

* Supervision and appraisal information sheet

**Guidance and Templates**

* Guidance on writing supervision agreement
* Supervision Template
* Supervision overview sheet
* Staff appraisal template

**Partnership Working**

* Working with parents/other settings/professionals information sheet

**Guidance and Templates**

* Example of an introductory letter to share with other settings a child may attend
* English as an Additional Language (EAL) guidance for practitioners

**Funding**

* How to become a 2,3,4 year old funding provider and the different types of funding available

**Guidance and Templates**

* Funding allocation sheet - to reflect how funding has been spent and impact on children/practice

**Special Educational Needs and Disabilities (SEND)**

* SEND information sheet

**Guidance and Templates**

* SEND inclusion/audit and action plan
* SEND register
* SEND training and development log
* One page profile example and blank copy
* Early Years Additional Support Plan
* Observe, Assess, Plan, Do Review sheet
* Individual health care plan
* Play plan

**Family Information service (FIS)**

* Information on Childcare/ Training/ Activities