



Guidance for Portage Representatives Supporting NPA Stamp of Approval Applications

By agreeing to support a setting or childcare provider to work towards and achieve the NPA Stamp of Approval you are required to work with and support the setting to complete the NPA Stamp of Approval Quality Standards document and gather the evidence into a portfolio/folder.

- You will be required to make an initial visit to the setting to support the building of the evidence.
- If you are not the closest Portage service or representative to the setting, it is essential that you liaise with the local service.
- Once the setting has completed the portfolio, you will be required to make a second visit to review the evidence compiled within the portfolio, identifying if further evidence and or action is required.
- If further evidence or action is required, in addition to any support that you can provide, it may be appropriate to liaise with the local Early Years Team to request its support. The settings' permission must be obtained before this step is taken.
- When satisfied the setting has evidence for and has met the NPA Quality Standards and you are confident in their Portage practice, complete the application form.
- Write a brief report stating your involvement and confirming your confidence in the settings' ability to continue to use the Portage Model and Principles with the children and families they support.
- The NPA Administrator will notify Stamp of Approval referees which settings are due to renew the award.
- Review the evidence each year with the provider and check the Portage Model and Principles continue to be used to a high standard and confirm there is new/updated evidence to support this.
- If it is considered that the setting no longer meets the criteria for approval, then support should be provided as in step 3.
- If you are unsure about any aspect of this process, please visit <https://www.portage.org.uk/support/training/npa-stamp-approval-scheme> and/or contact your local regional NPA representative or the NPA office.

