**Early Years Primary Resource Group (PRG)**

**Frequently Asked Questions (FAQ)**

# 1. Meeting Logistics

## Will PRG meetings be held face-to-face or virtually?

Meetings will be held virtually via Microsoft Teams to accommodate multiple districts and ensure efficient use of time.

## How will PRG meeting dates be shared?

A list of all dates will be posted in the general PRG Microsoft Teams channels and calendar invites will be sent out.

## Will we receive a list of participants and their roles?

Roles of partners at the PRG will be shared on the ‘Provider Offer’ sway document which will be available on Kelsi.

## Will these meetings be minuted?

No, Outcomes will be agreed and recorded during the meeting.

# 2. Submissions and Agenda

## What is the deadline for submitting cases to the PRG?

Agendas close one week before the meeting and these dates will be posted in the general PRG Microsoft Teams channel. Late submissions will automatically populate on the following terms agenda.

## Is there a limit to the number of cases discussed per meeting?

Currently, there is no set limit, but this will be reviewed regularly to maintain manageability.

## Will there be a referral form shared alongside the agenda?

Agenda’s populate automatically from the referral form so the key information on the agenda will be all that is needed.

## Could we add a section on the agenda showing which days/hours a child attends the provision to speed up assignment of services?

Early Years Quality Adviser (EYQA)/Childminding Quality and Sufficiency Adviser (CQSA) is expected to have this information and liase with provisions but we can monitor and add if necessary.

## What happens to children who would have gone to MAP?

From Term 6 onwards requests for support will come through the PRG.

# 3. Consent and Information Sharing

## Will parental consent be digital or require ink signatures?

Consent will be notified digitally via Microsoft Forms. EYQA/CQSA would ensure that ink signatures have been received.

## How is informed consent ensured with digital forms?

Consent is obtained at registration, with ongoing dialogue between settings and parents to ensure understanding that their child’s needs can be discussed with any partners of the PRG.

## How do health professionals ensure they have family consent before PRG meetings?

Providers will have sought agreement at point of children’s registration and are then expected to speak with families ahead of the conversation with the EYQA/CQSA. The agreement to share form includes Children’s Therapies within the list of participants in PRG meetings.

## How are parents informed about PRG outcomes?

It is the provider’s responsibility to share outcomes with families.

## Will there be a leaflet explaining PRG to families?

Yes, one is currently being developed.

# 4. Service Involvement and Capacity

## How will we know what each service offers?

A ‘provider offer’ sway document will be available on Kelsi and updated regularly.

## Who monitors service capacity?

Services are not expected to take on more than they can manage. Capacity will be monitored and addressed collaboratively.

## If I have reviewed the agenda and feel my service cannot offer support at this meeting do I still need to attend?

In the Terms of Reference there is a list of core attendees and optional attendees. You do not have to attend if you feel your presence is not required however this is a good forum to promote collaboration and best use of resources through solution focused conversations.

# 5. Specialist Teaching & Learning Service (STLS)

## Will STLS involvement change after moving to KCC?

Yes, their role and documentation will be updated.

## Will STLS still need to complete records of visits for Early Years Outreach?

No, Early Years Outreach will advise settings with their targets and support plans.

## Will there be a timely point to get to know the children for transition as one term is not enough?

There will be two terms of opportunities for regular visits to the provisions to understand the needs of the children in preparation for transition.

## Will STLS need to bring impact reports to PRG to see if other professionals can assist?

No, all requests will be made by the provision via the EYQA/CQSA with a clear reason and focus for further intervention.

# 6. Outcomes and Follow-Up

## What if an outcome cannot be achieved during the PRG meeting?

These cases will be handled individually to ensure appropriate support is provided.

## Will SEND Support & Inclusion Practitioner’s (SIPS) intervention be an outcome of the PRG?

Yes, where appropriate.

## Will the outcomes be limited to 1 service or is there an element of collaborative working?

The outcome will be bespoke to the children, this could involve agreeing elements from multiple providers, however there will only be one offer from SEND services at any one time.

## If a service is usually referred into us, how will that work as an outcome for PRG with families and consent etc?

Services that require referrals to access support will continue in the usual way.

# 7. Forms and Documentation

## Can settings use their own assessment tools for My Progress Reviews?

Yes, but the information must be transferred to the official Support Plan.

## Will there be guidance on how to complete the ‘focus of support’ and ‘overview of need’ boxes so that referrers make it short and concise?

A guidance document is being developed which will explain what would be expected in the description and focus boxes.

## Is there a limit to how many children can be submitted per form?

You can submit 6 children per form, no limit to number of forms submitted per provision.

# 8. Exceptional Cases

## What information is needed for exceptional case discussions?

The same paperwork and information required for PRG submissions should be used.

## Who attends exceptional case meetings from EYQA/CQSA Team?

A Senior EYQA will attend on behalf of the EYQA/CQSA team.

# 9. EYQA/CQSA Roles and Responsibilities

## How many settings does each EYQA/CQSA support?

A full-time EYQA/CQSA supports approximately 50 provisions.

## How often will EYQA/CQSA’s visit settings?

Visit frequency is based on the needs of the provision and will be determined after the initial professional conversation.

## Is there a system for EYQA/CQSA to know if a setting receives funding?

Yes, this will be discussed during initial conversations. Provisions are expected to be transparent.

## Can we get a list of EYQA/CQSA’s and the areas they cover?

All providers will be able to share information about who their EYQA/CQSA is. Should more information be required, we can respond to queries via our central mailbox [eycquality@theeducationpeople.org](mailto:eycquality@theeducationpeople.org)

# 10. Attendance and Representation

## How do provisions request to attend an exceptional case meeting?

Provisions are not required to attend.

## What if someone is covering for a service—how do they receive the Teams invite?

For a one off instance the meeting invite can be forwarded to another colleague. For long term instances please email to the EY PRG mailbox.

## What if a service is not represented at a meeting?

Services should send a representative who can make decisions on offers of support during the meeting or email their input to the EY PRG mailbox in advance.

## What happens if someone attends a meeting on my behalf?

The nominated district channel representative should access the agenda and inform the colleague of the details ahead of the meeting.

# 11. Deferred Children/Children without Provision

## Can children be referred to PRG if they are not currently in a provision?

No, consideration would need to be given to whether a Portage referral would be appropriate using the online form found on the Local Offer page.

## What happens if a child is under Portage but wants to join a provision?

Portage will complete a transition meeting with the provision a term or two ahead of the child starting and complete a transition session. If further support is needed then provision would discuss this with their EYQA/CQSA.

## How will children who have an agreed deferred place be supported in the nursery if they stay on for one more year?

For children, where parents have chosen to defer their entry to school by a year and remain in their early years provision, the offer of focussed support will still be via the EY PRG if the setting need additional support.

It is not an expectation, that children remain on STLS case lists, if the family have chosen to defer. If it is felt that a team around the child is needed to co-ordinate support, in the same way as if they hadn’t deferred, then this can be discussed with their EYQA/CQSA.