**St Johns Green Playgroup Local Offer**

**Registered Charity No. 1147606**

**Special Educational Needs and Disability (SEND) - Children and Families Act 2014**

The Children and Families Act 2014 requires local authorities to publish, in a single place, information on services and provision across education, transport, health and social care for children and young people aged 0-25 with special educational needs and disabilities (SEND). The purpose of this ‘Local Offer’ is to enable parents, carers and young people to see more clearly what services are available for children with SEND in their area and how to access them. The process extends to Early Years settings and all the information below forms our setting’s offer and shows how we have, for many years, provided for children with special educational needs and disabilities.

**Our policy**

We support children with special educational needs and disabilities by providing an environment in which all children are supported to reach their full potential.

* We comply with the Statutory Framework for the Early Years Foundation Stage 2021 and the Equality Act 2010.
* We have regard to the Special Educational Needs and Disability Code of Practice (2014).
* We ensure our provision is inclusive to all children with special educational needs and disabilities.
* We support parents of children with special educational needs and disabilities.
* We identify the specific needs of children with special educational needs and disabilities and meet those needs through a range of SEN strategies.
* We work in partnership with parents and other agencies in meeting individual children’s needs.
* We monitor and review our policy, practice and provision and, if necessary, make adjustments.
* We have a designated Special Educational Needs Coordinator (SENCO) Chelsey Baker who works alongside health visitors, inclusion partners and other agencies.

 **Identifying children with Special Educational Needs and Disabilities**

* On induction to our playgroup the SENCO, Manager and parents share information about the strengths and needs of the child to create a positive partnership. We inform the Family Support Worker (FSW) and Health Visitor (HV) with permission from parent of any dates/times.
* Families will be supported for as long as it takes for their child to settle. We want all children to feel happy and safe with us.
* Each child has a Key person who works closely with the family, the child, and SENCO. They may identify a possible individual need.
* On-going observational assessments are made of all children and are linked to the Early Years Outcomes and Development Matters ages and stages of development (as outlined in the Statutory Framework for the Early Years Foundation Stage 2021).
* The learning experiences will be matched to their developmental stage not their chronological age
* We undertake a ‘progress check at age 2’ which supplies parents/carers with a short written summary of their child’s development. We communicate with other agencies if we feel the child needs additional support.
* Reports from health care professionals may identify a child’s individual needs and we will include these in the child’s learning and development.

**Supporting children with SEND**

* Our SENCO and manager will work with all our staff to ensure our SEND provision is relevant and appropriate and the awareness is clear.
* We use the ‘graduated approach system’ for identifying, assessing and responding to children with special educational needs. This means using a step-by-step response through the various levels of intervention which are discussion of a concern, targeted support, specialist support and Education, Health Care Plan (EHC).
* Our SENCO and manager will explain how children’s individual needs can be met by planning support using a written Individual Learning and Provision Plan (ILPP), (My Early Years One Plan), My Support Plan, EHC, or Health Care Plan.
* The Key person will oversee the targets set in the graduated approach.
* Targets will be reviewed and new ones planned by the child’s Key person, SENCO, manager and parents at termly meetings and more regular meetings if necessary.
* We access additional support from other professionals where necessary.
* Our SENCO and manager will work with all other staff to ensure implementation of the targets and subsequent continuity of care and education by everyone.
* We ensure that parents are informed at all stages of assessment, planning, provision, monitoring and review of your child’s progress.
* Learning Journeys are available to view at any time in the secure Nursery Story platform. They will get to take a hard copy home at the end of the parent’s year or during the year.
* All documentation is kept in the child’s file in a locked filing cabinet to ensure confidentiality.
* A delegated inclusion budget for SEND provided by Essex County Council allows us to provide certain resources when needed.
* Further funding can be applied for to support your child.
* Our SENCO has ongoing specific SENCO training and also attends Network Meetings each term to keep up-to-date.
* Staff have attended training linked to specific needs i.e. Makaton and will attend further courses if required.

**Accessibility of the environment**

* Disabled access via main door.
* Handrail to free-flow indoor area.
* We can fit a ramp down on our stairs in order to provide physically impaired children access to indoor area.
* St Johns Green School has a disabled toilet that can be used by the playgroup
* Resources are easily accessible by the children who have free choice.
* 2D visuals are always used and displayed to ensure he/she participates in a range of activities. We feel that a visual is necessary to help all children access the wide and broad curriculum.
* We will explain the limitations of the building and would make changes or adapt our facilities if possible.

**Working with other professionals**

We have regular contact with the following professionals:

* Inclusion Partner
* Health Visitors
* Speech and Language Therapist
* Local Children’s Centre Staff (e.g. parent support advisers)

Advice from professionals in other areas may be sought as a need arises, such as:

* Child Development Centre (Colchester Hospital)
* Community Paediatrician
* Physiotherapist
* Occupational Therapist

There are many other professionals who we can contact regarding a child’s specific individual needs.

**Will my child be safe?**

Settling in sessions are essential, this will help familiarise your child with the setting and enable us to discuss any prior support.

Care routines will be discussed prior to starting i.e. nappy changing

We can administer prescribed medicines when the appropriate form has been filled out- all staff will be made aware of your child’s needs.

The safety of your child is paramount, we carry out risk assessments for inside/ outside and the resources. We also adapt individual risk assessments for your child when necessary.

All staff have paediatric first aid, health and safety and safe guarding training. If your child’s needs involve specialist knowledge e.g. on how to administer specific medicines, the staff will receive the training for this.

**Further information**

* The Key person is always available for advice and support in the first instance. There is a list of every child and who their Key person is within the playroom.
* Our Manager and SENCO are also available to offer advice.
* We can signpost parents to other professionals that may be able to help such as health visitor, speech and language therapist, children’s centre and others.
* If a child’s needs have been referred to a specific team we will be able to support parents in accessing these services.

**Moving on to school/or another setting**

* We hold transition review meetings to plan transition for a child into school/setting. As well as parents and pre-school staff, these could include foundation stage school teachers, school SENCO, receiving setting staff and relevant professionals.
* We share all documentation such as one plans, early years’ assessments, observations.
* We invite receiving school/setting to visit our pre-school to familiarise themselves with, and observe, the child and to share information in partnership with parents.

We operate an open door policy and our staff welcome families to visit our playgroup. Our opening times are 9-4 Monday to Thursday and 9-12 on a Friday. Or you can call us on 07821122731 or email sjgpg81@gmail.com

August 2022

Adopted by Chelsey Baker

Manager at ST Johns Green Playgroup Ltd