

BUTTONS DAYCARE NURSERY LTD

Early Years Foundation Stage Safeguarding and Welfare Requirements:
Equal Opportunities

Supporting children with Special Educational Needs and Disabilities

Policy statement

At Buttons we believe that all children are entitled to a broad balanced and purposeful early years curriculum. We will work with parents/carers and other agencies to achieve this.

This policy explains our principles in relation to children with Special Educational Needs and/or Disabilities and provides information on our policies, procedures and objectives and how we aim to implement these.

Aims and Objectives

- To welcome all children whatever their individual needs or abilities and Children shall always be treated with equal concern irrespective of religious persuasion, racial origin, culture or linguistic background, sex or disability.
- Identify children's needs and work together with the child and parent/carers, along with outside agencies when needed, to meet each child's individual needs as early as possible.
- To always take in to account the child's views and feelings.
- To follow the Special Educational Needs Code of Practice.
- To maintain good communication with parents/carers.
- The Special Educational Needs and Disabilities Co-ordinator (SENDCO) will keep a record for each child with SEN, including Support Plans, reviews and involvement of outside agencies etc.
- To keep all staff up to date with any relevant training and legislation.
- To consult with parents/carers and keep them informed at all times.
- To endeavour to make the Nursery accessible to all, this may cover the building (where applicable and landlord etc will have to be contacted), resources or even consulting with other agencies where access is concerned.

Roles and Responsibilities

Samantha Rutter is the settings Sendco and Samantha Yates is Deputy Sendco. Together they need to consider and be responsible for: -

- Meeting the needs of the child
- Staffing
- Funding (e.g. for equipment etc)
- Implementation of the SEND Policy
- Organising SENDCO time (where the SENDCO and key worker can have time to keep records plan activities, etc)
- Organising and supervising staff training
- Ensuring that all staff are aware of the importance of confidentiality.
- Ensuring staff awareness of the Nursery's policies
- Ensuring that all professionals involved with the child agree to a referral for Education, Health and Care Plan (where appropriate)

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As Sendco, Samantha and Deputy Sendco, Samantha, need to consider and be responsible for: -

- The daily operation of the SEND policy
- Ensuring liaison with parents and other professionals in respect of children with special educational needs
- Ensuring that appropriate Support Plans are in place.
- Ensuring that relevant background information about individual children with special educational needs is collected, recorded and updated.
- Advising and supporting other practitioners in the Nursery
- Taking a lead in further assessment of the child's particular strengths and weaknesses
- Support the child's key worker in planning activities and implementing the child's Support Plan
- Keeping up to date records of the child's development, Support Plans and review meetings.
- Consulting parents and keeping them informed of action being taken to help the child.
- Organising review meetings etc involving parents, Nursery staff and other professionals.
- Placing children on the ranges alongside the child's key person.

The Child's Key Person, needs to consider and be responsible for: -

- Planning activities and following the child's Support Plan
- Keeping records of the child's development and achievements
- Taking part in developing the child's Support Plan along with the Sendco
- Being involved in review meetings and meetings with professionals
- Maintaining good communication with parents/carers
- Placing children on the ranges with support from the SENDCO

All staff need to consider and be responsible for: -

- Taking part in regular training
- Keeping up date with relevant legislation
- Being fully aware of the Nursery's policies and procedures
- All staff are responsible for SEND, the SENDCO oversees this.

All parents/carers need to: -

- Consider us as partners in their child/ren's care and education and maintain communication with regards to their child/ren. This can be done by keeping staff up to date with accurate information.

All children need to: -

- Feel confident in voicing their thoughts and feelings in their own individual way.

PROCEDURES AND PROCESSES

- When a child first registers at our Nursery, we ask parents/carers to provide information on each individual child's background, development and needs.
- Key Persons will observe and assess their key children. If there are any concerns, these observations are noted and then staff will share their concerns with the SENDCO. Observations will continue whilst, both the Key Person and SENDCO gain as much information as they can about the child. The SENDCO will then work with parents/carers surrounding this. This level of intervention is through Early Support and the child's name will be placed on the Nursery's Special Educational Needs and/or Disabilities register for the SENDCO's records.

BUTTONS DAYCARE NURSERY LTD

- Hold regular review meetings and follow the child's Support Plan
- We liaise with professionals and outside agencies e.g. physio therapist, speech and language therapist, portage workers and early years support teachers etc. This level of intervention is through extended services.
- All of our records are strictly confidential unless we have specific permission from parents/carers to share this information with other professionals or agencies.
- At Buttons we have guidance to refer to and support children and their families.
- We regularly monitor and update our SEND policy.
- We pass on (with parents/carers permission) information and records of the child's achievements to other professionals and agencies e.g. primary school
- Any complaints regarding the Nurseries provision for children with SEND should be taken up with the Manager and are dealt with according to the Nursery's usual complaints procedure.

