



Special Educational Needs Policy and Procedure

Statement

Phoenix Childcare is committed to the inclusion of all children. All children have the right to be cared for and educated to develop to their full potential alongside each other through positive experiences, to enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment where children are supported according to their individual needs.

The nursery believes that all children have a right to experience and develop alongside their peers no matter what their individual needs. Each child's needs are unique, therefore any attempt to categorise children is inappropriate.

The nursery is committed to working alongside parents in the provision for their child's individual needs to enable us to help the child to develop to their full potential. The nursery is committed to working with any child who has a specific need and/or disability and making reasonable adjustments to enable every child to make full use of the nursery's facilities. All children have a right to a broad and well-balanced early learning environment.

We feel it is paramount to find out as much as possible about a particular child's condition and the way that may affect his/her early learning or care needs by:

- Liaising with the child's parents
- Liaising with any professional agencies
- Reading any reports that have been prepared
- Attending any review meetings with the local authority/professionals
- Regularly monitoring observations carried out on the child's development.

All children will be given a full settling in period when joining the nursery according to their individual needs.

Aims

We will:

- Recognise each child's individual needs and ensure all staff are aware of, and have regard for, the *Special Educational Needs Code of Practice (England)/*Special Educational Needs Code of Practice for Wales/*A Manual of Good Practice in Special Needs (Scotland) on identification and assessment of any needs not being met by the universal service provided by the nursery
- Include all children and their families in our provision
- Provide well informed and suitably trained practitioners to help support parents and children with learning difficulties and/or disabilities
- Develop and maintain a core team of staff who are experienced in the care of children with additional needs and employ a Special Educational Needs & Disability Co-ordinator (SENCo) who is experienced in the care and assessment of children with additional needs. Staff will

be provided with specific training relating to Special Educational Needs and the SEND Code of Practice

- Identify the specific needs of children with learning difficulties and/or disabilities and meet those needs through a range of strategies
- Ensure that children who learn quicker, e.g. gifted and talented children are also supported
- Work in partnership with parents and other agencies in order to meet individual children's needs, including the health and education authorities, and seek advice, support and training where required
- Monitor and review our practice and provision and, if necessary, make adjustments, and seek specialist equipment and services if needed
- Ensure that all children are treated as equals and are encouraged to take part in every aspect of the nursery day according to their individual needs and abilities
- Promote positive images and role models during play experiences of those with additional needs wherever possible
- Celebrate diversity in all aspects of play and learning.

Our Nursery Special Education Needs & Disabilities Co-ordinator (SENCo) is Katie Aston (supported by Amy Carter and Lorna Chapman). She/he works closely with all staff and schools to make sure there are systems in place to plan, implement, monitor, review and evaluate the special educational needs policy of the nursery, always making sure plans and records are shared with parents.

Methods

We will:

- Designate a member of staff to be Special Educational Needs & Disability coordinator (SENDCo) and share his/her name with parents
- Provide a statement showing how we provide for children with learning difficulties and/or disabilities and share this with staff, parents and other professionals
- Ensure that the provision for children with learning difficulties and/or disabilities is the responsibility of all members of staff in the Childcare.
- Ensure that our inclusive admissions practice includes equality of access and opportunity
- Ensure that our physical environment is as far as possible suitable for children and adults with disabilities
- Work closely with parents to create and maintain a positive partnership which supports their child/children
- Ensure that parents are informed at all stages of the assessment, planning, provision and review of their child's education
- Provide parents with information on sources of independent advice and support
- Liaise with other professionals involved with children with learning difficulties and/or disabilities and their families, including transfer arrangements to other settings and schools. We work closely with the next care setting and meet with them to discuss the child's needs to ensure information exchange and continuity of care
- Use the Graduated Response system for identifying, assessing and responding to children's special educational needs
- Provide a broad and balanced early learning environment for all children with learning difficulties and/or disabilities
- Provide differentiated activities to meet all individual needs and abilities
- Use a system of planning, implementing, monitoring, evaluating and reviewing Individual Provision Maps (IPM's) for children with learning difficulties and/or disabilities
- Review IPM's regularly and share the review with parents/carers
- Ensure that children with learning difficulties and/or disabilities are consulted at all stages of the Graduated Response, taking into account their levels of ability
- Use a system for keeping records of the assessment, planning, provision and review for children with learning difficulties and/or disabilities

- Provide resources (human and financial) to implement our SEND policy
- Ensure the privacy of children with learning difficulties and/or disabilities when intimate care is being provided
- Use a Multi- Agency meeting to provide in-service training for practitioners and volunteers
- Raise awareness of any specialism the setting has to offer
- Ensure the effectiveness of our SEND provision by collecting information from a range of sources e.g. IPM reviews, staff and management meetings, parental and external agencies' views, inspections and complaints. This information is collated, evaluated and reviewed annually
- Provide a complaints procedure and make available to all parents in a format that meets their needs e.g. Braille, audio, large print, additional languages
- Monitor and review our policy annually.

Special Educational Needs Code of Practice

It is the duty of the nursery to carry out our statutory duties to identify, assess and make provision for children's special educational needs. The Code of Practice recommends that our nursery should adopt a graduated approach to assessment through Early Years Action and Early Years Action Plus Good practice of working together with parents, and the observation and monitoring of children's individual progress, will help identify any child with special educational needs. Our nursery has identified a member of staff as a SENDCo who will work alongside parents to assess the child's strengths and plan for future support. The SENDCo will ensure that appropriate records are kept according to the Code of Practice.

Early Years Action

The child is identified with Special Educational Needs. The SENDCo, working alongside colleagues and parents, will assess and record the child's needs and provide an Individual Provision Map (IPM) providing future support. This plan will be continually under review in consultation with the child and his/her parent(s).

Early Years Action Plus

Is characterised by the involvement of external support services, usually requested by the SENDCo and colleagues in consultation with the child's parents. If the help given through Early Years Action Plus is not sufficient to enable the child to progress satisfactorily, it may be necessary for the nursery, in consultation with the parents and any external agencies already involved, to request a statutory assessment towards a statement of special educational needs.

If you have any questions regarding Special Educational Needs please speak to one of the team – Katie Aston, Amy Carter or Lorna Chapman.