**Local offer**

***How our setting knows if young children need extra help and what our parents / carers should do if they think their child may have SEND.***

Before your child starts with us, we will visit you in your home to meet you face to face and to start that bond with your child. You will be visited by a manager and your child’s key person. During this time, we can answer any questions you have as well as completing a few forms to gather the information we need to make this an easier transition for yourself and your child. These forms are then updated when your child moves into a different room or if any details change. We will also ask If your child has attended another setting previously so that we can share information with them to try and get the best baseline for your child. This is also the time to discuss if your child has had any further intervention such as a speech and language therapist for example so that we can then carry this on further for you at our setting. Your child’s key person will form a close bond with both your child and yourself and will support all their key children in a variety of ways. Your child’s key person will get to know them very well and get to know their individual needs. Your child’s care will also be overseen by your child’s buddy who will take over the care of your child should the key person be off. Your child will have individual observations which are always ongoing to ensure that your child’s progress is going well and that there are no areas of extra support needed. These observations would be discussed with the nursery’s SENCO and if your child’s key person had identified a possible individual need this will be discussed with you and planned alongside you on how to support your child best. If you have any concerns about the progress or attainment of your child, please feel welcome to talk to your child’s key person who will then liaise with the setting’s SENCO if appropriate.

***How our setting supports young children with SEND.***

When enrolling at our nursery, you will be invited to have some taster session to help settle your child. This consists of a range of ways such as coming along with your child a few times, leaving your child with us for an hour or up to 3 hours. This is part of our settling in policy and procedures. We understand that this could be an extremely hard and emotional transition and so we will try our best to make it as easy as possible for both your child and yourself. At the taster sessions you will also get the change to talk to your child’s key person and SENCO if you have any worries or concerns. We pride ourselves by having an open-door policy ensuring that parents / carers are always welcome to discuss any concerns they may have. If we believe your child has a SEND concern, we will discuss this with you after completing several observations, this would be a face-to-face meeting. Once we had completed this meeting, we would ask to complete a permission form to ask our Inclusion Partner to come and visit to either give us further advice or if we felt necessary to support us with a funding application. It may be that we do not need to access help from outside agencies and that we have all the information and support we need from the setting. At all times we will work in partnership with yourselves reviewing your child’s targets and planning new ones together using a ‘one plan’. As a setting we feel we support each individual child to the best of our ability supporting them throughout our nursery and pre-school, so they are then ready for their next step transitioning to school. All our practitioners have had basic SEND training, behaviour training and one to one support from the settings SENCOs.

***How our setting creates learning and development opportunities for individual children with SEND.***

We ensure that all of our practitioners are provided with all the information needed on individual children so that we can plan for each child to ensure their progress. The setting SENCOs will monitor and assess the children’s progress within the setting and will help all the practitioners to ensure next steps and one plans are completed. The setting SENCOs will identify the specific needs of the child with SEND and how to meet those needs through a range of strategies such as; now and next boards, Makaton and visual aids.

***How our setting works in partnership with parents / carers.***

We pride ourselves on bring a child led and community-initiated nursery and we always strive to create strong relationships with all our parents. With every session that your child attend you will have an opportunity to talk to your child’s key person at the beginning and the end, we also encourage that if you have any worries, we can arrange a meeting with both your child’s key person and the settings SENCO. We ensure that parents are informed and engaged with at all stages of assessments, planning, provision, and review of their child’s education. We have adopted a person – centred approach within a family context ensuring the involvement of parents and children. We also ensure that if we can offer any training to our parents, we provide this as well as further information such as drop-in sessions for speech and language. We ensure that both parents are involved at every stage by offering many ways of meeting and sharing information such as via our Famly App, email, face to face meetings or zoom meetings.

***How our setting supports the well-being of young children with SEND.***

Both of our settings are wheelchair friendly, and our main nursery has a lift insuring a child with disabilities could still access our services. We ensure that risk assessments are completed daily on all of areas that the children use, also if a separate risk assessment were needed this would also be completed by a member of the management team alongside the child’s parents. We ensure that every child has the same opportunities and receives praise and guidance promoting positive behaviour. Every practitioner has had training on promoting positive behaviour and follows our behaviour policy at all times. If required we complete health care plans for children with SEND or allergies to ensure that all practitioners know the care they require, this is completed alongside the child’s parents. We ensure to the best of our ability that every child is heard using their own voice, sharing opinions, and views and that we provide access to our whole environment. As a setting we provide the education that is entitled to every child that enables them to achieve the best possible outcomes and opportunities and to become confident young children, with growing ability to communicate their own views and ready to make the transition to compulsory education.

