

## Additional Guidance for Early Years Settings (EYS)

### Integrated 2-Year Review Action Plan (I2RAP)

Early Years Settings (EYS) are encouraged to reflect on their current routines and practice when arranging and delivering 2-year integrated reviews. Settings should consider how the Integrated 2-Year Review Action Plan (I2RAP) aligns with existing processes.

---

#### Ownership and completion of the I2RAP

- The **I2RAP is held by the Early Years Setting (EYS)**.
  - The **EYS makes the document available** and completes it jointly with the **Healthy Family Support Practitioner (HFSP)** during the integrated review.
  - The I2RAP records:
    - Outcomes of the integrated review
    - Agreed actions
    - The agreed review date for parent/carers, EYS, and HFSP
- 

#### Format and sharing

- The I2RAP is accessible and can be:
    - Completed electronically, or
    - Printed and handwritten
  - Settings may choose to record actions they are bringing to the integrated review **before or during** the meeting.
  - Actions for parent/carers and HFSP should be agreed and recorded **during** the integrated review.
  - Once completed, the I2RAP can be shared digitally (including scanned handwritten copies) **via email** with parent/carers and the HFSP.
- 

#### Storage and responsibility

- The **EYS holds the master copy** of the I2RAP in the child's file.
  - The EYS is **responsible for updating and re-sharing** the I2RAP following each agreed review, unless an alternative arrangement is agreed with the HFSP.
-

## Reviews

- **Termly reviews** do not need to be face-to-face unless this is considered the most appropriate approach.
  - Where an action plan is in place, a review should take place on the date agreed and recorded on the I2RAP (typically within the next term).
  - Reviews may be completed flexibly, for example:
    - Telephone call
    - Meeting
    - Joint discussion
  - All reviews must be **recorded and shared**.
- 

## Use of the I2RAP

- I2RAP documents are retained by the setting on the child's file.
  - The information can be used to:
    - Support next steps and planning
    - Inform One Page Profiles or One Plans where required
    - Support transition to Reception
- 

## Children meeting Expected Levels of Development

If a child is meeting expected levels in all areas of development:

- This will be recorded on the I2RAP by ticking **No** follow up required.
  - Settings may choose to
    - Record next steps within provision
    - Share ideas for home learning
  - Parent/carers can support these next steps at home.
  - The HFSP may record signposted universal services, including through ECFWS.
  - No review is required in these circumstances.
- 

## Supporting documents for integrated review and step process

Early Years Settings can access supporting documents for the Integrated Review on the **Early Years Provider Page**.

<https://eycp.essex.gov.uk/the-early-years-foundation-stage/how-can-i-help-all-children-learn-and-progress/integrated-reviews/>

## Key steps:

1. EYS displays the **Integrated Review poster**.
  - Integrated reviews are automatic for **FEEE2 children**.
  - Any child, regardless of funding, where there are concerns may be invited.
2. When a FEEE2 child starts at the setting:
  - EYS explains the integrated review process.
  - **Parental consent** is obtained to engage with HFSP.
3. EYS engages with their **allocated HFSP** to arrange the Healthy Child Review and integrated review.
4. EYS confirms the integrated review appointment with HFSP and:
  - Invites the parent/carer to attend.
  - Ensures parental consent is in place.
5. At the integrated review:
  - Complete the **I2RAP**, including an action plan if required.
6. At the action plan (termly) review:
  - If further support or intervention is needed, complete a **new action plan**.
  - EYS begins a **One Page Profile or One Plan** where appropriate.