



SPECIAL EDUCATIONAL NEEDS LOCAL OFFER POLICY

Our aim is to help children reach their full potential and develop confidence and good self-esteem through a caring environment which is sensitive to individual needs and development.

1. How does the Early Years setting know if my children need extra help and what should I do if I think my child may have special educational needs or disabilities?

- Each child has a key-worker who monitors your child's progress and development
- You are always welcome to discuss your child's progress and any concerns you may have
- We will identify specific needs by ongoing observations and the progress review
- We will seek advice from outside agencies where necessary.

2. How will the Early Years setting staff support my child?

- The key-worker and the SENCO/INCO (Special Educational Needs Co-ordinator / Inclusion Co-ordinator) will work with your child and will oversee the educational program, alongside the other staff
- We will work with you and set up a play plan for your child
- These will include specific details to identify the need and give direction to all staff to meet that need.

3. How will the curriculum be matched to my child's needs?

- Each child will have a key-worker who is responsible for your child's learning journal, this includes observations, child's interests and progress reviews. Specific needs will be identified and met through the ongoing observations and assessments
- Activities will be planned to meet the child's needs and adjusted to each child's abilities.

4. How will both you and I know how my child is doing and how will you help me to support my child's learning?

- Your input is valuable and the key-worker is available for casual chats and discussions about your child's progress
- A more formal time is also available for you to discuss the next steps for your child and the progress they are making
- The progress review will enable you to see the stage your child is at and if it is the right stage for their age.

5. What support will there be for my child's overall well being?

- Staff are available to talk to you at any time during the session. We are caring, understanding and compassionate
- We will work alongside and with parents and outside agencies to give your child the best support we can within our setting
- If any medical assistance is required we will do any training that is needed to help and support your child
- Staff have Paediatric First Aid training which is renewed every three years
- Medicines prescribed by a Doctor can be administered at playgroup in line with our Medicines Policy
- We have a behaviour management policy
- All children are treated with respect
- The views of the children are listened to with respect and taken into consideration
- Safety is paramount within the group, entrances are secure at all times and risk assessments are carried out to check the safety of toys and equipment.

6. What specialist services and expertise are available at or accessed by the early years setting?

- All staff have a knowledge of SEND and two members of staff are SENCO/INCO trained. The training for a specific need will be undertaken as appropriate
- Other services we have access to include, speech and language, child protection professionals, The First Team, Social Services and Ofsted.

7. What training are the staff supporting children with SEND had or are having?

- SENCO/INCO training. Child Protection, Speech and Language, Paediatric First Aid
- The setting will seek to undertake training for specific needs as necessary.

8. How will my child be included in activities outside the early years setting including trips?

- Our main annual outing is organised by our parent reps, and we will advise them of any special needs and the suitability of a planned venue. We normally travel by coach and all children are accompanied by a parent or carer. Personal transport should be used if parents think this is best for their child
- When local outings are arranged parents are notified and the appropriate forms signed so staff know what is needed for your child
- For local outings staff normally take up to three children each, but if your child needs individual assistance this will be arranged
- All necessary medical arrangements will be taken into account and will be available on the outing if required
- Discussions between parents and staff regarding the procedures to help your child get the most out of the outing will be done prior to the outing.

9. How accessible is the early years setting environment. (indoors and outdoors)?

- There is a ramp to enter and exit the building which is put out each session. There is also a ramp to access the garden area

- There is an easy access toilet
- The doors are wide enough for wheelchair users to access all areas within the setting
- There are no internal stairs
- We have child height tables and chairs as well as floor activities
- The tables and trolleys of toys are set out in the same places each session so that the children know where they are in the rooms. There is plenty of space between activities for ease of getting around.

10. How will the setting prepare and support my child to join the early years setting transfer to a new setting/school?

- We offer two free settling in sessions to all children starting at Shekinah so that children can become familiar with the setting and staff. However, if a child has special needs we will work with parents and offer more if necessary until we are sure your child is ready to stay without you
- We will use information and guidelines from any other agencies your child may already be in contact with to help settle them in
- When moving on to another setting or school, your child's journal will be shared with them so that they can see the progress and development your child has made
- With your permission we will arrange meetings with your child's new setting/school to discuss their needs and progress. We will also arrange for your child's new teacher to visit our setting so they can meet them in a familiar environment
- We will use resources provided by the new school and provide activities at Shekinah to talk about school and prepare them for their next steps.

11. How are the early years settings resources allocated and matched to children's special educational needs?

- Funding is allocated on a case by case basis. It will be made available for equipment or toys necessary for a child's needs. Managers will decide on the level of funding in relation to the needs of the whole setting
- Any grants will be sought if available from other agencies.

12. How is the decision made about what type and how much support my child will receive?

- A child with special needs will have one of the senior staff allocated as their key-worker. The key-worker in consultation with other senior staff and parents, will discuss and identify your child's needs and how those needs will be addressed
- Your child's progress will be recorded and monitored in their journal and Play Plans that identify the need and how to meet them will be drawn up in consultation with parents. All staff are expected to use these plans during the child's sessions at Shekinah. These will be discussed at staff meetings and reviewed regularly
- Where necessary outside agencies will be contacted if extra help is needed, and the setting will work with them to support your child. The First Team would be our initial point of contact if your child is not already in touch with any others.

13. How are parents involved in the early years setting? How can I be involved?

- At Shekinah we have "parent reps", three or four parents who organise the outing

and Christmas party. Also social events, usually a meal for parents and carers, which will help you feel part of the setting

- All parents can talk to their child's key-worker or one of the Managers when they want to. Also each week of the half term there are specific "key-worker weeks" where you can make an appointment to view and discuss your child's journal and progress
- Every term you will be given a copy of your child's next steps sheet where you can give your comments or request that specific learning needs are included (in discussion with the key-worker).

14. Who can I contact for further information?

- Jan Measor and Ruth Wright are Shekinah Preschool Playgroups Special Educational Needs Co-ordinators. You are welcome to call in or phone and make a time to meet. Details can be found on the contact page of this website.