Communication Champion Commitment & Audit Tool

Norwich
Opportunity Area

School/Setting Name:	
Communication Champion(s):	
Date:	

This toolkit provides Communication Champion settings an opportunity to audit themselves against best practice for supporting learners with SLCN (Speech, Language and Communication Needs), identify resources to support setting development, and a planning template to collaboratively commit to these developments.

Whilst it is created with EYFS settings in mind, it can be used for older year groups and settings.
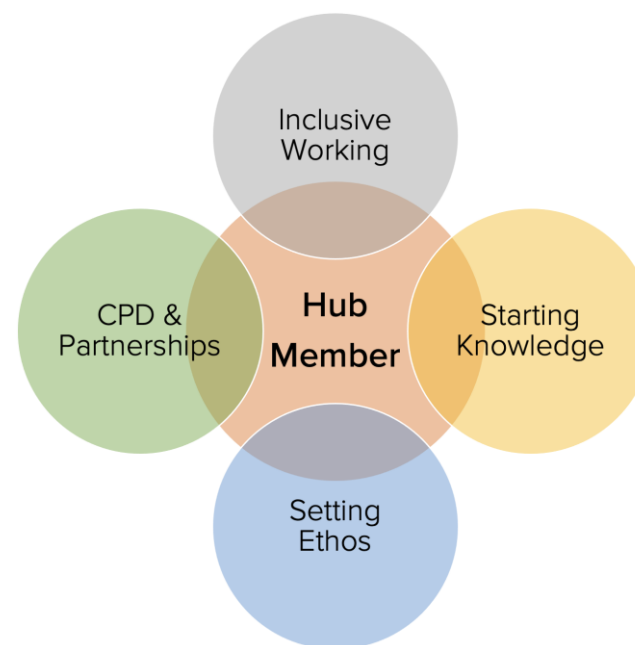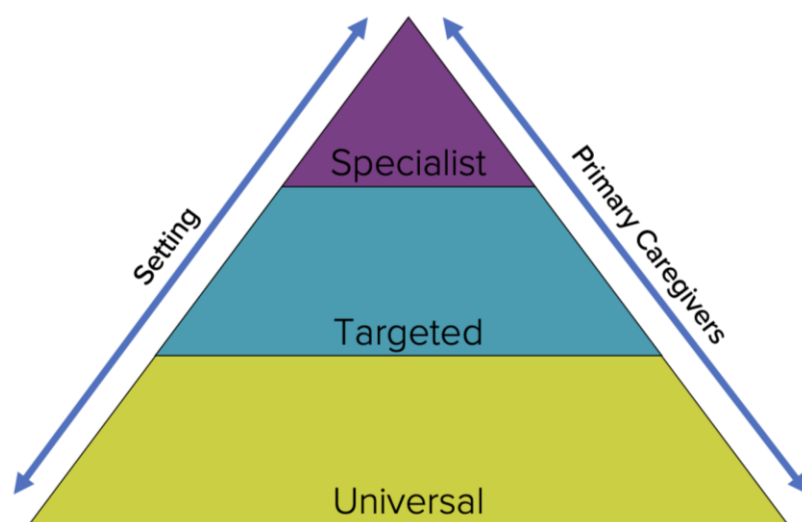
Your Toolkit

This toolkit comprises of three parts:

Part One: Rate your agreement with each statement, filling the box in Red (no), Amber (partially) or Green (yes).

Part Two: Reflect on your audit results and review the Resources section to identify resources to support your setting's development.

Part Three: Complete the Development Plan to enable you to focus future developments and for your setting to have a strategy to improve support for learners with SLCN.

The toolkit integrates the Universal-Targeted-Specialist model into 4 main domains: Inclusive Working, Starting Knowledge, Setting Ethos, and CPD & Partnerships.