***Staff training and experience in supporting young children with SEND.***

Our hands on Management team have a combined total of over 25 years childcare experience. We have three SENCOs fully trained within the setting and ensure all practitioners received basic SEND training through online courses, inhouse training and practical training. We have achieved the Bronze Award in Good Beginnings (Essex) which we are immensely proud of. We ensure that all our staff have Paediatric First Aid training every 3 years and Safeguarding Level 2 every year. We also have 4 Designated Safeguarding Leads trained across the two settings.

***Specialist services and expertise accessed by our setting.***

We access many services such as our Inclusion Partner, health visitors, speech and language therapists and local children’s centres. With the connections that we as a setting can access, we can ensure that we can give the best advice and support needed for each individual child.

***How our setting includes young children with SEND in community-based activities and outings.***

All our outings will be planned to include every child. We include both the setting SENCO and the child’s parents when planning the trip to ensure that all the needs of the child are identified and planned for. A risk assessment will be drawn up specific to the child and carried out prior to the trip ensuring also that any medication or resources are also taken. We ensure also that where we take the children is accessible for any SEND needs. Places we visit such as; parks, elderly care homes, Linton Zoo, Shepreth Zoo and so on.

***Our accessible environment.***

We complete an access audit every 6 months ensuring we have everything we need in place. The last time this was completed we noticed a few actions such as updating signage due to the new way of entering the building. We are also going to investigate sound clouds to support children with hearing impairments. Our building is fully wheelchair accessible across all three levels and so is our pre-school room. We have disabled changing and toilet facility on the bottom floor of the main nursery and our toilet area in our pre-school room is large enough for access. We ensure that communication is always at its best, when we have a parent who does not use English as their first language, we ensure that all paperwork is translated into their home language. We also ask that we are taught some basic words in this language to support the child whilst at nursery.

***How our setting prepares and supports young children with SEND when joining the setting and when transferring to another setting or school.***

Before your child starts with us, we will visit you in your home to meet you face to face and to start that bond with your child. You will be visited by a manager and your child’s key person. During this time, we can answer any questions you have as well as completing a few forms to gather the information we need to make this an easier transition for yourself and your child. These forms are then updated when your child moves into a different room or if any details change. We will also ask If your child has attended another setting previously so that we can share information with them to try and get the best baseline for your child. This is also the time to discuss if your child has had any further intervention such as a speech and language therapist for example so that we can then carry this on further for you at our setting. When a child then transitions to another setting or to school, we would ensure that we have all our paperwork collated and ready to have a meeting with the other school / settings SENCO. Within this meeting parents are also included meaning we can ensure all information is passed on and we can ensure that we are supporting the child through this transition whilst they are still in our care.

***How our setting organises its resources to meet the needs of young children with SEND.***

Our settings ensure we have two budgets one for training staff members and another for budget for allocating new resources for the children. We can also access resources through our inclusion partner for specific needs. We ensure that if we feel a child needs one to one at certain points throughout the day then this is put into place and to which we would require funding from Essex County council. We also ensure that targeted support is introduced if needed such as with Wellcomm, emotions, sensory and so on. We ensure that our environment is adapted when needed so that each individual child has the same support and opportunities.

***How we decide on appropriate support for young children with SEND.***

We ensure that through observations and interaction and tracking your child’s development, and through discussions with yourself, the key person and SENCO, we can identify areas that need support. With the ongoing partnership with you and other professionals (if needed) together we can make sure that your child will gain the best support and progress as well as possible. The information from here that we all share will then go into your child’s one plan which will help us to then ensure that your child is getting the correct support and care from our setting.

***How we involve all parents/carers in our setting****.*

We ensure that all our practitioners work in partnership to support each child’s well-being, learning needs, progress, and aspirations. From the very beginning we try and build upon this with our home visits, settling in sessions and our parent’s mornings where you can come and play and carry out activities with the children. We ensure that there is frequent information regarding the settings through; newsletters every term, our website, and posts on the Famly App newsfeed. We also have fundraisers twice a year where all our parents like to get involved and hold stalls or games and get involved with the nursery community.

***Who to contact for further information.***

The first person we encourage you to talk to is your child’s key person who can help you to decide what extra action needs taking. Your child’s key person will share this information with the nursery SENCO and together they will meet you to discuss further action.

The nursery SENCOs are Gina Owers, Helen Gardiner and Emma La Roche.

Updated 26th may 2021