

28.Special Educational Needs code of practice

This policy outlines the aims, principles and strategies to ensure effective provision of children with Special Education Needs within Country Buttercups. It provides a framework for the identification of and provision for children with Special Education and Additional Needs and will have regard to the SEN code of practice [DfES 2014], and Disability Discrimination Act [1995].

The SENCO, managers and parents share an inclusion and a partnership approach to provision. Country Buttercups provides a service for children aged 3 months to 5 years.

The nursery provides a broad range of stimulating and exciting experiences that will help children develop, learn and gain confidence – therefore maximising the potential of every child regardless of ability, disability, race, gender or social origin.

Roles and Responsibilities

Country Buttercups

- Ensures a continuing admissions policy that is- First come first serve following a waiting list.
- Premises are risk assessed daily and are accessible and welcoming to all.
- Staff will consult and collaborate with parents to discover the child's likes, dislikes, strengths and areas of special interest.

The Special Education Needs Co-ordinator [SENCo] for the setting is Helen Mallion, who works closely with Laura Jarvis [Manager], and other staff have undertaken the training including Rebecca Crawford and Grace Yates all working to identify and assess the needs of individual children with whom they work. Jointly they will:

- Work in partnership with parents and will strive to ensure that an inclusive practice is maintained wherever possible through differentiating activities, equipment or the environment for use with children who have educational, additional or physical needs.
- Identify any additional training that staff may require to support children who have educational or additional or physical needs.
- Access regular training opportunities in line with other Early Years professionals to enable them to fulfil their roles.
- Stay informed of current practice regarding any changes or developments on the Special Educational Needs Codes of Practice and the Disability Discrimination Act.
- Collaborate effectively with the Area Early Years SEN Co-ordinator, and the other external agencies/ services when required.
- Liaise with parents when there is a need, and oversee the records of all children with SEN.
- Aim to provide access to specialist equipment when a specific need has been identified through loan schemes or resource centres.
- Identification, assessment and provision for children with SEN.

Country Buttercups will have regard to the Special Educational Needs Code of Practice and the additional guidance contained in the SEN toolkit.

The Early Years Foundation Stage Curriculum sets out achievements for children from age birth to 5 years. Monitoring of individual children's progress is essential to ensure that they are making adequate progress, and that particular difficulties in any area of learning, whatever the cause, are identified and addressed.

The nursery will;

- Provide a broad and balanced curriculum based on the Early Years Foundation Stage.
- Undertake regular observations of children and record progress.
- Plan activities and learning experiences to meet individual children's needs and learning styles.
- Use opportunities to offer children's choice and allow for decision making during daily activities.
- Ensure that all adults within the setting are fully aware and consulted with planning activities or implementing the curriculum.
- Liaise with SENCo and parents to ensure those children's records, assessments or SBSP's are forwarded to school or new settings.

Early Years Action

If it is noted that a child is not making adequate progress then staff will work in partnership with the SENCo and parents/carer to ensure that an appropriate Setting Based Support Plan(SBSP) is formulated.

The SBSP will be reviewed a minimum of each short term, at a time to suit the key person, parents and SENCo.

Key person will work closely with parents to discuss ways in which they can support their children's progress at home.

Wherever practically possible the involvement and views of the child will be sought.

Early Years Action Plus

If after consultation the SENCo, key person and parents conclude that a child may need further support to help them progress then the SENCo will make contact with the Area Early Years SENCo or external agencies/ specialist services for support, advice or resources as appropriate to the child's needs.

EHCP(Education, Health and Care Plan)

In some cases 'Early Years Action Plus' will not be sufficient for them to progress satisfactorily. Parents, staff and other professionals will collaborate effectively to request that the Local Education Authority [LEA] make a full statutory assessment of the child incorporating the use of a multi-professional team. The LEA may then agree to issue an 'Education, Health and Care Plan(EHCP)' which may enable providers/parents to access additional support and enable the school in which the child will go onto attend, to be fully informed and prepared for a child who needs significant extra support to facilitate an environment for the best outcomes for the child to be achieved.

Working in Partnership

Country Buttercups is committed to working in partnership with parents. Key persons and staff work closely with parents by:

- Respecting their views and knowledge of their own child.

- Providing information on planning or activities.
- Making available any photographs or written records.
- Consulting and discussing the involvement of other professionals except in some situations where there may be concerns regarding child protection.
- In addition to regular exchanges of information regarding the child, any concerns that may be a barrier to learning can be discussed at pre-arranged times.

The SENCO will work closely with all staff. Meetings will be secured at a mutually convenient time for all parties. A sensitive approach to any identified additional needs of parents [eg; physical disabilities or English as a second language] will be adopted to ensure that effective communication is maintained.

Confidentiality

All information, SBSP's, and care plans on each individual child will be kept strictly confidential within the nursery and only forwarded with parental/carers consent.

Complaints

Complaints concerning the SEN provision for an individual child should initially be made to the SENCo, Helen Mallion within 7 days in order to resolve as soon as possible, to avoid it being detrimental to the child.

If a parent is still unsatisfied contact should be made with the manager, Laura Jarvis within 14 days.

The manager will liaise with the East Sussex LEA Children's Services – 0345 60 80 **192** and should the matter remain unresolved, the manager will provide information on how to proceed using the East Sussex LEA complaints procedure.