

## Special Educational Needs and Disability Policy

At Little Oaks we value all children as individuals and we aim to ensure they are treated equally and have access to the same opportunities. We acknowledge that some children will need additional support to meet their potential and we ensure that we do everything that we can to help them achieve this. We have a designated member of staff who will act as the Special Educational Needs Co-ordinator, (SENCO). This is Naomi Brown. The SENCO will work with the Manager (Nikki Lloyd), for ensuring that all members of staff have the necessary knowledge and understanding to provide for children with SEN/disabilities, and will also attend training and regular SEN meetings to further their development with SEN issues. Confidentiality will be maintained at all times with regard to individual children's needs and the support that is put in place.

The SENCO will work with individual key persons to enable them to meet the needs of specific children. They will support the key person with paperwork, help to provide strategies to try and progress a child and will support with meetings with parents, if required.

The SENCO will also be able to offer support, should any outside agencies be required, e.g. Speech Therapist.

In order to meet the needs of all the children in our care we aim to:

- Implement a fair and consistent intake policy which gives all children in our community equal access to our provision.
- Have regard for the DFES Special Educational Needs Code of Practice.
- Have an on-going review of our physical environment to ensure it is accessible to all children.
- Always appreciate that a two-way exchange of information between us and any child's parents or carers is important and beneficial. We therefore make time for verbal communication and use written communications such as "home/pre-school books" as applicable. We will listen to parents' views and involve them in all stages of assessment, planning and reviews of a child's SEND (Special Educational Needs/Disability) Action Plan or if applicable, care plan and risk assessment.
- Appreciate that some parents may need additional support and reassurance from us.
- Plan for the individual needs of each child by using information gathered by spontaneous observations, ten minute observations, tracking documents and wellbeing and involvement scores. This information will help us to identify children that may require additional support. If a child does not appear to be making progress, additional support will be put into place. This may be in the form of planning specific activities for an individual child or putting in place a SEND Action Plan. This is the first stage of the Graduated Approach and is called Asses, Plan, Do, Review. An Action Plan is a written plan that clearly describes the short term learning needs of a child and the provision required for the child to be able to reach them. The targets that are set are clear and precise and must be achievable. Parental permission must be given before an Action Plan can be set in place and it will be reviewed by the SENCO, key person and parent/carer, usually every 6-8 weeks, although if a child is achieving their targets fairly quickly or struggling to achieve, the Action Plan can be reviewed and changed earlier.

- Seek parental consent to get support from outside agencies if the child still appears to not be progressing. This is the second stage of the Graduated Response and is called Early Years Action Plus. Examples of these agencies are, Early Years and Portage team, Speech Therapists, Physiotherapist and Educational Psychologist. If more than one agency is involved an EHA (Early Help Assessment) may be started.
- Ensure that we will apply for funding from the higher needs panel should the support we need to offer for any individual child go above and beyond our daily provision, e.g. supplying a member of staff on a one to one basis.
- Ensure that all members of staff are aware of additional support for individual children and that those staff will support these children with achieving and progressing.
- Ensure that all members of staff carry out Action Plans with support from the SENCO and that these will be incorporated into each session.
- Ensure that care plans will be put in place for any child that may require extra support through disabilities or health concerns. All staff will be made aware of care plans and will be able to access these care plans at regular intervals to keep up to date.
- Ensure that care plans are regularly checked with parents to keep them up to date. This is the Key person's responsibility and it is also their responsibility to ensure that all members of staff are kept up to date of any changes.
- Ensure that members of staff will be trained to administer any specific medication for any child that requires medication for medical conditions.
- Appreciate that wherever possible children with SEN/Disabilities should have access to the same curriculum and opportunities as other children attending the setting but be mindful that the curriculum may need adapting on occasions.
- Appreciate that some children may need additional support to access the above. We will provide this through resources or additional staff. Ensure the privacy and dignity of children with SEN/Disabilities when intimate care is being provided, e.g. nappy changing.
- Ensure that we are regularly reviewing our provision, to maintain a high quality of care and support.
- Provide a complaints procedure.
- Monitor and review our policy annually.
- Ensure the designated SEN co-ordinator is fulfilling their job description.

### **The Local Offer**

The Local Offer is part of the Children and Families Act 2014 SEN code of practice and provides information and guidance on services which can be accessed within the county and across our borders.

The search function of the Local Offer has now been released and can be found on the County Council website with the SEN and EHC section. [www.northamptonshire.gov.uk/localoffer](http://www.northamptonshire.gov.uk/localoffer)

It is now easier to find information about the services and provision you and the families you support may need.

This policy was adopted at a committee meeting held on.....

Signed on behalf of the committee.....

Role of signatory.....

Reviewed June 2011, Reviewed April 2013, Reviewed Sept 2014, Updated & Reviewed Mar 15, updated Nov 15, updated May 2017, updated Jan 18.