



## Safeguarding children

### 1.1 Integrated Progress Reviews for 2 year olds – Procedure

#### Integrated Progress Reviews – what we have to do

Our 2-year-olds Lead is responsible for IPRs

- Our 2-year-olds Lead is in charge of our IPR process and record keeping.
- The record keeping is done on Family. Go to
  - Child's profile > About > Special notes
- This is what we record on Family:
  - IPR received from HV:
  - IPR given to 2 year Lead:
  - IPR completed by 2 year Lead:
  - IPR emailed back to HV:
- A list of the children who need IPRs (those between 27 months and 36 months) can be downloaded from Family
  - Family > Lists > 'Lewes (or Uckfield)\_Children who need IPRs'
- The Administrator / Manager will print out a new list every time an IPR comes in.

The end-to-end IPR process is as follows:

- Health Visiting team contact the family and conduct the health review between 27 and 30 months. They complete Part 1 of the IPR.
- The Health Visiting team send Part 1 of the IPR to [admin@schoolhousenursery-lewes.com](mailto:admin@schoolhousenursery-lewes.com) by secure NHS mail.
- The nursery administrator
  - Opens the email
  - Sends back a message acknowledging receipt of IPR
  - Opens the attachment and saves it to
    - Dropbox / Lewes / 1. Children / Integrated progress reviews / Progress reviews from health visitors (or the same in Uckfield)
  - Prints out the attachment for Lewes, or forwards the attachment to the Manager at Uckfield.
  - Records what they've done on Family 'Lewes\_children who need IPR' (or the same for Uckfield)
- The Manager hands Part 1 of the IPR to the 2-year-olds Lead.
- The 2-year-olds Lead:
  - Completes 'East Sussex Integrated Progress Review Part 2' – an A4 form which we print out,
  - Meets with the family to discuss part 1 and part 2. Parents sign the form and any follow up activity is taken.



- If the parent brings in the Red Book to the meeting, and if there is a form called '2-21/2 Integrated progress review – Section 2' in the back of it, the 2-year-year olds Lead is meant to complete that too. The top copy remains in the PCHR, the pink copy goes to the health visitor, and the yellow copy stays with us.
- The 2-year-year olds Lead hands Part 2 of the IPR back to the Manager or Administrator and updates her IPR record keeping on Famly.
- The completed 'East Sussex Integrated Progress Review Part 2' is handed by the Manager to Admin, who scans it in and saves it in 'Progress reviews back to health visitors'
- Admin then emails the completed Part 2 IPR back to the health visitors by secure NHS mail.
  - Open NHS Egress. Sign in using our Admin profile
  - Click on 'Compose a secure email.
  - Send to
    - "HV-LEWES" ( esh-tr.hv-lewes@nhs.net )
- If a child is not in a setting, Part 1 of the IPR will be completed by the HVs and can be requested from the HV team when a child joins a setting. Settings must obtain permission from the parents to request this.
- Part 2 of the IPR should be done as soon as possible after receipt of Part 1 IPR. We should receive Part 1 from the health visitors before the child turns 3.
- If we don't receive an IPR from the health visitors by the time the child is 32 months, we complete Part 2 ourselves, meet with parents to discuss, then file in child's black folder as usual.

**This policy was updated and reviewed in:**

<b>Reviewed date</b>	<b>Name</b>	<b>Signature</b>
March 2023	Stuart Watt	<b>Lindy</b>