PART ONE: AUDIT

SECTION A: Inclusive Working				
	Statement	Best Practice Examples	RAG Rating	Notes
Parents / Carers				
1	Universal Parents are aware of our in-setting strategies and how they integrate into the home communication environment	Parents understand how to create a positive communication environment at home - activities and advice are discussed and shared regularly and in an easy to access way as part of a two-way communication about what works for the child.		
2	Targeted Parents are aware of their child's SLCN targets and how to support them at home.	Parents are actively engaged in the target-writing process and have activities / advice to use at home to support.		
3	Specialist Parents are supported to attend SALT appointments at the setting, and to understand the recommendations	Parents are notified of in-setting SALT sessions and are encouraged to attend. If this isn't possible, feedback is given after each session.		
Learners				
4	Universal Our children are aware of how different activities in teaching support speech, language and communication	In lessons, we mention which communication skills are supported e.g., "we do our talking partners to have a chat and hear someone else's thoughts."		
5	Targeted Our children are aware of their individual SLCN targets and have been involved in setting them	Personalised targets such as SEN support plans are co-written to include at least one self-set goal by the child		
6	Specialist Our children are active participants and contributors in their EHCP reviews.	The setting goes above the standard EHCP reporting tool to gain the pupil perspective, using SLCN-appropriate activities.		

SECTION B: Communication Champion Starting Knowledge

	Statement	Best Practice Examples	RAG Rating	Notes
Communication Champions				
1	Our Communication Champion has completed and engaged with formal CPD training opportunities increasing knowledge of identifying and supporting children with SLCN	Training could have been accessed through Communication Champion Training, The Communication Trust online CPD modules, Elklan or another similar provider.		
2	Universal Our Communication Champion has additional knowledge and skills on a Core level.	Knowledge and skills focus around: - Identifying SLCN, - Understanding typical SLC development - The difference between EAL and SLCN - How SLCN is linked to other developmental areas - Influencing the Communication Environment - Strategies for supporting children with SLCN - Understanding the roles of responsibilities in supporting a child with SLCN		
3	Targeted Our Communication Champion has additional knowledge and skills on a Leadership level.	Knowledge and skills focus more in-depth around the development, identification and support of children with SLCN difficulties in: - Attention & Listening - Vocabulary - Receptive language - Expressive language - Speech sounds		
4	Our Communication Champion feels confident to share this knowledge with the rest of the staff team.	Sharing knowledge could be formal or informal. The Communication Champion shares their pertinent learning with their colleagues to improve the overall quality of support for all children in their setting; particularly those with SLCN.		

SECTION C: Setting Ethos

	Statement	Best Practice Examples	RAG Rating	Notes
Learning Environment				
1	Universal The classroom settings are positive communication environments with language learning opportunities and interactions.	The Communication Supporting Classroom Observation Tool demonstrates a high level across all teaching groups.		
2	Targeted Teaching staff have integrated the targets and approaches into the lesson plans	Strategies to support children's targets are embedded into teaching (+/- pull out interventions) and all teaching staff are aware.		
3	Specialist The recommendations and targets set by the SALT are understood and integrated into SEN support plans and lesson plans.	As above, but to include SALT targets as well. If not provided by the SALT, this is sought.		
Setting Culture				
4	Universal All our non-teaching environments (lunch hall, playground etc) are positive communication environments.	The Communication Supporting Classroom Observation Tool's language learning opportunities and language learning interactions are demonstrated in non-teaching environments.		
5	Universal SLCN support is part of the setting improvement plan and evidenced in short-term and long-term planning documents.	The setting, including its leaders, are committed to improving the support for children with SLCN in the setting at a strategic level. Planning documents are reviewed and updated regularly.		
6	The setting has a clear pathway for the identification and support of children with SLCN.	Staff are aware of developmental norms and understand the setting's process for when children are not reaching age-expected milestones.		
7	Targeted There are cohort-level interventions to support speech, language and communication, creating an inclusive learning environment	Cohort-level interventions (e.g., for vocabulary, literacy, narrative) are used where appropriate.		

8	Specialist All pupils with SLCN have a one-page communication passport which is accessible to all adults interacting with them.	The one-page profile (or similar) outlines the pupil's SLCN, how to support their receptive language, and how they express themselves		

