

Special Educational Needs (SEN) Policy and Procedure

Our SEN officer (SENCO) is – Christina Smith

Tina's Tots understands all children have the right to be cared for and taught in order to develop to reach their full potential through a positive environment and experiences. We as a nursery provide a welcoming environment where all children are supported according to their individual needs, encouraging them to flourish in their development.

Tina's Tots has a duty of care to enable all children to reach their full potential through adapting our services to meet each child's own and individual development needs. We as a nursery believe all children have the right to experience and develop to their full potential no matter what their individual needs.

The nursery is committed to working alongside parents and outside agencies with transparency. We include the child and their opinions wherever possible. We make the necessary adjustments to planning, resources, approaches and the environment so that every child has the opportunity to participate, access the learning and achieve.

We have a memory stick with our SEND files which is kept in a safe place where only the appropriate members of staff can access. We are going to regularly transfer new documents to the main laptop.

Each and every child has the right to feel successful and to be happy.

Our aims:

- Notice and recognise each child's individual needs
- Identify specific needs of children who may have learning difficulties and/or disabilities and meet their specific needs
- Work in partnership with parents and outside agencies
- Ensure all children are treated fairly, equally and with respect
- Promote positive images and be role models during play and everyday nursery life
- To provide support for parents and families and work together to achieve the desired outcome

Our methods:

- Firstly, we observe the child and gather evidence on our SENCO evidence log.
- We create a unique development plan based on the child's individual needs.
- The development plan is created by the SENCO and the child's key worker, this includes the initial assessment and next steps. This plan is reviewed by the SENCO and nursery manager.
- We then set targets for the child to enable them to reach their full potential during their time at nursery in order for them to reach their development goals.
- We send out an information gathering form to find out if the child has been to any other setting to see if they have identified any SEND needs.
- We review these targets and inform parents if needed.
- We work closely with parents and outside agencies should further steps of intervention be required. We also send out a speech and language questionnaire to those we feel would benefit from this.

- We send out interest sheets to find out children's individual preferences to base activities around these to help them with their steps.
- We send out a food information log to keep a track of the child's eating habits and what they particularly like at home.
- These steps will be monitored by the SENCO and nursery manager.
- If needed, we would then make a referral through the child's GP or health visitor with parent involvement.

Each case is different so these steps may vary.

We do advise parents to speak to their health visitor to help work with Tina's Tots. We can also ring the health visitors on **0113 8435683** to suggest our concerns about individual children. We can also contact a health visitor called Nova, her email address is **novapreston@nhs.net**.

CAF – Common Assessment Framework

A CAF identifies additional needs and provides a multi-agency approach. A CAF is a plan of who will be involved and a timescale for targets to be achieved by. The CAF should include the child's voice and reflect the needs of the child, parents and family. Parent and child consent will be required to complete a CAF. A CAF may be created if a child appears unlikely to achieve or maintain reasonable standards of health or development without support from 2 or more services. The CAF assesses the needs of the child, provides referrals and assists and promotes all working together to achieve the best for the child. A CAF may be put in place for a child with health needs, physical/sensory issues or communication problems. The CAF will run for as long as is needed for the child. The outcome of a CAF is that the child would; be healthy, stay safe, enjoy and achieve, make positive contributions and achieve economic wellbeing. A CAF will be reviewed every 3 months.

The process is:

- Practitioner to complete a SEND evidence log
- Discuss with parents and gain consent to create a CAF
- Contact other professionals
- Create an action plan with parents and child
- Submit CAF electronically (Copy for parents, nursery and other agencies to be involved)
- TAC (Team Around the Child) meeting
- Reviews
- Final review when needs are met.

Some Key Abbreviations

SEND – Special educational needs and Disabilities: Communication and interacting difficulties, Cognition and learning difficulties, Social, Emotional and Mental Health difficulties, Sensory and/or Physical needs.

SLCN – Speech, Language and Communication Needs

ASD – Autism Spectrum Disorder

MLD – Moderate Learning Difficulties

SLD – Severe Learning Difficulties

PMLD – Profound and Multiple Learning Difficulties

SpLD – Specific Learning Difficulties

TAC – Team Around the Child (Parents, Family, Nursery Practitioner, other professionals involved)

TAF – Team Around the Family (Parents, Child, Nursery Practitioner, other professionals involved)

EHC – Education Health Care

Local Offer – Provides clear, comprehensive, accessible up to date info about provision for education, health and social care for children with SEN or who are disabled.

Written by: C Smith + E Pallister

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