

Special Educational Needs and Disability (SEND) Policy

Aim:

Playdays Preschool recognises that all children have the right to learn and achieve to the best of their potential. We aim to provide an inclusive indoor and outdoor environment where all children are supported to enable them to reach their full potential; this includes children with special educational needs or disabilities. Special Educational Needs is when a child or person needs extra support or provision to be made. We aim to cater for children's individual needs whilst including them within the routine, activities and surroundings of Playdays Preschool. We refer to the DFES Code of Practice for Special Educational Needs 2014 and also the provisions of the Equality Act 2010 (as amended by the Special Educational Needs Act of 2001) in order to best support the children within our care.

Method:

We have a named Special Educational Needs Coordinator (SENCO). This is Angela Russell and the deputy SENCO is Terri Clarke

Our SENCO's are responsible for:

- Communicating and managing issues of inclusion and special educational needs with all practitioners.
- Coordinating provision for children with Special educational needs.
- Maintaining and supervising the recording of all children with SENCO needs.
- Ensuring all staff are kept up to date with training information that is of relevance to SENCO issues.
- Liaising with relevant agencies and child's parents.
- Seeking support or specialist help.
- Attending any relevant meetings

If any parent/carer has any concerns/complaints regarding the nursery supporting their child needs they should first speak to the SENCO.

Through regular observations and work with children we are able to assess and identify any additional needs a child may have. Having a keyperson system in place means that close relationships with parents have already been formed, allowing for practitioners and parents to work together to best support the needs of the child. The SENCO and keyperson will involve outside agencies when appropriate, through the Early Years Forum and Plymouth City Council Gateway to support children with individual needs, including Speech and Language, Early Years Inclusion Service and Psychology teams. Though contact with outside agencies will only happen once parents/carers written permission has been obtained.

Two-Year-Old Integrated Health Review

We work closely with health colleagues and ask upon induction that you bring along your child's PCHR (red book). During your child's second year your child will have a development review with your health visitor. Where developmental concerns are recorded by the health visitor in the PCHR, we will ask for parent permission to have a direct conversation with the health visitor. Where the PCHR is not available we will ask parent permission to contact the health visitor directly for the outcome of their review.

Where a review has not taken place, we encourage parents to contact their health visitor and set up an appointment for the review. This is especially important where the preschool has concerns.

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We may also request permission to share information with the health visitor about your child's two year old progress check completed by their keyworker.

Plymouth Gateway

The Gateway team offer practical advice, information and support to settings and families. Their role is to ensure appropriate early help or targeted responses to support the family and setting in supporting the child. Staff in the gateway are able to support and enable safe decision making, based on appropriate risk assessment.

The Gateway can be used for any general information and advice in relation to any child pre-birth to 18 years of age (or 25 in relation to SEND matters). General advice which is not about a specific child/young person can be given without consent.

Where further information gathering is required or additional support is requested from early help or targeted services then consent to share information will be requested from the parents. To achieve the most appropriate responses to enquiries made based on the individual needs of each child, young person and family, good communication and sharing of knowledge about the child is essential.

Within Targeted Support there are services that will provide additional support should needs and concerns escalate outside of those services provided through The Gateway.

Early Years Action

During the child's time at Playdays Preschool there will be regular observations and assessments in order to achieve a holistic view of the child's needs and to highlight concerns. Information gained from the observations will then be used to put actions into place to ensure Playdays Preschool meet the child's needs while they are in the setting.

Individual Educational Plans (IEP's) are used to support children's additional needs. These IEP's provide age appropriate targets and supportive information about resources and activities that will help the child to reach their next steps. IEP's will also record the outcomes and progression a child makes whilst on an IEP. The SENCO will have a copy of a child's IEP as well as the keyperson; a copy of the IEP will also go home with the child's parents/carers.

Early Years Action will continue until it is no longer needed or the child is assessed as requiring additional support from Early Years Action Plus.

Early Years Action Plus

If after Early Years Action has been taken, and little or no progress has been made and the child is still experiencing difficulties, the SENCO or keyperson may contact other professionals or agencies to provide further support and recommendations. This will only be done with parents/carers written permission. The SENCO or keyperson will regularly meet with parents/carers, and other professionals to review and update the child's IEP. Parents/carers will also be provided with names of organisations and agencies that could offer further support and guidance.

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Request for Assessment

If more support is required it may be essential, with guidance and support from other professionals working with the child, to request a statutory assessment. The child's parents or carers will have the opportunity to engage fully in this process. The Local Education Authority (LEA) will consider the need for statutory assessment and, if suitable makes a multi-disciplinary assessment.

Educational Health Care (EHC) Plans

If the Local Educational Authority determines there is sufficient need for an EHC Plan, further evidence (observations, assessments, data) will be gathered by our SENCO, staff, and parents and other specialists such as Educational Psychologists and Additional Needs Advisory Teachers.

A full evaluation of the child's needs will be made in writing. The Local Educational Authority will consider if the need for an Educational Health Care Plan is appropriate, make a plan and will arrange, monitor and review provision.

Early Help Assessment Tool (EHAT)

To help professionals assess a child's needs and the appropriate support to put in place the EHAT can be used. This is an online form that supports the professionals to think about different aspects that can have an impact upon the child. It can also help organise a group of professionals in order to ensure progress is being made in supporting children and families. Practitioners will need the parents/carers permission before starting the EHAT process, and support with the EHAT process can be gained through contact with the gateway.

EHAT Process:

- If additional needs have been identified that cannot be met within the nursery an EHAT can be started with parental consent (verbal or written).
- Contact is made with the gateway team to see if an EHAT is already in place: telephone 307160 or email CAF@plymouth.gov.uk
- If there is already an EHAT in place, contact the gateway or lead professional and request access.
- If there isn't a EHAT in place complete the EHAT (web address below) with the parents/carers and if appropriate the child.
- A multi-agency meeting can then be arranged with all professionals supporting the child/family.
- At the meeting an action plan should be completed with review dates, decide a lead professional and the date for the next meeting.
- At the review meeting date check actions and outcomes are reviewed and recorded in case notes. Decide on further actions and next meeting date or if no actions then mark the EHAT as 'No Further Actions' and close the case.

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Important Information

Plymouth City Council Gateway

Public Contact Number: 01752 668000

Professionals Contact Number: 01752 307160

Email: gateway@plymouth.gov.uk

Early Help Information & Support

See Gateway information above

Early Help Assessment Tool

<https://www.plymouthonlinedirectory.com/ehat>

EHC Plans

sendadmin@plymouth.gov.uk