

Carousel Day Nursery and Pre-School



Policy

Equality of opportunity: Supporting children with special educational needs

Policy statement

We provide an environment in which all children, including those with special educational needs, are supported to reach their full potential.

- We have regard for the Special Educational Needs and Disability Code of Practice: 0-25 years (2015)
- We have in place a clear approach for identifying, responding to and meeting children's SEN.
- We support and involve parents and children, actively listening to, and acting on their wishes and concerns.
- We work in partnership with the local authority and other external agencies to ensure the best outcomes for children with SEN and their families.
- We regularly monitor and review our policy, practice and provision and, if necessary, make adjustments.

Procedures

- We designate a member of staff to be the Special Educational Needs Co-ordinator (SENCO) and give his/her name to parents. Our SENCO is:
Kerry George and Jade Easterford
- The SENCO works closely with our manager and other colleagues and has responsibility for the day-to-day operation of our Supporting Children with Special Educational Needs Policy and for co-ordinating provision for children with SEN.
- We ensure that the provision for children with SEN is the responsibility of all members of the setting.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity. We provide a broad, balanced and differentiated curriculum for all children.
- We apply SEN support to ensure early identification of children with SEN.
- We use the graduated approach system (assess, plan, do and review) applied in increasing detail and frequency to ensure that children progress.

- We ensure that parents are involved at all stages of the assessment, planning, provision and review of their children's special education including all decision making processes.
 - We, where appropriate, take into account children's views and wishes in decisions being made about them, relevant to their level understanding.
 - We provide parents with information on local sources of support and advice e.g. Local Offer, Information, Advice and Support Service.
 - We liaise and work with other external agencies to help improve outcomes for children with SEN.
 - We have systems in place for referring children for further assessment e.g. Common Assessment Framework/Early Help Assessment and Education, Health and Care (EHC) assessment.
 - We provide resources (human and financial) to implement our Supporting Children with Special Educational Needs Policy.
 - We ensure that all our staff are aware of our Supporting Children with Special Educational Needs Policy and the procedures for identifying, assessing and making provision for children with SEN.
 - We ensure the effectiveness of our special educational needs provision by collecting information from a range of sources e.g. action plan reviews, staff and management meetings, parental and external agency's views, inspections and complaints. This information is collated, evaluated and reviewed annually.
 - We provide a complaints procedure.
 - We monitor and review our policy annually.
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Our SENCO at Carousel

We have two designated members of staff for the role of the SENCO in our setting. The first is Kerry George (SENCO) who has received training in the SEND Code of Practice, the role of the SENCO in the early years, person centred approach (one planning) in the early years, Autism awareness in the early years and has completed the following accreditation: the role of the special needs co-ordinator in private, voluntary and independent early years settings & early years good autism practice training, The second is Jade Easterford (SENCO) who supports Kerry in fulfilling her role as our main SENCO.

Admission into our setting

- From the first visit to our nursery and through observing the child, we will assess any additional needs. This initial assessment will involve the child's parents, our (SENCO) and other professionals/agencies involved with the child. The assessment will help us understand

how to support the child to meet their needs and make reasonable adjustments and if/where necessary.

Inclusive Practice

At Carousel we aim to offer great provision / choice for all our children, whatever their ability or needs. We want our children to feel a valued part of our community and we ensure this by providing the following:

- Planning for all our children's full participation in learning, whatever their needs
- Providing support and resources for the child's individual needs.

Each child has their own designated Key Person and it is their aim to support the child as much as possible while they are at nursery to ensure the child gains valuable experiences.

Special Educational needs support:

At carousel we use a graduated approach (one planning) to identify, assess and make provision for children with SEND. This procedure consists of 4 stages of action; assess, plan, do and review.

Our SENCO's, the child's key person and the child's parents/carers will be involved in producing this SEND personalised plan which will be led and co-ordinated by the settings SENCO's.

All assessments and support will be recorded on the child's SEND personalised plan which is regularly updated according to the review date set. In the event that the child does not make expected progress despite the setting having taken relevant and purposeful action then further agencies/professionals may be contacted with parental consent.

In the event the child requires an Education Health Care Plan, the child's keyperson and setting SENCO's will provide relevant SEND personalised plans and other evidence requested to support this assessment along with providing support to the child and their family.

Partnership with Parents:

- At Carousel we use a family centred approach to support a child with special educational needs. We have an active partnership with the parents by having continuous talks with them, either face to face at nursery or through our 'Home Link Diaries'.

- If parent(s) wish to have a one to one meeting with us they are more than welcome to make an appointment to discuss their child's development.
- We host opportunities for parents to have meetings with their child's keyperson including, early years outcome meeting (two year check), parents mornings, parents evenings, TAC meetings and one planning meetings where necessary.

Complaints

Please see our Complaints Folder.

External agencies

At Carousel we welcome any external professionals / agencies to assist with our children. We want the best experiences and outcomes for them and by allowing other professionals to support us in this aim, we are able to achieve it.

Our nursery regularly updates our details on the Essex Local Offer which provides parents/carers with information about services and support for special educational needs and disability, you can find the Essex Local Offer by visiting www.essexlocaloffer.org.uk.

This policy was adapted by

Nursery Manager

Charlie Morgan

CAROUSEL DAY NURSERY

Date Reviewed

13th January 2019

Date to be reviewed

13th January 2020

Manager's Signature

C.Morgan

Deputy Manager signature

J.Easterford

A.Ferry