



## Special Educational Needs and Disabilities Policy

### **Aim**

The Little Pennies Pre-School will attempt to offer a place at the Pre-School for any child with special needs, provided we can offer a positive experience of learning through play. Our aim is for all children to be included in all activities wherever possible. We aim to have regard to the Special Educational Needs and Disability Code of Practice: 0 to 25 years 2014, Equality Act 2010, Children and Families Act 2014 Part 3, Special Educational Needs and Disability Regulations 2014, Statutory Framework for the EYFS, UNCRC and also Working Together to Safeguard Children 2013. We will modify the Curriculum if necessary to take account of the child's needs and this will be decided on an individual basis.

### **Procedures**

#### a) Access, we will :

- Make every reasonable attempt to provide access for children with additional needs.
- Assess each child's needs in terms of access and adapt our facilities as appropriate.
- We will discuss each case on an individual basis with parents and any relevant outside agencies.
- We will have due regard to the SEND code of practice and our equal opportunities policy.
- Please see our Admissions Policy for further information.

#### b) Assessment, we will:

- Observe all the children attending in order to identify any special educational needs that they may have.
- We will ask for relevant details from the Parents/Carers about any special educational needs they have identified for their child on the registration form. We will then discuss the needs of the child with the parent/carer.
- Ascertain the needs of the child, including medical requirements.
- Discuss abilities.
- Analyse our ability to offer positive care, both in the physical environment, as well as staff and their suitability.

#### c) Support and expertise, we will:

- Contact the relevant professionals with the parent's permission, for advice and support.
- Ensure staff will work together with Parents/main Carers as partners to give day to day care and education for the child and support the Parents/Carers.

- Ensure that all children are treated individually and are encouraged to take part in every aspect of the settings activities.
- Promote positive images of those with individual needs.
- Endeavour to appoint staff with experience and knowledge.
- Investigate opportunities for training of staff and volunteers, and encourage the staff team to attend training where appropriate.

We will work with parents to adopt a graduated approach with four stages of action: assess, plan, do and review.

We will pass any records drawn up by us in respect of a child to any Pre-school/school that a child moves on to, providing written consent has been given by the child's parents.

### **Recording systems**

Only employed and appointed staff will have access to the Children's records.

The records will be kept in a locked cabinet for security purposes.

All records are strictly confidential.

Parents/carers will be involved at every stage.

### **Identification**

SENCO trained staff will be involved in the observation of any SEND children and will assess and identify any needs at the earliest time.

Parents will be kept informed of any findings at all times, with confidentiality remaining our priority.

We will work on the Early Years Foundation Stage and also the SEND code of practice to identify any additional needs and to ensure a graduated approach to the child's needs. An individual plan will be agreed between the parent/carer and child's Key Person and SENCO. This will take into account the views of the child where appropriate.

Staff will liaise with any external agencies that they feel appropriate: Dorset SEND advisory service, Health visitors, Early Years & Childcare Service, Portage, Hearing/Vision/Speech specialists.

### **Resources**

We will make sure every child has access to the correct resources for their needs.

Staff will make sure that resources are available to suit the child's SEND either by adapting equipment already on site or by sourcing resources from other professional services.

Our setting includes facilities such as ramps and accessible toilets.

### **Behaviour management**

Please see our standard policy on this. We will discuss with the parents and any outside agencies as to what extent each child should be expected to follow the rules of the setting.

### **Funding**

Funding for children with Special Educational Needs and Disabilities may be available from the Special Education team in Dorset County Council's Education Department. This might be used to fund a member of staff to observe and support the child, for training etc.

**Complaints**

Should a parent or carer feel dissatisfied in any way they should follow the procedure laid down in the setting's Complaint's procedure.

**Roles and responsibilities of various members of staff**

The nominated SENCO is Ruth Meaden and Deputy SENCO is Becky Wallworth. The nominated Key Person may be another member of staff.

The role of the SENCO is to take responsibility for the day to day operation of the setting's SEN policy and to co-ordinate provision for children with SEN. To oversee the child's records and to liaise with the parents/carers and also with any outside agencies which are involved.

The role of the Key Person is to be responsible for the child within the Pre-school setting and to ensure that their needs are met, to involve the child and to take account of their feelings and thoughts.

The nominated Language Specialist is Katie Keeble. Katie is responsible for heading Nursery Narratives and liasing with the Manager and SENCO relating to any concerns that arise concerning individual children's communication and language.

**Transition**

The Little Pennies Pre-School has excellent links with the local First School and we would ensure that staff from the school are fully informed and aware of every aspect of the child's SEN, with regular meetings if necessary, in order to make the transition from pre-school as smooth as possible.

Should the child be going on to another primary or special needs school, again we would keep in close contact and/or arrange meetings, to ensure staff are fully aware of all SEN needs.

For more information please see our Local Offer on Dorset's Family Information Directory [www.dorsetforyou.com](http://www.dorsetforyou.com)

This policy was adopted at a meeting of Trustees held on .....

and was checked and re-affirmed on .....

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)