**Special Educational Needs and Disability (SEND)**

**Our ‘Local Offer’**

To promote an atmosphere of encouragement, acceptance and respect for achievements in which all children can thrive; and to develop sensitivity to individual needs and a climate of warmth and support in which self-confidence and self-esteem can grow.

We allow all children with additional needs to fully participate in the activities provided, by accessing extra support, adapting activities and environments and by using specialist equipment as appropriate.

**How does Casterton Childcare Centre know if a child needs extra help?**

* Liaise with parents/carers during the transition period
* Parents discuss concerns with staff
* Reports from Health Care Professionals
* On-going observations and assessment

We continually observe the children and make assessments as they learn. Children who are not making expected progress will be given support to aid their development.

**What should I do if I think my child may have special educational needs?**

Talk to us – We pride ourselves in building positive, trusting, yet sensitive relationships with parents/carers, to enable respectful sharing of information.

If you have any concerns about your child’s development, firstly contact your child’s key-person or the settings’ SENCO.

**How will staff support my child?**

Children are at the centre of all we do and we will work with you to support your child together. We believe parents have a unique overview of their child’s needs and how best to support them, giving them a key role in the partnership.

Our SENCO will closely monitor all provision and the progress of any child requiring additional support across the setting. The key-person will oversee, plan and work with each child with SEND to ensure that progress in each area is made.

**How will the learning and development provision be matched for my child?**

Each child learns and develops at their own pace. Staff ensure that activities are tailored to each child’s individual way of learning.

On-going observation and assessment will be used as a starting point within the first few weeks, from this, next steps will be put in to place and relevant activities implemented to help the child progress.

**How will I know how my child is progressing and how will you help me to support my child at home?**

We offer an open door policy, where you are welcome to come and discuss how your child is doing on a daily basis. Here are a few other ways we encourage communication with parents:

* Termly Parents’ Evenings – these are informal meeting where your child’s key-person shares your child’s progress with you.
* Learning Journeys – these documents show what your child has achieved over their time within the setting.
* HomeLinks – this gives you information about what has been on offer to your child over the term. It also gives you an opportunity to share any information you have noticed at home.
* Stay and Play Sessions – these are opportunities for parents to come and visit the setting, to see what goes on daily.
* Two Year Old Check – the aim of the Two Year Progress Check is to ensure parents have a clear picture of their child’s development and how to enhance development at home. It helps practitioners to plan effectively and appropriately for each individual child and provide support when necessary. It also supports a child where a concern has been raised, so that he/she can reach their full potential. This is known as early intervention and may include multi agencies working with us and your child to support any additional needs.

If your child has any SEND needs, an additional termly meeting will be arranged to discuss your child’s targets and progress.

**What support will there be for my child’s overall well-being?**

Staff at Casterton Childcare Centre value the importance of children having a high self-esteem in order to achieve positive well-being. Therefore we celebrate each child individually, providing an inclusive, caring and understanding environment where each child can express their views and ideas.

Staff role model positive behaviour and are consistent with their day to day care of all the children. We are flexible with our routines, providing a positive environment for children’s individual needs.

All activities are adapted to ensure the children are able to interact fully with the Nursery environment and visual strategies, such as our Visual Routine Chart, help them to understand what happens during the day. Each room has a quiet cosy space where children can retreat to if needed and their key-person will be on hand throughout the day.

We have a policy with regard to administering medication and parents will need to discuss any issues with the Nursery Manager where this is relevant.

If further support for any child is required, the SENCO can work alongside outside agencies such as Health Visitors and Social Services.

**What specialist services and expertise are available at Casterton Childcare Centre?**

Our SENCO is fully trained and attends termly Inclusion meetings held by the Local Authority. They also attend any relevant SEND training throughout the year, to keep themselves up to date with any new initiative that may arise.

