

Educational Visitors STEP Supporting Together Empowering Practice

STEP – Supporting Together Empowering Practice – Educational Visitors – Additional Support in the Early Years

Information for Nursery Managers

Pre Project Input <ul style="list-style-type: none"> Establishing topic focus Educational Visitor and Nursery Manager Meeting (Teams) to confirm expectations and agree dates for meetings and visits. 		
Week 1	Up to 2 EVS attend full staff meeting in person. One hour.	Introducing the topic. Exploring and problem solving. Staff are supported to create a Personal Action Plan. ELC Staff begin implementing individual action plans.
Week 2	EV coaching and modelling visits to support individual action plans. <ul style="list-style-type: none"> Up to 2 x visits per week. Up to 2.5 hours per visit 	Each member of staff has personal action plan, with something to work on / something to try before the next session. Staff will require time during weeks 2 and 4 to update action plans and may need support from Nursery Managers to complete actions / access resources etc.
Week 3	Same as week 1	EV facilitates reviewing and reflecting of action plan, including possible next steps. EV supports topic development through sharing of resources, discussion and problem solving.
Week 4	Same as week 2	
Week 5	Same as week 1	EV facilitates discussion to review and reflect on action plans. Practitioners share their learning from the project and their thoughts on next steps for them as practitioners. EV facilitates discussion priorities/wish list/suggestions for embedding the learning as a whole setting. Time for all staff to complete post project questionnaire for staff self-reflection.
Week 6	NM and EV reflection/review meeting on Teams.	Setting action plan used during this meeting to document the discussion.
Approx. 6 weeks later	Post-Project observation <ul style="list-style-type: none"> Up to 2 EVs up to 2hrs. 	<ul style="list-style-type: none"> Verbal Feedback Feedback report.