SECTION D: CPD & Partnerships

	Statement	Best Practice Examples	RAG Rating	Notes
Ongoing CPD				
1	Our Communication Champion and staff team engage in ongoing CPD to support their development of SLCN knowledge and skills.	The Communication Champion and staff engage in reflective practice to identify gap in knowledge, skills and confidence. They seek out and engage with opportunities to address these gaps.		
2	Our Communication Champion is a core member of an NOA Communication Hub	The Communication Champion attends Hub meetings to gain knowledge, benefit from training and CPD opportunities, and seek support for SLCN.		
Community Partnerships				
3	As a Hub member, our Communication Champion actively shares knowledge and experience with others.	The Communication Champion regularly attends Hub network meetings to learn and share with other local settings. They are an active member of the group who contributes regularly.		
4	As a setting we provide regular support to other settings and actively promotes SLCN awareness and knowledge to peers.	The setting, including Communication Champion, lead CPD opportunities both formal and informal. This could be, but doesn't have to be, as a Hub leader.		
5	As a setting we provide regular support and training for parent groups to support their understanding of SLCN and positive communication environments at home.	The setting, including Communication Champion, lead formal and/or informal training and support events for parents. This could be for parents of children in the setting, or the wider community.		

PART TWO: RESOURCES

(This section of the audit is a working document. Please feel free to add to this section by contacting your local Communication Hub with your suggestions).

SECTION A: Inclusive Working – Working with Learners, Parents and Carers			
Resource Name	Link	What it can support	How you might use it
BBC Tiny Happy People	https://www.bbc.co.uk/tiny-happy-people	Short videos of families demonstrating communication supporting techniques and explaining why they are helpful.	- Share with parents/carers to support their own knowledge and understanding. - Link to this site from your school/setting webpages.
ICAN Talking Point	https://ican.org.uk/i-cans-talking-point/	A large repository of handouts and resources aimed at both parents and professionals.	- Handouts are available for parents in several different languages. - Posters on typical development can be shared with staff to raise awareness.
Just One Norfolk	Information For Parents (justonenorfolk.nhs.uk)	This website helps parents to understand the basics of children's speech and language development, what to do if they are worried and top tips for supporting their child. There is also a communication quiz.	- Signpost families to this website if they are concerned about their child's SLCN or if they need ideas on how to support their child at home.
Talk & Play Campaign – Just One Norfolk	https://www.justonenorfolk.nhs.uk/salt/information-for-parents	Both Talk and Play campaigns support parents to understand the importance of play in a child's development. The webpages also suggest lots of activity ideas for families, many of which can be built into their everyday routine for little or no cost.	- Share with families who are looking for activity ideas for home learning.
Talk and Play all through the day – Norfolk County Council	Home learning - talk and play every day - Norfolk County Council		

50 Things to do before you are 5	50 Things to Do Before You're Five in Norfolk	The free 50 Things Norfolk app provides a menu of exciting activities for young children and families in Norfolk. The majority of activities can be done using free and found items and all activities are great for supporting children's speech and language development.	- Promote this app to your families - Use the app for healthy competition – could you give a small prize to the family that completes the most activities each half term? - Link the activities into your own planning.
ICAN resources for parents and professionals	I CAN Shop - Buy Children's Speech and Language Resources E.g. Small Talk Booklet (Set of 5) (ican.org.uk)	ICAN offer both free and purchasable resources for parents/carers and professionals. Take a look at the website for more information but please note, you sometimes need to click into a purchasable item to then find the link to the free download.	- Share the free resources with families and professionals. - Link to the free resources on your school/setting website.
Family Learning at Norfolk County Council	Family learning courses - Norfolk County Council	The Family Learning team currently offer online interactive 'Come and Try' tasters and courses for families which focus on many areas of children's learning and development. From understanding your child's maths and English to exploring your natural surroundings, healthy eating and craft activities, there is something for everyone! The sessions are FREE and FUN and will give you the tools to help your child flourish.	- Share the Family Learning courses with your families, particularly where a course is relevant to a topic you are covering in class. - Family Learning can also offer bespoke sessions to schools & settings on certain subjects (e.g. transition) therefore please get in touch with the team for more information. al.familylearning@norfolk.gov.uk
The Early Childhood and Family Service (ECFS) at Norfolk County Council	Early Childhood and Family Service (ECFS) - Norfolk County Council	The Early Childhood and Family Service (ECFS) offers support to families with 0–5-year-olds in Norfolk. This support is delivered by Action for Children. Please see their webpages and social media pages for more details on the support, courses and activity sessions that families can access.	- Ensure that your families are aware of the local ECFS offer and the support available to them. - Signpost or refer families to ECFS where needed using their online referral form.
The Norfolk Library Service	Children, young people and schools	From baby-weighing and free bounce and rhyme sessions to Bookstart and summer reading challenges, the Norfolk Library Service has lots to	- Share information with parents about 'what's on' at your local library and

