**This sample Action Plan is designed to support an Early Years Network by providing examples of projects and activities. The suggested projects and activities are not intended to be prescriptive but are proposed as a guide.**

**It is recommended that an Action Plan is completed once the Terms of Reference is endorsed by Network members. The Terms of Reference guides the Network’s purpose and direction.**

*(Insert name)* **Early Years Network**

**Action Plan YEAR**

Early Years Networks (Networks) are integral to supporting the State Government's A Bright Future priority to increase the number of children who are developmentally on track by 10 percent on all five domains of the Australian Early Development Census (AEDC) by DATE.

**The** *(insert name***) Early Years Network purpose is to** *(insert purpose from Terms of Reference)*

**We will support children and families living within the** *(insert region)* **by adopting the following priority areas:**

1. Communication
2. Early Intervention – Physical development and wellbeing focus

Each overarching priority area contains supporting objectives, tasks and associated key performance indicators (KPI’s). The Action Plan is subject to Network reviews and updated accordingly. The examples below can be used as a guide to assist in the creation of an Action Plan.

# **1. Communication**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Objective | | Task | KPI | Responsibility | Progress | Outcome |
| 1.1 | Strengthen communication with the local community | Identify stakeholders in the community who are not yet connected to the EYN  Invite them to follow EYN social media, subscribe to EYN newsletter and/or join the EYN | 20% increase in newsletter subscribers by end of 2022  20% increase in social media followers by the end of 2022  *.* | KM & JH | March 2022 – 7% increase in newsletter subscribers after first round of invites |  |
| 1.2 | Promote EYN Initiatives in the community to increase engagement | Attend a minimum of two community events in 2022  Promote initiatives including Me@3, Paint the Town REaD and individual services | Attend a minimum of two events during 2022  Distribute at least 50 additional Me@3 passports  Increase engagement with Paint the Town REaD by 10% | AM, LO, JG and FC | March 2022 – Families Week event confirmed and additional Me@3 passports prepared |  |
| 1.3 | Create and strengthen the link between families and local services | Members share information and knowledge for distribution  Create a parent directory |  |  |  |  |

**2. Early Intervention**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Objective | | Task | KPI | Responsibility | Progress | Outcome |
| 2.1 | Increase community’s awareness of the importance of physical development | Attend children’s events and activities within the community to promote physical development | Attend a minimum of two events during 2022  Create physical play activities for events (e.g., KIDDO)  Promote physical activity at least 20 times on social media during 2022 | SS, MN and JH |  |  |
| 2.2 | Increase community’s awareness of the importance of reading to infants | Attend children’s events and activities within the community to promote reading programs | Promote Paint the Town REaD and/or local Library initiatives |  |  |  |

**Other examples of activities and projects:**

* Develop a families directory (consider using a student on placement from a university to assist)
* Develop an online families expo
* Hold a Children’s Week event
* Collaborate on Paint the Town REaD
* Participate in a Families Week event
* Collaborate to deliver parenting workshops/seminars
* Create a playgroup to meet the needs of families in the region (e.g., young parents, CaLD parents, Aboriginal parents, older parents, parents of children with developmental delays, a playgroup focussed on physical development activities, grand carers, dads’ group)
* Collaborate to create a parent/carers support group
* Deliver professional development for the sector
* Create or enhance social media for the EYN as a way of communicating information to local families
* Create activity days and events for families which focus on developmental gaps in the region
* Create a newsletter (email) for families
* Participate in Simultaneous Storytime