

# Langshott Ladybirds Nursery

## Policy for children with Special Educational Needs or Disability

This policy is in written and used in conjunction with the general aims of the nursery and the Inclusion and Equal Opportunities Policy (a copy of which is contained within this file). Information about the service we can provide will be included within the Local Offer. (A copy of what we offer at Ladybirds is at the back of this policy)

### Objectives of the S.E.N.D. policy:

Each child is a unique child and at Langshott Ladybirds Nursery we aim to provide outstanding and consistent care and education for all children with equal concern, and with regard to their care, needs, religion, race, culture, gender and ability.

Staff will actively promote equal opportunities including for those with SEND, staff will promote a culture of respect for and giving value to diversity and difference.

Staff will not treat a disabled child less favourably.

### Key objectives for staff:

- All children are valued as individuals and given equal opportunities
- Regular opportunities for parent/carers of children with special needs to discuss their child's progress and share common problems with members of staff on a formal or informal basis.
- Staff will be consistent in their approach, positively encouraging good behaviour and constantly updating strategies for managing appropriate behaviour.
- Staff will be consistent in their approach to promoting a positive and enabling environment.
- The S.E.N. co-ordinator (Candy Earle) will ensure that all members of staff are kept informed of individual support plans and support strategies to implement these.
- Staff will report back to Senco on ISP via a recording document stored in the register drawer.
- Confidentiality will be maintained on a need to know basis.

.....

A named member of staff is responsible for the co-ordination of the special educational needs at Ladybirds Nursery.

Candy Earle is our appointed S.E.N.Co

## The special Educational Needs Co-ordinator is responsible for :

- To ensure that the nursery follows the procedures of 'The Special Needs and disability code of practice 2014'.
- To ensure that all staff understand and follow the S.E.N.D. policy and that it is monitored, reviewed and updated regularly
- Identify special need or disability (Early Help Assessment, FEET information, 2yr check, Anna Locke profile, sharing information with parents, discussions with staff.)
- To co-ordinate the provision for children who have a special need or disability
- Liaison with parents/carers
- Ensure a family led approach
- Listen and act on the voice of the child
- Complete a One Page Profile on the individual child
- Complete, regularly review and update SEND Support Arrangement in partnership with parents and the child.
- Implementation of an individual support plan for the child where appropriate
- Implementation of a health care plan where appropriate.
- Providing clear instructions to the S.N.As and other staff on dealing with specific challenges
- To maintain careful and accurate records
- Monitor the progress of the child in relation to child centred outcomes
- Liaison with other staff members
- Liaison with outside professionals concerned with the child
- Maintain confidentiality
- Notify and complete Early Help Assessment forms with parents.
- To apply for Early Health Care Plan (EHCP) when required.
- To apply for funding to ensure all children have the best opportunities to achieve best outcomes.

## Special Facilities :

The building has access for wheel chairs with level floors and wide doorways. The nursery provides good quality play equipment and planned activities which are carefully differentiated to meet the needs of all individual children. In some circumstances an inclusion grant may be available, or the nursery may ask its Friends Association to make a donation or raise funds in order to purchase Specialist equipment to meet the needs of children with specific requirements. Advice and support will be sought from EYCS advisor. Furniture and layout of room will be taken into consideration.

### Admissions :

Langshott Ladybirds Nursery has an admissions policy which reflects our commitment to a fully inclusive setting (a copy of which is contained in this policies file).

### Provision :

The nursery contributes to Surrey County Council Local Offer

The Local Offer may be viewed on the nursery website, or ask to see a copy of our contribution in nursery.

**The nursery manager is responsible for completing the information on the Local Offer with regard to Langshott Ladybirds Nursery. The information on our Local offer will be reviewed by the Senco and any necessary alterations required reported to the nursery manager.**

**The nursery manager is responsible for updating the Local Offer.**

The nursery will ensure that there is a balanced range of enjoyable activities available to suit the individual needs of the children on role. The nursery will regularly review and evaluate the quality of provision and support offered for children with SEN or disabilities.

Langshott Ladybirds aims to meet the individual needs of all the children within the nursery, promoting self- belief, confidence and independence. In order to reach their full potential, all children will have access to the whole curriculum through activities differentiated to provide opportunities relevant to their needs and abilities. Differentiation according to the child's needs is implemented through curriculum planning, nursery organisation, observation and evaluation and a key person system. Other children's awareness will be raised through careful use of books and equipment promoting positive images of disability or differences.

Should it be necessary to purchase specialised equipment, the nursery will approach Surrey County Council for available grants (Inclusion grant and Discretionary funding) [www.surreycc.gov.uk](http://www.surreycc.gov.uk) . The nursery will also hold fund raising events to raise money to purchase equipment.

Children's progress and the effectiveness of activities or intervention is evaluated by formal observations and written evaluation after each activity. The effectiveness of the education is measured by the child's progression towards the achievements of their individual targets.

The whole team is responsible for meeting the needs of children with special educational needs or disability within the nursery, necessary information will be relayed to staff by the S.E.N.co at regular staff meetings and through written information and guidelines.

Ladybirds Nursery has the use of some parts of the main school premises, the tarmac playground, fenced pond, woodland, library and hall. All parents are asked to sign in agreement to their children taking part in activities outside our own nursery area. Provision will be made where required to ensure that each child has the opportunity to join in with these activities. The nursery SENCO and manager will liaise closely with parents or outside professionals to establish the needs of the child and to ensure that the child is included.

