



Northumberland
County Council

Early Years Inclusion Support Visits

2025 - 2026

This guidance outlines how practitioners can request support from an Early Years Inclusion Consultant, and what to expect from a support visit

www.northumberland.gov.uk

Expectations

What you can expect from us:

- A positive, inclusive, solution-focused attitude
- Agreed arrangements for a follow-up meeting
- Support to include the child/ren in your setting using the Early Years Ordinarily Available Provision (OAP) document

What we expect from you:

- A positive, inclusive, solution-focused attitude
- Time put aside for a video call with an EY Inclusion Consultant – you will need to organise cover if you are included in ratios

Before requesting Early Years Inclusion Support

Before you request inclusion support, please ensure the following information on the child's School Readiness Passport is up to date and accurate (watch this video for further guidance):

Child Details All About Me School Readiness Actions Documents Learning Journal

Details Professional Involvement Contacts

Johnny is attending the following childcare providers:

Abbey Hill Childcare Contact: Betty Munch

First Name: Johnny Middle Name(s): Surname: Young

Date Of Birth: 25/03/2020 Gender: Male Year: Two Year Olds

Funding Stream: 2 Year Old Working Family Total Hours: 25.00 Weeks Per Year: 30

SEN Provision: None EYPP: No

Free School Meals: No EAL: Yes

Disability Access Funding: No EYSTAR Funding?: No

EDIT CHILD DETAILS

All information within
'Child Details', including
'Professional Involvement'

All relevant **'Actions'** ⇒

Child Details All About Me School Readiness Actions Documents Learning Journal

Details Professional Involvement Contacts

Listed below are the professionals currently engaged with this child and also a list of historical involvement with professional services.

Current Professional Involvement Previous Professional Involvement

Multi Agency Involvement

Portage Multi Agency Involvement

Speech & Language Therapist Multi Agency Involvement

Paediatrician Multi Agency Involvement

Child Details All About Me School Readiness Actions Documents Learning Journal

Practitioners should refer to the Early Years Ordinary Available Provision document for guidance on completing this section.

All elements of universal practice must be in place before referring to targeted and/or specialist support.

If, having implemented suggestions within universal practice, a child requires further support, identify the child's primary area of need and then select the relevant actions you are putting in place below. Remember for all children, regardless of primary area of need, you should also refer to Holistic Strategies and Family Help.

Current Actions History

Holistic Strategies and Family Help

Communication and Interaction

Physical and Sensory Needs

Social, Emotional, Mental Health

Cognition and Learning

Assessments using the
School Readiness
Checker and/or the
SEND Support Checker

Child Details All About Me School Readiness SEND Checker Actions Documents Learning Journal

SEND Support Checker Progress Graph

Assessment has been SUBMITTED

SEND Checker

Assessment is OPEN

SEND Support Checker

Progress Graph

Assessment is OPEN

SEND Support Checker

Progress Graph

Assessment is OPEN

SEND Support Checker

Progress Graph

Assessment is OPEN

Requesting Early Years Inclusion Support

Setting requests
EY Inclusion
support via School
Readiness
Passport

EYIC makes contact with
setting to organise initial
call via TEAMS

Initial TEAMS call to
discuss support
required –
support/strategies
suggested and/or
visit arranged

EYIC makes follow-up
contact between 6-8
weeks

EYIC = Early Years Inclusion Consultant

Video call

During the video call, the EYIC will discuss the following points with you -

- The child's School Readiness Passport information, including 'child details', 'actions' (in line with the EY Ordinarily Provision Document), 'all about me' and 'documents'
- Current assessment information, targets and professional involvement (where relevant)
- Current strategies in place
- Use of all available funding streams
- Any staff CPD needs
- How you are supporting the child's family, and any further suggestions for this.

The EYIC will make suggestions as required, and may organise to do an in-setting visit soon afterwards.

The EYIC will also arrange to follow up this initial contact within 8 weeks.

In-setting visits will consist of a joint observation between the EYIC and the SENDco and/or the child's key person. During the observation, we will expect to see evidence of the strategies discussed during the initial support call.

Visit Notes Exemplar



Early Years Inclusion Individual Child Support Record

Setting name:	Setting contact:	Local Authority contact:
Child's initials:	Child's DoB:	Accessing full early education entitlement (%):
In receipt of: DAF EYPP EYSTAR (% of funding) EHCP	Registered as: LAC CP CiN EHA open	Primary area of need: Communication and Interaction Cognition and Learning Social, Emotional and Mental Health Physical and/or Sensory Needs

Date of meeting/contact:	Purpose of visit (taken from request form):

<u>Pre-observation discussion summary</u> School Readiness Passport:
Current assessment information and review of professional involvement (where relevant):
Current targets in place:
Current strategies in place (refer to EY OAP):

Current use of additional funding (where relevant):

Summary of observation / discussion in relation to how strategies are being implemented (and example of where strategies have been modelled):
Voice of the child as observed (levels of wellbeing and involvement)
Level of wellbeing observed on visit: Summary:
Level of involvement observed on visit: Summary:

<u>Post-observation agreed actions for setting</u> Passport, assessment and professional involvement (where relevant):

Targets:

Strategies (refer to EY OAP):

Use of additional funding (where relevant):

Staff CPD:

- Access the training session about the EY Ordinarily Available Provision document on Wednesday 5th November (4pm-5pm) at Bedlington Family Hub (sign up via School Readiness Passport).
- Ensure that all staff are familiar with the [EY Ordinarily Available Provision document](#). You may wish to watch the [guidance video](#) as a staff team.
- Consider signing up to the [Portage workshop](#) that is next running on 2nd and 3rd October 2025 for more information please see [attached poster](#).



Early Years



- Access the 'Early Help Assessment training for lead professionals' training via [Learning Together](#).
- Make yourself familiar with the [Speech Language and Communication framework](#).

Family support:

- Share the [Family Hub App](#) and the [Growing Healthy App](#) with 's family.

Actions for EY Team:	Send visit notes Continue to support as required
Date of next meeting/contact:	Agreed focus:

Useful Links:

- [Tax-Free Childcare](#) – to find out more about how to offer Tax-Free Childcare at your provision.
- [Northumberland Education](#) – to access the universal offer for all Northumberland Early Years providers.
- [School Readiness Passport](#) – to access the Passport, Learning Library, training programme and request inclusion support.
- [Family Service Directory](#) - to update the information parents/carers see about your provision.
- [Northumberland's Early Years Ordinarily Available Provision document](#) - to help you to further develop your universal and inclusive offer for all children.

We need to collect data to enable us to record actions we have agreed to support you, in line with our statutory duties. Please note the information on this form will be kept on the early years central secure data system. The information and subsequent forms will be retained for the period of support required, at least a minimum of 12 months. Some information contained within may be shared with other relevant professionals and Ofsted for the purpose of meeting our statutory duties, keeping children safe in education and promoting the learning and development and safeguarding and welfare of children.