Early Support

When a child is identified as having a special educational need and/or disability, interventions should be devised that are addition to those as part of the setting's usual curriculum. The triggers for Early Support could be concern about a child who despite receiving appropriate early experiences.

- Makes little or no progress, even when approaches are particularly targeted to improve the child's identified area of weakness.
- Continues working at levels significantly below those expected.
- Presents persistent emotional and/or behavioural difficulties, which are not ameliorated by the behaviour management techniques usually employed by Buttons Nursery.
- Has sensory or physical difficulties and continues to make little or no progress despite the provision of personal aids and equipment.
- Has communication and/or interaction difficulties and requires specific individual interventions in order to access activities.

External Services Support

The SENDCO may require support from external services. External Services can provide more specialist assessments, give advice on the use of new or specialist strategies or materials, and in some cases provide support for particular activities.

The triggers for referral for seeking help from outside agencies could be that, despite receiving an individualised programme and/or concentrated support, the child:

- If they have been placed on the Ranges and it has been advised to seek support from external agencies.
- Continues to make little or no progress in specific areas.
- Continues working at an early years curriculum substantially below that expected of children of a similar age.
- Has emotional or behavioural difficulties which substantially and regularly interfere with the child's own learning or that of the group, despite having an individualised behaviour management programme.
- Has sensory or physical needs and requires additional equipment or regular visits for direct intervention or advice by practitioners from a specialist service.
- Has ongoing communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning.

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Requests for Education, Health and Care Plan

For a very few children the help given by Buttons Nursery through Early Years Action Plus will not be sufficiently effective to enable the child to progress satisfactorily. It will then be necessary for the setting, in consultation with the parents and any external agencies already involved, to consider whether a statutory multi-disciplinary assessment may be appropriate. Where a request for a EHCP is made to an LEA, the child will have demonstrated significant cause for concern and the setting will provide evidence to the LEA detailing:

- The Nursery's action through Early Support
- Support plans for the child
- Records of regular reviews and their outcomes
- The child's health including medical history where relevant.
- Other assessments for example, from an educational psychologist, portage worker
- Views of the parent and child (where applicable)
- Involvement of other professionals
- Working closely with other professionals to put any recommendations in place.
- Any involvement by Social Care

When the LEA receives this assessment, they will then consider all evidence.

ACCESS

- The building is accessible to all as it is located on ground level. A portable ramp is available for main entrance if necessary.
- External and internal doorframes are wide enough for wheelchair access.
- Access from indoors to the garden area is also located on ground level.
- Indoors, areas are easily accessible and can be arranged for wheelchair use with resources at child level.

PARTNERSHIP WITH PARENTS/CARERS

- At Buttons Nursery we encourage all our staff to develop and maintain relationships in order to ensure effective liaison with parents/carers
- We have regular exchange of information between staff and parents/carers, both written and verbal
- We also have regular review meetings, involving Nursery staff, parents/carers and other professionals.
- The child's progress and achievements are discussed, and future targets decided on, advice on other helpful agencies is also given.
- We always value the knowledge and skill of all parents/carers.
- We provided a quiet meeting place so that information can be discussed in privacy and confidentiality without interruption.
- All information, records etc are strictly confidential Buttons will not pass on any information without the prior consent of the child's parent/carer.

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SAFEGUARDING CHILDREN

Buttons Nursery fully recognises the contribution it can make to protect and support the children in its care. We also recognise children maybe more vulnerable to abuse who have a Special Educational Need and/or Disability.

In cases where Buttons Nursery has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSPB (Sunderland Safeguarding Partnership Procedures) and inform Children Services, Social Care of their concern.

See Safeguarding Policy for more details.

Please cross reference to our SEN file for the following:

- Agencies and their contact numbers etc
- Forms, Support Plan formats, concern forms etc
- Referral forms,
- Please see each individual room for information regarding resources and equipment

This policy was amended on/who by

Reason.....

Date to be reviewed

Signed on behalf of all the management and staff at Buttons Nursery

Signature Counter signature.....

Print Name Print Name.....

Role..... Role.....

Updates that we are unable to share via staff meeting due to the ongoing Covid-19 situation, will be shared either by email/memo/Whats App chat with the staff.