#### Staff Development :

The whole nursery team is committed to taking part in any relevant training to extend, re-enforce and update their knowledge and experience of working with children who have a special need or disability. It is the responsibility of the Nursery Manager to ensure that other members of staff complete training and update where required. An audit of staff qualifications is maintained by the nursery manager and necessary course updates arranged. The nursery manager ensures up to date information is relayed to the Senco and other staff.

#### Partnership with parents :

Langshott Ladybirds Nursery places great value on parental involvement and aims to create a welcoming environment for parent/carers where they may discuss concerns about their child with members of staff at the beginning or end of the session. Should the parent/carer wish to speak privately with the S.E.N.co an appointment will be made that is mutually convenient. Key persons send 'a note home' for instant information sharing of major development or achievement. The nursery actively encourages parents to join in with our celebration of children's achievements at home and nursery, the nursery 'WOW' display is a written record of children's wow moments contributed to by parents, children and key persons.

Records kept on the children are available, on request, for their parent/carer to view, discuss and contribute to. The 2yr check is carried out between the child's 24<sup>th</sup> and 36<sup>th</sup> month as close to 24 as possible. A copy of which is provided for parent and health visitor. Summative assessments are provided termly. These records will be passed to parents when the child leaves the nursery to go onto school.

The **Senco** has responsibility for ensuring parents are sign posted to further help and information where necessary. The parents may be directed to their local Children's Centre, Family Information Service, speech and language professionals, the Surrey County council website, Cahms, health visitor or Doctor.

**The views of children:** Key persons consult with children to ensure we are meeting their individual needs, they may use observations of body language, signs or listen to what the child has to say. Staff may also encourage the use of the camera for children to take pictures of things they like to do.

### Links with schools and other provisions :

Langshott Ladybirds Nursery will share information with other settings that the child attends in order to ensure that we plan a curriculum that meets the needs of the individual child. (Parental permission will be obtained)

Nursery staff will accompany children to visit their new school where appropriate. Parental permission will be obtained before the Langshott Ladybirds Nursery passes information onto the child's infant school as part of the transition process. Information is passed by written summary of the child's development and shared at meetings between the child's key person in Ladybirds and their future teacher in reception.

Follow up conversations with regard to the child's transition may take place with infant school teachers once the child has attended school for a short while.

SEND information and documents collected in respect of the child whilst they are at nursery will be passed to their next provision, no SEND records are stored at nursery after the child has left our provision.

Enquiries in relation to a child that has left Langshott Ladybirds will be directed to the child's present setting.



### Identification and Assessment :

Ladybirds nursery provides a graduated approach to identifying SEN using the Assess, Plan, Do, Review method.

#### Sources of Information

- About me form from the welcome pack completed by parents with their children
- Details and information from the parent on the initial application form.
- Concerns from outside professionals
- Concerns expressed by parent/carer
- Formal and informal observations by members of the nursery team
- FEET information from sure start
- 2yr check
- Summary of cohort information

#### Strategies to establish the nature of the child's difficulties:

- SEND support arrangement
- Structured observations by nursery team members
- Discussion with the parent or carer of the child

- Completion of the Early Help assessment
- With permission from the parent/carer, seek advice from outside professionals
- Ann Locke profile
- 2yr check

**The nursery follows the SEND code of practice :**

**Early Years Enhanced Local Offer :** The SENco will discuss the child's difficulties with the parents and obtain as much information as possible about the child's health, behaviour or physical problems through completion of a SEND support arrangement or/and an Early Help Assessment.

A meeting will be set up with the parents and child when appropriate, in order to discuss and plan a SEND support arrangement or/and an individual support plan (ISP). Children may be encouraged to share in the recordings and monitoring of the plan through systems appropriate to their age and stage of development, eg., reward stickers, reward activities, diaries and photographic records. This should be agreed at the meeting. The ISP will focus only on three or four outcomes. Only strategies which differ from or are in addition to the normal differentiated curriculum should be recorded on the ISP.

Staff will carry out and record formal and informal observations on the child's behaviour and development within nursery to monitor progress in relation to the outcomes set in the ISP. The ISP will be reviewed at an agreed time with parents and SENco (within 4 to 6 weeks ), new outcomes will be agreed.

### **Early Years Band 1**

If the child fails to show development or improvement in the area of concern we will discuss this with the parents at the review meeting.

Outside professionals will be contacted to give support and advice on strategies which may differ from or be in addition to those provided for the child within the Early Years Enhanced Local Offer ISP. These strategies will form part of a new ISP devised through discussion with parents, outside professionals, child's key person and the nursery SENco.

Staff will carry out and record formal and informal observations on the child's behaviour and development within nursery to monitor progress in relation to the outcomes set in the ISP. The ISP will be reviewed at an agreed time with parents and SENco , new outcomes will be agreed

Future dates for review of the ISP will be set and will involve the parents, professional, child's key person and the nursery SENco.

Where required, the nursery will be part of a Team Around the Family and apply for an inclusion grant or discretionary funding to provide additional equipment or staff.

## **Requesting an Education, Health and Care needs assessment/Plan**

If Early years Enhanced Local Offer and Early Years Band 1 have not addressed the needs of the child, the nursery, in partnership with the parents, will contact the Early Years Advisor and request a EHC assessment.

The nursery will work closely with the local authority in providing activities and resources specific to the support of the child's EHCP

To enable the nursery to deliver the EHCP, the nursery will seek the support and guidance of the EYCS advisor, and other outside professionals, in relation to additional resources, staffing, training or expertise in order to obtain grants and funding for resources or equipment.

***This policy was reviewed June 2018 and updated***

***with reference to [www.surreycc.gov.uk](http://www.surreycc.gov.uk) , EYFS framework, the Children and Families Act 2014 and the SEN and disability code of practice 2014***