



Senco Induction Policy

The EYFS (dfE2014) states that a maintained nursery school “must identify a member of staff to act as a Special Educational Needs Co-coordinator (SENCO). The manager has overall responsibility for ensuring that the children’s special educational needs and disabilities are known and met within the provision. To ensure that SEND provision is suitably managed, the manager should ensure that the SENCO is supported in the day to day management of the SEND provision.

There are no specialist qualification needed to undertake the role of a SENCO, but it is advisable for the SENCO is knowledgeable in Special Educational Needs and disabilities and able to use at least one form of alternative and augmentative communication such as Makaton. If a member of staff shows an interest in becoming a SENCO that person will be given the support and appropriate training to contribute towards their own continuous professional development. The SENCO’s role is based on strong partnerships with a range of people, to ensure positive outcomes for children and should set high standards for SEND provision. To ensure that the SEND provision is effective a new member of the special needs team should:

- Attend relevant training to keep skills and knowledge up-to-date
- Work with the manager and other SENCo staff to identify staff training needs
- Work with the staff team to ensure that each child has an effective means of communication
- Have a good understanding of child development and some knowledge and experience of working with children with learning delays and difficulties
- Have a “can do” attitude towards inclusive practice.
- Be familiar with local practices for safeguarding children.
- Work in partnership with parents/carers to ensure positive outcomes for children with SEN & disabilities.
- Be familiar with local services and be able to signpost parents for additional support
- Liaise with external agency representatives such as speech and language therapists and local early intervention teams
- Work in partnership with all members of the staff team (including volunteers) to ensure the effectiveness of the SEND provision;
- Refer children who are not progressing to the attention of the local authority.

Last Reviewed: May 2019