All staff are qualified Early Years Practitioners with expertise in child development for children aged 0 – 5 years. We have excellent links with the local Children’s Centre and can signpost you to any relevant support if needed. We can offer support through our Early Years Advisory Teacher, with your permission. Should your child’s needs be more specific their team will support your child, alongside the setting, to meet those particular needs.

We have two members of staff who are trained in the Early Language Development Programme and others with Makaton training. All staff are Paediatric First Aid trained. Where necessary staff will attend relevant training courses throughout the year for their continued professional develop and support of the children.

As a staff we have regular training and updates of SEND conditions, Medication use and Resources/Intervention available to children, this ensures all staff are able to manage children accordingly.

**How will my child be included in activities outside of the setting?**

All children are included in all parts of the Nursery curriculum and we aim for all children to be included in any activities outside of the setting. We will work with the parents to identify the strengths and needs of the child prior to the trip and, where necessary, provide the support to ensure the trip is a success for the child.

Risk assessments are carried out prior to each visit to ensure everyone’s health and safety will not be compromised. All visits will be thoroughly planned in order to cater for the needs of all children.

**How accessible is the environment?**

Casterton Childcare Centre and Casterton Pre-School is situated on one floor and can be accessed by a wheelchair. We also have a disabled toilet on both sites.

We provide multi-sensory activities as part of our weekly planning and organise resources and other necessary activities dependent on children’s individual needs.

Policies are reviewed annually and are accessible to parents at all times within the setting’s foyer.

**How will Casterton Childcare Centre prepare and support my child to join the setting, and or transfer to a new setting or to primary school?**

We offer all children three taster sessions prior to formally starting the Centre. During this time both you and your child will become familiar with the setting and have the opportunity to ask any questions you may have. Where necessary we will meet with other professionals to put in place any planning needed to support your child’s transition in to the setting.

Any information held on you r child will be forwarded to your child’s new setting or school, we can also organise a meeting with your child’s new setting to discuss any relevant information. Many schools in the local area will arrange visits to the Nursery to observe the children in a more familiar environment before attending the Reception Class. During this time your child’s key-person and or the SENCO will discuss your child’s needs and development.

**How are resources allocated and matched to children’s special education needs?**

We ensure that all children who have Special Education needs are met to the best of our ability with the funds that are available. We budget to provide resources and equipment such as sensory and visual aids, however the budget is allocated on a needs basis.

**How is the decision made about how much support my children will receive?**

Different children will need different levels of support to achieve their targets. The key-person, through the planning and assessment cycle and in discussion with you, will identify the appropriate support needed. The key-person will implement extra-support if required, with the aim of enabling your child to reach their targets and become a more independent learner.

Our SENCO, in conjunction with you and other professionals where necessary, with your permission, will give advice on meeting your child’s needs both within the setting and at home. They will also advise you on the process of applying for extra support where necessary.

Reports from Health Care professional s and other professionals working with your child will be used to plan activities and support within the setting.

SENCO – Lisa McMullen-Kennett

I work very closely with all staff at the Nursery. I also work closely with College’s SENCO alongside other outside agencies and colleagues throughout the county. I have the responsibility of coordinating the provision for individual children with Special Education Needs, Behavioural Difficulties and Gifted and Talented children. Support is available through:

* Advice on relevant issues surrounding the above areas
* Meeting with parents to discuss concerns they have about their child’s development or difficulty
* Discussions with key-people, assessing and identifying children’s needs
* Referrals may be made to a range of other professions

**Who can I contact for more information?**

Your first point of contact would be your child’s key-person. However if they are unavailable or you need additional support you can speak to our SENCO.

**Who should I contact if I am interested in my child attending Casterton Childcare Centre?**

You would primarily contact the Nursery Manager or Deputy Manager to arrange a meeting and joining pack to be delivered. You can also discuss how we could meet your child’s needs with our SENCO.

**How will the local offer be reviewed?**

This offer will be reviewed annually to consider the changing needs of the children who attend and are developing in our setting. This process will involve contributions from all parents through our Parent Panel, helping us to match our provision to the children’s needs.