Resource Name	Link	What it can support	How you might use it
	- Norfolk County Council	offer local families. Children under 5 can borrow up to 20 items for 3 weeks at a time and there are no charges for overdue books or damaged items.	encourage them to get involved. - Subscribe to the Education Library Services 'Bookbites' newsletter, for news and offers for schools and settings.
WellComm Early Years: Supporting Language at Home	WellComm Early Years: Supporting language at home - GL Assessment (gl-assessment.co.uk)	Here you will find a number of videos to help parents understand how they can better support their child's general language development, and the very simple strategies they can use to affect this.	- Share this information with parents - Consider building the videos into any events that parents attend at your setting (e.g. stay and plays, story café's etc).
Every Child a Talker (ECAT) Partnerships with Parents - Resources	Every Child a Talker (ECAT) : Partnerships with parents	Leicestershire County Council Professional Services Portal	Practitioners can direct parents/carers to easily accessible guides and resources that give advice on what parent/carers can do to support their child's speech and language development and points them in the right direction for other support they may need.	- Read through the resources available and choose those that are right for your setting and parents. - Share resources with parents online, in person or via groups.
Words for Life	Words for Life	National Literacy Trust	Words for Life	Words for Life is created by the Nation Literacy Trust. It provides parents, children and young people with activities and support to improve their language, literacy and communication skills from home.	- Read through the activities (split into age order) and share appropriate ones with families.

SECTION B: Communication Champion Starting Knowledge – Workforce Training			
Resource Name	Link	What it can support	How you might use it
The Norwich Opportunity Area's Online Communication Champion Training for practitioners (free)	https://ican.org.uk/communication-champions/	The core and leadership modules of this free, online, self-led training aim to improve practitioner's knowledge and understanding of children's early speech, language and communication development. Please see the training handbook on the landing page for more details on content and duration.	- To increase your own knowledge around identification and support for SLCN. - To share with colleagues and other professionals working with children aged 0-5years. - To use to cascade knowledge to others. Please ask your Communication Hub for the CC cascade resources.

The Norwich Opportunity Area's Communication Champion Training for Parent & Toddler Group Leaders	Coming Soon	This bespoke piece of training aims to upskill parent and toddler group leaders with the knowledge and understanding needed to: support children with SLCN in their sessions; speak to parents about home learning and communication concerns; set up their group to be as communication friendly as possible.	- To increase your knowledge of how to make a parent and toddler group session as communication friendly as possible. - Share with other local parent and toddler group leaders (once live) so that all professionals around the child can follow one consistent approach to supporting SLCN.
The Communication Trust CPD Online Short Course (free)	https://ican.org.uk/i-cans-talking-point/professionals/tct-resources/	Similar content to the Core Communication Champion training, this offers short PowerPoint modules to increase knowledge and awareness of SLCN.	- To increase your own knowledge around identification and support for SLCN - To share with colleagues and use to cascade knowledge to others.
Norfolk County Council Early Years Training Offers (some free)	Early years training - Schools (norfolk.gov.uk)	NCC's Early Years Team offer a wide variety of purchasable and free training opportunities for EY practitioners, as detailed in their training brochures. In Autumn Term 21 they are offering free Signalong workshops (see Inclusion/SEND brochure)	- To increase your own knowledge and understanding on a wide range of topics including speech, language and communication. - To signpost other colleagues to.
Elklan	https://www.elklan.co.uk	Accredited and non-accredited purchasable courses for single practitioners and whole setting learning, all focused on SLC. Language Builders is a similar content to the Communication Champion Core and Leadership levels. There are other more specialist courses available too.	- To increase your own SLCN knowledge and practice. - To further develop your knowledge as ongoing CPD.
Royal College of Speech and Language Therapists (RCSLT): Mind Your Words e-learning tool (free)	Mind Your Words – Free e-learning course | RCSLT	The online training highlights the links between mental health and communication and outlines how professionals can work together to remove communication barriers and help these children and young people achieve their potential. The course consists of 15 modules, of which the first five apply to all settings. You do not need to be a member of RCSLT in order to access this resource.	- To increase your own knowledge around identification and support for SLCN - To share with colleagues and use to cascade knowledge to others.

