**Annual Evaluation and Quality of Education Review Process**

The Annual Evaluation, Quality of Education Review and supporting guidance have been amended to reflect these being completed using the new blended approach. However, it is appreciated that some settings may still opt to have the process completed from a distance via email, telephone, or video calls and we have highlighted in red within the documents how this will be managed. This can be discussed further with your Early Years Specialist Teacher when booking the visit.

The information below reflects where Annual Evaluations and Quality of Education visits are completed using the blended approach.

**The Annual Evaluation**

The Annual Evaluation consists of 5 parts. Some will be discussed, and outcomes agreed face-to-face during a setting visit and others will be self-evaluated by you and reviewed with your Early Years Specialist Teacher from a distance.

The parts that will be completed face-to-face during the setting visit will include:

* Quality of Education and Learning and Development Requirements (including an Environmental Walk and Observation of Teaching and Learning)
* Behaviour and Attitudes
* Personal Development

The parts that will be completed from a distance will include:

* Leadership and Management
* Safeguarding and Welfare Requirements

To enable the completion of these parts from a distance prior to your Annual Evaluation we will ask you to send us the following items which will also be listed in the Annual Evaluation document in red text:

* A copy of your latest action plan
* SEND Policy
* Evidence of last fire drill practices (this may be via a photograph)
* Emergency Evacuation Policy
* Safeguarding policies including Child Protection, Safer Recruitment, Prevent, Allegations against a member of staff, E-Safety and Mobile Phones and Cameras. These may all be within one large policy or you may choose to have them in shorter separate policies.
* Job descriptions relating to Lead Safeguarding roles
* Staff Policy / Staff Handbook
* Induction checklist for your most recently appointed practitioner
* Illness and Infectious Disease Policy
* Administrating Medicines Policy
* Accident and Injury Policy
* Behaviour Policy
* No Smoking Policy
* Arrivals and Departures or Drop Off and Collection Policy
* GDPR Policy / Privacy Statement
* Complaints Policy

**Our aim is for the Annual Evaluation to be completed in 2/3 days and we propose that on:**

Day 1 - (Always Monday morning where possible) The setting emails the self-evaluated Annual Evaluation and supporting documents to the Early Years Specialist Teacher

Day 2 – The Early Years Specialist Teacher and Birth to Three Lead Early Years Practitioner will carry out the face-to-face parts of the process.

Day 2/3 – A discussion will take place either face-to-face, over the phone or using Microsoft Teams between the Early Years Specialist Teacher and the setting representative to agree an overall red, amber, or green outcome.

Where settings have an outcome that is Amber or Red a discussion will take place with your Early Years Specialist Teacher about who will provide the ongoing follow up support for the setting.

**INSERT LINK -** Annual Evaluation document

(Add link to document 1b)

**The Quality of Education Review**

The Quality of Education Review will resume being a face-to-face process from September 2021. This will remain a short visit of approximately 2 hours and will include an Environmental Walk, an observation of teaching and learning and discussion about the Intent, the Implementation, and the Impact of your curriculum. Our aim is for the Quality of Education Review to be completed over 1 day.

The Environmental Walk aspects of the Annual Evaluation and the Quality of Education Review will be completed by our Birth to Three Lead Early Years Practitioner. They will visit alongside us and provide feedback on positive aspects of provision and also provide some actions / recommendations where needed. In agreement with the setting, the Birth to Three Lead Early Years Practitioner will then book a follow up visit to see how the actions / recommendations have been addressed.

**INSERT LINK -** Quality of Education Review document

(Add link to document 1c)