

## Top Tips for Sharing Progress



Finding out that their child is not making expected progress or is experiencing difficulties can be devastating for parents. You may be the first people to raise concerns about their child's development so it is vital that you share concerns sensitively and on a timely basis.

The following may help you to have those difficult conversations and support parents to understand their child's developing strengths and needs.

- Use the [Graduated Approach](#) to help you assess the child.
- Start speaking to parents as soon as you start to have concerns.
- Always sandwich concerns with positive comments about the child's strengths and successes
- Make sure you have your observations /assessments of the child to hand for the parents to see.
- Use the Leicestershire [Small Steps](#) to assess the child
- Ask parents for their view of the child and if they have noticed anything at home
- Listen to their views and if there is disagreement acknowledge that children often are different at home to how they present in setting. Assure parents you want to work with them to support the child.
- Give parents options of clear plans of action, e.g., continue to review; put specific support in place; refer to outside agencies.
- Allow parents time to consider the options and reassure them it is their decision.
- Direct parents to external support when appropriate, such as Public Health Nurse, Family Hubs
- Allow parents time to reflect on what you have said and keep the lines of communication open, even when there is disagreement.

- Look at modifying your environment, activities and responses to cater for the child's individual needs. Leicestershire [Ordinarily Available Provision](#) document will help you to do this.
- Ensure all staff engage with the child, not solely their key worker.
- Discuss the child's progress regularly as a staff group and provide peer support for staff.
- Enjoy the child being a member of the group, valuing their unique contribution.