Resource Name	Link	What it can support	How you might use it
ICAN Early Talk Training	Early Talk (ican.org.uk)	Early Talk is I CAN's highly successful training and accreditation programme aimed at the early year's workforce in partnership with parents to support the communication needs of children from birth to age 5.	- To increase your own knowledge of strategies that can support speech and language development and develop your interaction style. - To increase your understanding of how adult behaviours affect children's communication development.
ICAN EYSEND Partnership Training	https://ican.org.uk/eysend-partnership/	Free online training for early years practitioners via recorded webinars to enable excellent support for SLCN in EY settings	- To introduce you to Speech, Language and Communication Needs (SLCN) in the early years, exploring the impact of SLCN on young children and outlining how to identify and support SLCN in your early years setting.
Voice 21 Training	Work with us – Voice 21	Voice 21 is a national charity that exists to enable teachers and schools to provide a high-quality oracy education so that all young people can find their voice for success in school and life. They achieve this by delivering teacher development and school improvement programmes, promoting the impact of oracy on student outcomes and building a movement for change.	- Engage with Voice 21 training 'to transform oracy teaching and learning across your school, enabling all students to access and benefit from a high-quality oracy education'. - Reach out to The Heart Education Trust in Norwich to find out about their experiences of this programme.
SECTION C: Setting Ethos – The Learning Environment and Setting Culture			
Resource Name	Link	What it can support	How you might use it

Norfolk County Council: Provision expected at SEN Support	https://www.norfolk.gov.uk/children-and-families/send-local-offer/education-and-learning/how-education-providers-support/special-educational-provision	A look at the special educational provision that Norfolk County Council expect in relation to SLCN support and wider needs.	- To check that provision is in line with local authority expectations - To seek support or advice from the services highlighted. For example the speech and language specialist resource bases
The Norfolk Specialist Resource Bases (SRBs)	https://www.schools.norfolk.gov.uk/pupil-needs/special-educational-needs-and-disabilities/send-provision-services/specialist-resource-bases-srbs	Direct support for children through placements in the bases as well as outreach support for schools	- Placements for children in line with the SRB specialisms - Advice, support and training through outreach offers
Communication Supporting Classroom Observation Tool	https://ican.org.uk/media/3208/tct_bcrp_csc_update.pdf	A tool to audit through observation, how communication-friendly a teaching and learning space is.	- Understand the experiences of the child with SLCN - Audit various rooms to consider consistency of environment - Identify areas to focus on in staff training.
Afasic Website	https://www.afasic.org.uk/resources/free-downloads/recognising-a-problem-and-getting-help/	Content to support the identification of SLCN, developmental checklists and some early support advice.	- To share with colleagues and further develop their knowledge of SLCN.
Talking Point posters	https://www.voicebirthtoseven.co.uk/talking-point-posters/	Posters focusing on eliciting the voices of children from birth to seven.	- To gain new ideas on how to elicit children's voices. - To print and share with colleagues to develop thinking.

Elizabeth Jarman	Welcome to ELIZABETH JARMAN® - Elizabeth Jarman®	As sole providers of the Communication Friendly Spaces™ Approach, Elizabeth Jarman and team collaborate with teachers, educators and families to create optimum conditions for learning and engagement. Please see the website for case studies, training opportunities and more information.	- To support your knowledge and understanding of what makes an effective 'Communication Friendly Space'. - For inspiration on how to transform your school/setting environments for the better.
ECCH Audit Tool	Coming Soon	Coming Soon	Coming Soon
Word Aware	Word Aware - Thinking Talking	Word Aware is a structured whole school approach to promote the vocabulary development of all children. Focussed on whole class learning, the resource is of particular value for those who start at a disadvantage – including children with Developmental Language Disorder, Special Educational Needs and those who speak English as an additional language, but it will extend the word learning of all students.	- To support children's vocabulary development in your school/setting.
Signalong	Signalong - The Communication Charity	Signalong is an augmented communication system which can be used highly effectively to support people of all ages who have communication and learning disabilities. It uses speech sign, body language, facial expression and voice tone to reference the link between sign and word.	- To support children and adults with learning or communication difficulties
Makaton	Home (makaton.org)	Makaton is a unique language programme that uses symbols, signs and speech to enable people to communicate. It supports the development of essential communication skills such as attention and listening, comprehension, memory, recall and organisation of language and expression.	- To support children and adults with learning or communication difficulties

