**Brighter Beginnings Early Years Inclusion Award**

**Panel Process**

The Panel

The Brighter Beginnings Early Years Inclusion Award Panel (The Panel) will meet termly.

The Panel will comprise of no less than 4 and no more than 6 trained panel members.

The Panel must comprise of at least three Early Years professionals from different Early Help teams.

Portfolios will only be presented to panel if the Portfolio submission form has been completed.

Portfolios must be submitted by each monthly submission deadline in order for the Portfolio to be reviewed at that month’s Panel Meeting. Submissions made after the deadline will be reviewed at the following month’s Panel Meeting.

All portfolios presented at panel will receive a completed panel feedback form within one week of the panel meeting.

Settings are not required to be present at the Panel Meetings.

**The Settings**

Settings may contact the Early Years team ahead of Portfolio submission for verification on any of their documentation which can be done via the Brighter Beginnings Mail box or Post.

Settings must name their Portfolio evidence with their setting name and the Award Criteria it is in relation to, for example: ‘**Early Years \_ 5.1’.** Documents not named in this format will not be included in your Portfolio submission.

Settings may submit their Portfolio to the Early Years team via the Brighter Beginnings Mailbox or Post (sending by post - please send a **copy** of the Portfolio to the Early Years team and ensure that you retain the original Portfolio).

Portfolios may be sent in to the EY team in units or as a complete Portfolio. The Evidence Portfolio List and Portfolio Submission Form must be sent with the Portfolio or once all evidence has been submitted.

**Trained Panel Members include:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Early Years Team** | **Portage** | **EP’S / SEND** | **Other Professionals** |
| Rebecca Gibson | Tanya Lacey-Froude | Vikki Lawrence | Ita McGullion |
| Deborah Wood |  | Jenna Redmond | Lorraine West |
| Jayne Clark |  | Aimee Trimmer | Maryam Makki |
| Lorna McGifford |  | Samantha Smith |  |
|  |  | Angela Smith |  |