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# Suggested use of ‘Promoting Wellbeing’ Materials: A step by step guide.

*You may need to customise these documents for your setting*

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| 1 | Start with the *'Foundations for an Emotionally Healthy Early Years Setting Self-Assessment Tool'*. For each ‘block’, give your setting a Red, Amber of Green (RAG) rating (green means an item is fully met, amber partially met and red not met in your setting). There is space for your notes or evidence. Ideally (and if applicable), gather the views of the whole team in the setting. You can use the Excel ‘*Foundations for an Emotionally Health Early Years Setting Team Assessment Tool’* to collate views.  |
| 2 | Next, look at the ‘*Building Wellbeing Plan'*. This document lists the areas that need to be considered when planning to meet the wellbeing needs of all children in the setting. It highlights eight core areas, identified by research, that need to be considered at three different levels: *Universal* (for all children), *Targeted* (for children with emerging or low-level SEN needs) and *Personalised* (for children with a high level of need and SEN support). Take the blank template for the ‘*Building Wellbeing Plan’* and note how your setting provides for children at each stage of the plan, stating the provision that is implemented at each tier of support. Ask everyone in the setting to contribute. |
| 3 | Look at the ‘*Foundations for an Emotionally Healthy Early Years Setting Self-Assessment Tool’* alongside the ‘*Building Wellbeing Plan’*. Identify what is working well, areas of strength and successes. Identify the areas for development and any gaps in provision. Summarise these at the bottom of the ‘*Foundations for an Emotionally Healthy Early Years Setting Self-Assessment Tool’*. |
| 4 | As a Leadership team consider how to *maintain* the setting's strengths and which areas are the *priority* areas for development, or those that are potentially vulnerable. As a team agree four to six priority areas to develop. |
| 5 | Transfer these priority areas to the ‘*Action Plan’.* Produce an action plan to address the priority areas agreed, specifying who will complete each action, by when, and how success will be measured.  |
| 6 | The completed documents can form the Wellbeing Policy for the setting. Review progress annually and repeat the whole process every three years to capture any changes and seek to embed new practices securely. |
| 7 | Build the process into the induction for new staff. |