SECTION D: CPD & Partnerships – Ongoing CPD and Community Partnerships			
Resource Name	Link	What it can support	How you might use it
Norwich Opportunity Area	https://norwichopportunityarea.co.uk	The Norwich Opportunity Area is a DfE funded project that aims to improve social mobility through focusing on 4 key priorities.	Priority 1 focuses on improving children's early speech, language and communication development, as well as improving early years transition. Please see the website for a breakdown of the projects within this priority and the associated resources that have been created.
Communication Hubs	https://norwichopportunityarea.co.uk/improving-early-communication/	The North Norwich and Lakenham Communication Hubs run half termly network meetings for practitioners all about children's speech, language and communication development in the early years. These meetings offer ongoing CPD opportunities and focus on the sharing of best practice. Our 0-2 Communication Hub also does the same, focusing on 0-2-year-old development. Our Peapod Communication Hub focuses on the role of the family within early SLC development and through working with other local providers and parent and toddler groups, they trial new approaches to parental engagement.	By signing up to one of the Communication Hubs, you can benefit from: - Half termly network meetings full of CPD. - Fully funded training opportunities organized by the Hub Network. - The opportunity to network with likeminded professionals. - The sharing of best practice and joint resources.
The Speech, Language and Communication Framework	https://www.slcframework.org.uk/	Developed by The Communication Trust, the SLCF is a free online professional development tool which sets out the key skills and knowledge needed by the children and young people's workforce to support the speech, language and communication development of all children and young people.	- To audit your own or your colleague's knowledge and understanding of speech, language and communication development across 4 skill levels. - To evidence good practice. - To understand workforce subject knowledge and gaps.

Speak for Change' Report (April 2021) from the Oracy All-Party Parliamentary Group Inquiry.	https://oracy.inparliament.uk/sites/oracy.inparliament.uk/files/2021-04/Oracy_APPG_FinalReport_28_04%20%284%29.pdf	This report discusses the value, benefits and impact of Oracy teaching in education, whilst highlighting its importance in children's mental health and post Covid-19 recovery.	- To increase your own knowledge and understanding of oracy teaching and its benefits.
Kirstie Page CPD & Launchpad for Literacy	https://drive.google.com/drive/folders/15zgIRXmDrq0j11OAMJNOPnBNJ_6SUTNr?usp=sharing Launchpad for Literacy	This folder contains a multitude of CPD files from Kirstie Page. - Language Enrichment guided PowerPoint - Early Years Summit recording – The links between speech, language and literacy. - Launchpad for Literacy Overview, Background & Ethos document, and skills framework. - Understanding children's language & Communication Development Podcast	- To share with colleagues and further develop your own knowledge of SLCN.
Every Child a Taker (ECAT) Practitioner Guidance	Every Child a Talker: Guidance for Early Language Lead Practitioners (foundationyears.org.uk)	Materials designed to support your development as a practitioner and develop high quality language provision in your setting.	- To share with colleagues and further develop your own knowledge of SLCN.
The Hamlet Charity Norwich	Training and Development - The Hamlet (thehamletcharity.org.uk)	The Hamlet Charity offer a range of bespoke courses for professionals, parents and carers. Training can be delivered at The Hamlet or at your setting by highly experienced and qualified practitioners who work with children and adults with a range of disabilities and complex health needs.	- To increase your own understanding of how best to support children with additional needs.

