



**Little Acorns Childcare  
Beacon Church  
Oakes Road  
Bury St Edmunds  
Suffolk IP32 6PX  
Telephone 01284 756588**



**Email: [littleacornschildcare@beaconchurchuk.org](mailto:littleacornschildcare@beaconchurchuk.org)**

### Special Educational Needs and Disabilities Policy

#### Statement of Intent

The emphasis of our SEND policy is on the early identification of any learning needs or difficulties a child might have, responding quickly and offering an appropriate learning environment in which we may provide a range of differentiated activities to meet individual needs, improving the long-term outcomes for children.

#### Aims and Objectives

- The aim of this policy is to assess if we are able to provide suitable care and education meeting the needs of children and staff, taking into consideration staff wellbeing
- We ensure the provision for children with special educational needs and/or disabilities is the responsibility of all members of staff within the setting
- We aim to develop a partnership with parents and will always consult with parents if we feel a child is having difficulties; our aim is to take into account the views of parents and children and to work together
- A child's progress will be observed, monitored and recorded as appropriate. If a child is not making adequate progress, staff will liaise closely with the SenCo on setting appropriate targets
- We will liaise with other professionals, working in partnership to ensure we are offering effective provision for the children with additional needs
- We will attempt to access additional funding to implement any increased support needed, i.e., enhancing our ratio to allow for 1:1 support when the need arises
- We will make referrals to outside professionals if we feel a child should be observed due to not meeting milestones or if we feel there may be some SEND needs

#### Methods

The name of our Special Educational Needs Coordinator (SenCo) is Susan Edwards.

The SenCo's role is:

- To oversee the day-to-day operation of the SEND policy, monitoring and coordinating its development /implementation, whilst working closely with the Little Acorns team to ensure the policy is working effectively
- To liaise with the children's parents and other professionals who may be involved, keeping up to date with all known information on that child
- To advise and support other practitioners in the setting, ensuring they are familiar with the SEND policy and provide relevant training as required



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- To ensure that appropriate record keeping, observation and assessment procedures are in place and up to date
- To ensure differentiation by undertaking ongoing developmental assessment, making it a continuous process for assessing, planning, implementing and reviewing each individual child's progress

#### The Admission Arrangements for Children with SEND:

- We welcome all children and aim to respond appropriately to each child's individual needs by communicating with parents what we feel is in the child's best interests
- We ask parents to give as much information as possible upon registering their child in terms of whether they have recognised or diagnosed SEND, or if the parents have any SEND concerns
- Any child with SEND or suspected additional needs will be monitored by their key person and the setting SenCo over one half term period
- During this time, the SenCo will gain parental consent for any referrals to be made for outside professionals to observe the child in the setting

#### Exceptional circumstances

- If, after close observation and monitoring processes have been carried out, it is deemed that a child has complex needs, the Nursery Manager and SenCo will liaise with the parents to ensure the best outcomes are reached
- In the event of a child being recognised as needing 1:1 support, the Nursery Manager will endeavour to acquire adequate funding to cover the staffing costs of a 1:1 support from the local authority
- If the nursery is successful in acquiring adequate funding, the support will be put in place as soon as funding is received.
- If a child is able to access Disability Access Funding (DAF) this would cover 2 hours 1 to 1 support for 38 weeks of the year. As our sessions are 3 hours long, there will be a charge for the additional hour. This charge will be discussed with parents.
- Little Acorns Childcare is unable to provide 1:1 support without appropriate funding
- Little Acorns Childcare will assess how much funding and fees are required to provide adequate care, taking into account the wellbeing of all children and all staff
- If the Nursery Manager deems that funding received from the Local Authority is insufficient to provide quality care, that takes into account the wellbeing of all children and all staff, parents will be given the option to supplement the funding with fees. The cost of this will be discussed on a case-by-case basis
- If costs of 1:1 support are not covered, the space may be reduced or withdrawn
- This will be reviewed on a half-termly basis
- The Nursery Manager's decision is final



