



Induction

Welcome to Lancashire Early Years

<https://youtu.be/eDi2VZd42uQ>

Induction with Senior/Owner

- ☐ [Induction Booklet](#) completed
- ☐ Find out who your Early Years Consultant is:
EarlyYearsCentre@lancashire.gov.uk

Make the most of the support you receive from the team and attend your Termly *Managers Time to Talk* Meetings and watch the *Termly Managers Update*

- ☐ Visit the [Early Years Professional Development Centre](#) or other events focusing on learning in the environment to be inspired

Networking

Keeping up to date

- ☐ Look out for the Weekly bulletin in your inbox – packed with all the latest updates
- ☐ Sign up to the [New Manager Academy](#) if you are new to the role
- ☐ Join our private Facebook group www.facebook.com/groups/lancsearlyyears/
- ☐ Subscribe to our YouTube Channel www.youtube.com/@LancsEarlyYears
- ☐ Look at our website (in particular 'Leading your setting' section)

Training and Publications

Mandatory Training

- ☐ [Introduction to Safeguarding](#)
- ☐ [Designated Safeguarding Lead Training](#)
- ☐ [Paediatric First Aid](#)
- ☐ [Food Hygiene](#)

Supporting your role

Continue strengthening your knowledge to be the most effective leader. You can do this by accessing the following training, articles and information or any alternative to support your practice.

- ☐ Book on to '[Leadership and management – getting it right in the early years](#)'
- ☐ Purchase the webinar '[Developing Effective Systems for Supervision and Appraisal](#)' to ensure whole team involvement in your improvement plan
- ☐ [Manager's Handbook](#)
- ☐ [Manager's Toolkit](#)
- ☐ Lead with excellence in your setting through completing the [NPQ for Early Years Leadership \(NPQEYL\)](#)

Supporting you to support your staff

- ☐ [Induction Toolkit](#)
- ☐ [Supervision and Appraisal Toolkit](#)
- ☐ [Promoting Staff Wellbeing](#)

Supporting Team Meetings

- ☐ [Safeguarding and Welfare Requirements in Action - Staff Meeting Prompt Cards](#)

Evaluating Practice

- ☐ Be clear about how you are going to further improve and develop your setting for the children, staff and families.
- ☐ Book onto this training course to develop your [self-evaluation and improvement plan](#) for your setting and/or purchase the [Record of Self-evaluation and Improvement Plan for the EYFS](#)
- ☐ Ensure you are meeting all of the statutory requirements of the EYFS. Ask your consultant for a free audit tool to help you to do this and purchase the [webinar](#)

Keep in touch with your named EYFS Consultant and contact them for advice and support

SEND

Supporting children with additional needs

Specialist teachers and HLTAs work with early years providers around their roles and responsibilities in relation to SEND. They provide ongoing SEND information, advice and intervention to support young children with identified SEND, and the practitioners who work with them, in the settings they attend.

- ☐ Access the early years SEND toolkit and request for involvement form [SEND Specialist Teaching Service - Lancashire County Council](#)

Key Documents

- ☐ Statutory Framework for the Early Years Foundation Stage [Early years foundation stage \(EYFS\) statutory framework - GOV.UK](#)
- ☐ Development Matters [Development Matters - GOV.UK](#)
- ☐ Working with the revised EYFS Principles into Practice [Development Matters 2020](#)
- ☐ Birth to 5 Matters [Birth To 5 Matters – Guidance by the sector, for the sector](#)
- ☐ What to expect in the Early Years Foundation Stage: a guide for parents [What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf](#)
- ☐ Progress Check at age 2 [Progress check at age 2 - GOV.UK](#)
- ☐ Early Years Foundation Stage nutrition guidance [Early Years Foundation Stage nutrition - GOV.UK](#)
- ☐ Early Years Inspection Handbook [Early years inspection handbook - GOV.UK](#)

Early Education Funding (EEF)

Access the provider portal, guidance notes and support, submit details of your childcare service to the Family Information Service and Early Education Funding claims for children aged 9 months+.

- ☐ [Online headcount and provider portal - Lancashire County Council](#)