Resource Name	Link	What it can support	How you might use it
SEND Gateway at Nasen	https://www.sendgateway.org.uk/resources	Joining nasen (free) enables professionals to access a huge range of updates and resources about SEND more broadly and particular to SLCN	- To understand the wider context and developments in SEND - To access webinars on topics of interest such as developmental language disorder (DLD)
The Speech, Language and Communication Early Years Summit	https://www.earlyyearssummit.com	Kathy Brodie offers a free annual summit each year, with a wide range of guest speakers. The summit is free to watch on a daily basis; recordings and transcripts can be purchased for a nominal fee to use anytime.	- An introduction to some of the many issues relevant to speech, language and communication in the early years and beyond. - Access to national and international expertise and follow-up resources
Speech, Language and Communication Needs Level 7 qualification	https://realtraining.co.uk/speech-language-and-communication-needs-skills-knowledge	Postgraduate study tailored to those working within education with an interest in SLCN.	- To improve your own knowledge and link theoretical research to critical evaluation of your own practice. - As a standalone module or part of MA study

Additional Section: Monitoring & Screening – Tools for assessing SLCN

Resource Name	Link	What it can support	How you might use it

WellComm Early Years Toolkit (ages 6m-6yrs) and Primary Toolkit (ages 6yrs-11yrs)	WellComm - GL Assessment (gl-assessment.co.uk)	These toolkits enable you to quickly and easily identify children needing support with their speech, language and communication development. They're quick and simple to use, and the traffic light scoring format makes them quick to interpret. Both toolkits come with a 'Big Book of Ideas' with over 150 play-based, level appropriate activities included so that you can take appropriate action immediately.	- Use this toolkit to screen children's speech and language development - Use the Big Book of Ideas to input level appropriate intervention - Use the toolkit to provide evidence for speech and language referrals. - Share Big Book of Idea activities with families for home learning. - Track pupil progress using the Online WellComm Wizard
NELI – Nuffield Early Language Intervention (Reception aged children)	Home	Nuffield Early Language Intervention (NELI) (teachneli.org)	The Nuffield Early Language Intervention (NELI) is a programme for children in Reception class (4-5 years old) which is designed to improve their language and early literacy skills. 2021-22 DfE Autumn Offer: Free NELI training for state-funded English schools. See website for details.	- Undertake the NELI training - Deliver targeted individual and group intervention sessions to children over 20 weeks. - Use the toolkit to provide evidence for speech and language referrals.
Talk Boost (Early Talk Boost, KS1 Talk Boost, KS2 Talk Boost)	Talk Boost speech and language interventions (ican.org.uk)	Talk Boost are targeted interventions for children with delayed language helping to boost their language skills to narrow the gap between them and their peers. Differentiated for children between the ages of 3-10 years, the programme aims to accelerate children's progress in language and communication by an average of six months, after a nine-week intervention.	- Deliver targeted intervention over a 9-week period - Track pupil progress using the new online tracker - Use the toolkit to provide evidence for speech and language referrals.

ECAT – Every Child a Talker	Every Child a Talker (ECAT) : ECAT Guidance | Leicestershire County Council Professional Services Portal	Every Child a Talker (ECAT) is a national project to develop the language and communication of children from birth to five years of age. ECAT strategies and resources are designed to help you to create a supportive and stimulating environment within your provision in which children can enjoy experimenting with and learning language. ECAT will encourage the development of early language through everyday fun and interesting activities which reflect children's interests and enable them to become confident and skilled communicators.	- Undertake the online training - Use the Child Monitoring Tool to assess the developmental level of children's speech, language and communication. - Use the ECAT tools and activities - Share parent resources with families
Early Years Language Screening Tool and Speech Sound Screen	Early Years Screening Tools (justonenorfolk.nhs.uk)	These screening tools have been developed by the NHS to help parents and professionals understand where a child may have a language or speech sound need. These screens can be done by parents at home where their child is not in an Early Year's setting.	- Use these screens to determine whether a child has any communication difficulties that need follow up intervention.

PART THREE: DEVELOPMENT PLAN

We encourage you to photocopy this page and use it within your setting strategy plan and/or in any other documents as evidence.

Audit Area	SMART Goals (Specific, Measurable, Achievable, Relevant, Time Specific)	Activities	Evidence	Achieved
	There can be more than one per audit area	What are the breakdown of tasks within the goal(s)?	What will it look like when achieved?	(and Date)
For Example: Section D3	*We will submit at least one case study example this year to the Hub meeting to share our best practice and development.*	• *Reflect on what we have developed and achieved that has worked well* • *Write up our achievements in case study format* • *Read the agenda in advance for the Hub meetings and submit an appropriate case study.*	*We will have submitted a written-up case study to the meeting, and engaged in discussion with Hub members.*	*Achieved Hub meeting 13.05.21*