

Disclaimer: Activities with children must always be risk assessed, including for allergies or choking. Children must always have adequate supervision. Resources and materials must always be appropriate for children's age and stage of development.

Writing individual plans

Individual plans are sometimes necessary to set out targets and strategies that you will use to support specific children's learning and development. Here are some top tips for writing an individual plan.

1. Write the plan in partnership with parents/carers and any professionals involved
2. Ensure you record the child's strengths, motivations and interests
3. Record the nature of the child's learning or developmental difficulties
4. Include three or four short term targets to focus on which are relevant to the child
5. Make targets SMART (specific, measurable, achievable, relevant, time limited) ensuring that it is clear what you want the child to be able to do, how well you expect them to be able to do it, what additional support is required and how this will be provided
6. Clearly outline any resources and strategies that will be used
7. Ensure all staff working with the child are aware of the individual plan and know their role within this
8. Set regular review dates. Where possible, everyone involved with the child should attend reviews to share their observations of how well the child has made progress towards the targets.



Find more resources at www.ndna.org.uk/hub/myndna