

Langshott Ladybirds Nursery

Policy for children with Special Educational Needs or Disability

This policy is 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
- Through observations including the 2 year check and progress summaries, discussions with parents/carers and between staff members we aim to identify children who may require a more specialised curriculum to reach their full potential.
- Regular opportunities for parent/carers of children with special needs to discuss their child's progress and share common concerns 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 (Candace Earle) will ensure that all members of staff are kept informed of the Surrey Support Plans and support strategies to implement these.
- Staff will report back to our SENCO on the Surrey support plan via a recording document stored in the register drawer or through formal and informal conversations.
- Confidentiality will be maintained on a need to know basis.

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

Candace 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 children requiring additional support (Early Help Assessment, FEET information, 2yr check, Anna Locke profile, sensory audits, sharing information and discussions with parents, discussions with staff.)
- To co-ordinate the provision for children who may require additional support.
- Liaison with parents/carers
- Ensure a family led approach
- Listen to and act on the voice of the child
- Complete a One Page Profile on the individual child
- Complete, regularly review and update the Surrey Support Plan in partnership with parents and the child, using an assess. plan, do, review approach, through the surrey graduated response.
- Implementation of a health care plan where appropriate and to share this with staff, answering any questions they may have and liaising with the nursery manager if further staff training is required.
- Providing clear instructions to the other staff on dealing with specific challenges either verbally or through a behaviour plan.
- To maintain careful and accurate records
- Monitor the progress of the child in relation to specific targets.
- Liaison with other staff members
- Liaison with and refer to outside professionals when necessary.
- Maintain confidentiality
- Notify and complete Early Help Assessment forms if necessary with parents.
- To apply for a Education Health Care Plan (EHCP) when required.
- To apply for funding to ensure all children have the best opportunities to achieve best outcomes.
- Attend Surrey SENCo forum so that she is aware of all up to date resources and procedures available.

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 and other outside professionals. 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 nursery 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.

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, images and equipment promoting positive images of disability or differences.

Should it be necessary to purchase specialised equipment, the nursery will approach Surrey County Council or local charities for available funding. The nursery will also hold fund raising events to raise money to purchase equipment.

The nursery will ensure that, where necessary activities and routines are adapted so that all children on-role can participate. The nursery will regularly review and evaluate the quality of provision and support offered for children with additional needs or disabilities.

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. The SENCO will attend termly SENCO forums conducted by the local authority to ensure she is up to date with procedures and information.

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. Parents are kept informed of their child's progress through regular meetings where they are encouraged to share their knowledge of what is working/not working for the child at any given stage of development so that this can be shared through the support plan.

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, Surrey Local Offer online pages, Camhs, health visitor or Doctor (or any other professionals or information that may be deemed useful.

The views of children: Key persons consult with children to ensure we are meeting their individual needs, they may use observations of body language, visual communication or listen to what the child has to say.

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. Meetings will be held between receiving school SENCO's and Nursery SENCO to help achieve a smooth transition for children with SEND, parents will be invited to attend this meeting.

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 (except those relating to funding for financial records).

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 children requiring additional support 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
- 2yr check
- Summary of cohort information

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

- SEND support plan
- Structured observations by nursery team members and SENCO, that may include sensory audit, language monitoring tool etc, parental permission for additional observations will be gained prior to observations being carried out.
- Discussion with the parent or carer of the child
- Completion of an Early Help assessment
- With permission from the parent/carer, seek advice from outside professionals
- Referral to outside professional (with parental permission)

The nursery follows the SEND code of practice :

The nursery uses the Surrey graduated response to support all children.

Setting Support: The SENCO will discuss the child's difficulties with the parents and obtain as much information as possible about the child's health or development through completion of a Surrey support plan 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 Surrey support plan. Children may be encouraged to share in the recordings and monitoring of the plan through systems appropriate to their age and stage of development. This should be agreed at the meeting. The Support plan will focus only on three or four targets. Only strategies which differ from or are in addition to the normal differentiated curriculum should be recorded on the support plan.

Staff will carry out and record formal and informal observations on the child's behaviour and development within the nursery to monitor progress in relation to the targets set in the support plan. The support plan will be reviewed at an agreed time with parents and SENco (within 6 to 8 weeks) and new targets will be agreed.

Specialist Support: 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, or the Surrey early years advisor, to give support and advice on strategies which may differ from or be in addition to those provided for the child within the Setting support response. These strategies will form part of the support plan 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 the nursery to monitor progress in relation to the targets set in the Surrey support plan. The Surrey support plan will be reviewed at an agreed time with parents and SENco and new targets will be agreed

Future dates for review of the send support plan will be set and will involve the parents, professionals, child's key person and the nursery SENco.

Where required, the nursery will be part of a Team Around the Family and apply for any additional funding to provide specialised equipment or enhance child/staff ratios.

The nursery has access to a range of specialists and professionals through the surrey local offer website and L-SPA for both advice and referrals.

Further advice may be obtained from : Learners Single Point of Access (LSPA) professional helpline, NHS website and the family information service.

Requesting an Education, Health and Care needs assessment/Plan

It may be necessary to request an EHCP assessment from the local authority if the above processes have not been enough support for the child.

The nursery will work closely with the parents/carers and the local authority, and other outside professionals to request an EHCP and then if successful will 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 or to enhance ratios in the nursery. The nursery will liaise closely with any provision that the child attends after leaving nursery with meetings and visits as appropriate.

This policy was reviewed August 2025 and updated

with reference to www.surreycc.gov.uk , EYFS framework, Surrey graduated response, the Children and Families Act 2014 and the SEN and disability code of practice 2014