**Universal Offer Visit Format**

**Suggested questions:**

Begin with a learning walk

Have you had any changes to staffing since QIO last visit, particularly management?

Have you made any changes to your learning environments since the QIO last visit?

Do you have your current FIP?

Have you evaluated your FIP and recorded impact on children’s progress?

Do you have your current training plan?

Does the training plan link to the FIP?

Do you have a named Senco?

Does your Senco regularly attend DIP/TAC clusters?

Do you regularly attend your consortia group meetings?

Are all supervision meetings up to date?

Do you carry out regular observations of practitioners prior to supervision meetings?

Is there a link between issues highlighted at supervision and the training plan?

Are all staff up to date with safeguarding training?

Has the safeguarding officer received LA safeguarding training and up-dates?

Are all DBS checks up to date and recorded on the single record?

Are all 2 Year Progress checks up to date?

Are all children’s progress records up to date?

Are play plans and reviews up to date with evidence of parental input?

Are all summative assessments completed?

Can you identify any children below typical development?

Do you know how many funded 2 year olds are below typical development?

How have you used EYPP to support those children for whom you have received funding?

How do you support parents to support their children at home?

**New Settings**

Begin by explaining the universal offer of support e.g. number of visits, number and type of clusters and briefings available, plus dates of the next sessions.

Give out Ednet details and information on any training they may like to access.

Give out a copy of the Quality Indicator Audit and explain how to complete.

Email electronic copies of QI Audit, Focused Improvement Plan, Training Plan/Record, Impact Record, Two Year Progress Check, Summative Assessment Record etc.