

Optional
To be completed by Setting

Record of Discussion with Parent

Early Years Action or Early Years Action Plus

Name of child:		Date of Birth:	EY Action <input type="checkbox"/>	EY Action Plus <input type="checkbox"/>
Date of discussion:		Name of Key Worker / SENCO Present:		
NOTE: Unless the parent / carer has agreed that the needs of the child can be discussed with members of the Early Learning & Childcare Team and other professionals, specialists will not be able to offer advice beyond point 3.		PARENTAL CONSENT: I understand that the setting would benefit from being able to discuss my child's needs with professionals and I give my consent. NAME: _____ SIGNED: _____ DATE: _____		
Summary of discussion Meeting 1		Action Agreed Meeting 1		
Include: The views of the parents/carers, the setting representative and the child, the child's strengths' preferences and concerns expressed by all about the child's development Relevant background or medical information.				

Signed:	Key Worker / SENCO	Signed:	Parent / Carer
Date of discussion:		Name of Key Worker / SENCO Present:	
Summary of discussion Meeting No		Action Agreed Meeting No	
Include: The views of the parents/carers, the setting representative and the child, the child's strengths' preferences and concerns expressed by all about the child's development Relevant background or medical information.			
Signed:	Key Worker / SENCO	Signed:	Parent / Carer
Date of discussion:		Name of Key Worker / SENCO Present:	
Summary of discussion Meeting No		Action Agreed Meeting No	
Include: The views of the parents/carers, the setting representative and the child, the child's strengths' preferences and concerns expressed by all about the child's development Relevant background or medical information.			
Signed:	Key Worker / SENCO	Signed:	Parent / Carer