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### Specialist Facilities and Staffing

- Our nursery facility is situated in a bright, well-ventilated hall within Beacon Church.
- We have large double doors at the entrance and 2 large fire doors within the playroom
- We have an accessible toilet/changing area
- We have an enclosed side garden area
- We have a front play area with soft surfacing
- Our setting has due regard for the disability discrimination act and will look into making reasonable adjustments as appropriate

### Resources Provided for Children with SEND:

- Staff are well deployed throughout the playroom ensuring there is adequate supervision at all times, in line with Government ratios
- We have a key person and buddy system in place to ensure all children have access to a familiar adult who will support them in accessing all areas of the environment and learning opportunities
- We provide a wide variety of equipment and resources which aim to meet a range of individual needs and promote the Early Years Foundation Stage
- We use a variety of interventions to support additional needs such as Makaton, visual timelines, now and next boards, puppets, social communication groups, intensive interaction and Well-Comm assessments
- Where possible, specific equipment needed to support children with SEND will be made available

### Identification, Assessment and Review of Children with SEND

We have regard for the Special Educational Needs Code of Practice 2014 and have adopted a Graduated Approach model.

The practice of our setting is applying a graduated approach. This involves a continuous cycle of assess, plan, do and review.

- When there is a concern about a child it may be necessary to offer different opportunities or use alternative approaches to their learning. We will record the child's strengths and weaknesses through written observations
- When we have observed a child and have agreed that there is a concern, our SenCo or child's key person will discuss the concern with the parents
- We decide with parents how we will address and monitor the concern and will keep parents informed



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### How we plan our curriculum to include children with SEND

- We plan differentiated learning targets for individual children and use alternative approaches or strategies as needed to promote development and learning
- We monitor and evaluate our curriculum to ensure that we make changes to our practice as appropriate
- We use interventions such as Social Communication Groups and Intensive Interaction and monitor any progress made
- Our learning environment provides opportunities for all children to be included in the setting
- We ensure the facility includes equal access to equipment, activities, experiences, tasks and languages by moving furniture or positioning activities so that all children have access to specialist equipment that will help children to progress to the best of their abilities, and we monitor and evaluate our SEN policy and practice regularly with all staff.

### Complaints about our SEND provision

- Any parent who wishes to make a complaint in relation to our SEND provision will be encouraged to speak with either the Nursery Manager or the setting SenCo in the first instance
- If the problem is unresolved, parents can put their complaint in writing to the Nursery Chairperson
- All records of complaints are kept confidential and will include the date, the circumstances of the complaint, how the complaint was managed, any action taken and the outcomes.

### Parent partnership

All practitioners in our setting understand the importance of developing a good relationship with parents and we see them as partners in the education and development of children, especially those with SEND so therefore:

- We adopt a sensitive, private and friendly manner when approaching parents of a child who we feel is having difficulties. We make sure we focus on the child's strengths as well as any challenges they have
- We involve parents by sharing information regarding Individual Education Plans and any additional interventions needed to meet the child's individual needs
- We always gain written consent from parents before making any referrals to outside agencies
- We inform all parents of their child's development and progress over the course of a term via either a 2-year check, or a 'This is Me' report which is uploaded to Tapestry at the end of each term.
- Our key person system enables staff to share each child's 'wow' moments and achievements on a regular basis
- Photos and videos are uploaded monthly to each child's Online Learning Journal, via Tapestry

### Links With Other Early Years Settings



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- If and when required, we link with specialist settings that are appropriate i.e. The Child Development Centre or specialist schools. This will be done once we have parent's permission
- All SEND information will be passed on to the child's next setting and the SenCo will be available to discuss needs before the child starts
- Links will be established with the Early Years Service at Suffolk County Council, Health Visitors, Speech & Language Therapists and any other professionals we feel need to be involved

This policy was adopted at a Little Acorns Childcare meeting and is reviewed at least annually

Latest review – November 2022

Next review due – November 2023

Signed electronically on behalf of the childcare

(Sue to sign and date)