

St Michael's Family Centre

Registered as a Charity

OfSTED Registration number EY 411778 Saddlebow Road

OfSTED Registration number EY 399923 Church Lane

OfSTED Registration number EY 2673202 Terrington St Clement

Policies and Procedures

Related to:

Special Education Needs and Disability



Saddlebow Road, Church Lane and Terrington St Clements

St Michael's Family Centre Special Educational Needs/Disability policy

(EYFS welfare requirement promoting children's welfare)

Statement of intent

At St Michael's Family Centre we have a child friendly environment, which enables all children to reach their full potential and achieve throughout their learning journey. We are committed to providing additional support when needed, to help all children to progress to be 'the best they can'.

Aims

- We have regard for the DfES 2014 Special Educational Needs and Disability Code of Practice.
- We include all children in our provision.
- We provide practitioners to help support parents and children with special educational needs and disabilities (SEND).
- We identify the specific needs of children with SEND and meet those needs through a range of strategies.
- We work in partnership with parents and other agencies in meeting individual children's needs.
- We monitor and review our practice and provision and, if necessary, make adjustments.

What is the role of the SENDCO?

We have a designated Special Educational Needs and Disability Co-ordinator (SENDCO) within our setting and their responsibilities include:

- Monitoring and reviewing our policy, practice and provision and, if necessary making adjustments
- Co-ordinating specific support and strategies for individual children with special educational needs
- Regular liaison with the relevant keyworker / childcare practitioners within the setting to monitor progress and plan the next steps for each child's development
- Work in partnership with parents/carers and other external agencies to meet the individual needs of each child

How will the setting prepare to support my child?

- We will arrange an individual visit so that prospective families can view our facilities and meet the staff.
- We will develop positive two-way communication and build good relationships through home visits and the settling in process. We want you to feel comfortable to share information about the strengths and needs of your child so that together we can agree how we can provide support to ensure that you and your child feel happy and safe with us
- Where necessary meetings will take place with other professionals prior to your child starting in the setting
- We will ensure that where needed Health Care Plans are in place and that staff have received relevant training e.g. EpiPen training or behaviour management
- Risk assessments will be carried out to ensure that children have safe access to all activities

How does St Michael's identify that my child needs extra support?

- Each child has their own keyworker who will work closely with you and your child to help identify an individual need, change in behaviour or self-esteem
- You or other family members or carers may identify a specific need, which you can discuss confidentially with our SENDCO and/or your keyworker
- Reports from healthcare professionals may identify a child's individual needs and we will include these in your child's learning and development plans
- Progress checks at 2 years or integrated 2 year checks with the health team may highlight limited progress
- Ongoing observational assessments are made against the stages of development as outlined in the Statutory Framework for Early Years Foundation Stage (EYFS). Observations are recorded in each child's online personal learning journey which are shared with parents

How do we support your child?

- We have a responsibility to identify groups of disadvantaged children who attend our setting and will apply for additional funding available locally, if families meet certain criteria. We will use this funding to ensure support is in place to improve children's outcomes.
- We work with the local authority via 'SEN Local Offer' to ensure information is available locally to parents to ensure they are able to make choices about the right childcare provision for their child with SEN.
- Our SENDCO will explain how children's individual needs can be met by planning support using a written SEND Plan, or an EHCP Plan. This may include additional professional support from external agencies or one to one session with your child.
- Individual programs will be regularly reviewed in partnership with you to monitor its effectiveness
- We may be able to access additional funding to help support your child
- If appropriate specialist equipment will be provided e.g. pencil grips, scissors, visual timetables etc.
- Our SENDCO has attended specific SENDCO training and attends regular network meetings to keep up to date
- Our staff have attended training to meet specific individual needs for example: ASD/ Global Development Delay/ Portage/ Welcomm and will attend further training if necessary
- Confidentiality is maintained at all times

How will parents be involved?

- We have an open-door policy and positively encourage parental involvement
- Your child's keyworker may suggest ways you can support your child and explain the strategies being used in the setting
- Parents/carers will be involved in developing SEND Plans specific to children's needs
- Regular meetings will monitor the effectiveness of individual programmes involving other professionals when needed

Who will be involved in my child's learning?

- Although initial contact will be with your child's keyworker and SENDCO, all staff will be involved with your child's play, learning and education.
- Information is shared within the staff team as needed to ensure effective planning meets the individual needs of all children

How accessible is the setting?

- The Pre-School rooms and garden are at ground level and can be accessed easily from the main door and play-areas with doors opening directly into the garden area
- There is an accessible toilet with a handrail and changing facilities
- Disabled parking is available directly outside the Family Centre
- Policies are updated to show inclusive practice
- Risk assessments ensure children have access to all activities

What specialist services do we offer?

- We have regular contact with the following professionals who may be able to help: SALT worker, Doctors and HCP, ECFS
- We signpost parents to family services which are available locally by displaying information on our notice boards and website. For example, drop in sessions and parenting classes available locally or other services relevant to the parents of pre-school children.
- All staff are trained within EYFS guidelines
- All staff have all received early years training and hold Paediatric First Aid Certificates or Emergency First Aid Certificates
- We use Welcomm assessments and activities for children with SALT delays
- Staff have received training on supporting social and emotional needs
- Medicines are administered in strict accordance with our Administering Medicines Policy
- Our staff have specific areas of responsibility within the setting e.g. health & safety, safeguarding etc. and they receive ongoing training to ensure that their knowledge is kept up to date.
- All practitioners are good positive role models and we ensure that flexible routines provide an environment that meets the needs of all of the children.

Moving to another school/setting

- Transition forms will be completed and all documentation including SEND & EHCP Plans will be shared to ensure that there is continuity of care
- Where practical transition review meetings will take place to plan the transition of your child to their new setting
- In partnership with you, receiving settings/schools will be invited to visit our Pre-School and observe your child.

If you have a compliment or complaint you feel you cannot approach us - you can contact Ofsted on 0300 1231231 to register your concerns.