



## SECTION 3

**Safeguarding and Welfare Requirement:** The provider must take all necessary steps to keep children safe and well

### **Section 1 The Learning and Development Requirements**

Practitioners must consider the individual needs, interest, and stage of development of each child in their care

## **Oakwood Nursery**

### **SEN and Disability information : Oakwood Nursery – Foundation Village**

**From the parent carer's point of view:**

#### **1. How does the setting / school / college know if children/young people need extra help and what should I do if I think my child/young person may have special educational needs?**

We would identify children with special educational needs through observation and children's assessments. The staff are aware of what to look out for and who to go to for advice. If you had any concerns you can raise these and get advice from the key person, manager and the SENCO. The nursery has an open door policy so you can come and speak to us at any time. Your child's key person will give regular feedback and communicate with you each time your child is in. The nursery has a SEND policy in place that all staff and parents are made aware of when they join up. We work closely with the school SENCO and have good connections with the Early Years team who can give us advice and guidance where needed as well as the parents. We can cater for all special educational needs providing the correct training was offered to the staff. We have been able to accommodate every child's need since we have been open.

#### **2. How will early years setting / school / college staff support my child/young person?**

The trained SENCO and the manager will oversee the education. A key person will be assigned to the child and carry out the day to day care of the child as well as support the learning and development of the child; they will be working with the child on a daily basis. A secondary key person will also be allocated in the event of the primary person on annual leave or off sick for any reason. The role of the key person is to carry out observations, liaise with the parents each time the child is in, plan for the child and support targets on the child's Setting Based Support Plan. In addition to this, the manager and nursery SENCO and school SENCO will liaise when necessary and encourage you as parents to participate in meetings along with other professionals that are involved and have contact with your child.

### **3. How will the curriculum be matched to my child's/young person's needs?**

We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome, and that our activities promote their welfare and development. We look at each child's individual needs and adapt activities accordingly making them accessible and inclusive to make the child feel included in the group. We will put a Setting Based Support Plan (SBSP) in place for the child so the key person has a target to work towards and this will help the child to achieve and learn.

### **4. How will both you and I know how my child/young person is doing and how will you help me to support my child's/young person's learning?**

We recognise that parents hold key information and play a critical role in their child's education. Therefore we understand the importance of their contribution, views and feelings with regards to their child's development. We endeavour to support both the child and the parents and will aim to include parents at all stages of the assessment process, offering support and guidance and arranging time for the parent to come in and have a meeting. Any outside agencies that are involved in supporting the child's learning and development will also be invited to the meeting. We have an open door policy, we will listen to parent's views, taking into account their knowledge and experiences; allow parents to access their child's records/SBSP at any time and encouraging them to also be working on the same targets at home. We will also ensure that parents are aware of local services. A diary can be provided if needed for the carer and the key person to communicate. The parents will be given the opportunity to contribute with new targets when it comes to changing the targets for the SBSP.

### **5. What support will there be for my child's/young person's overall well-being?**

Any children with SEND will get the daily high standard of care that we give all the children e.g. feeding, changing, toileting etc. We will also provide any additional care that is needed to meet the children's needs on a daily basis. We have visual timetables, signs and symbols to help communicate with the children. Our staff are fully trained or will assess training where needed and the child's key person will be qualified.

**6. What specialist services and expertise are available at or accessed by the setting / school / college?**

We work closely with experienced professionals such as the Speech and Language Therapy team, Family Support Service, and Physiotherapists amongst others. We encourage outside agencies to observe the child interacting within the nursery setting and we attend all key worker meetings.

**7. What training are the staff supporting children and young people with SEND had or are having?**

We have two members of staff trained and experienced as a SENCO and who regularly attend SENCO Support meetings and Inclusion update meetings. We also work closely with the school SENCO and have a further member of staff attending the SENCO training. The staff that are chosen to work with children with SEND will be best suited in experience and knowledge. They will be qualified; paediatric first aid trained and have a sound knowledge of children's development.

**8. How will my child/young person be included in activities outside the classroom including school trips?**

Activities and school trips will be accessible for all children and we liaise with parents/carers to implement any specific arrangements that might be needed. Ratios of 1 staff to 2 children are allocated to outside activities and trips, with a 1:1 support if necessary. We fully encourage outdoor learning for all children and we always make use of our wonderful outdoor area. Parental consent is requested for activities outside the nursery grounds and thorough risk assessments carried out before any trip and activity.

**9. How accessible is the setting / school / college environment?**

Oakwood is all on one level and wheelchair accessible to all rooms. We have a large Sensory Room.

**11. How are the setting's / school's / college's resources allocated and matched to children's/young people's special educational needs?**

You can apply for an Inclusion Bursary Fund. We can adapt our environment accordingly; this may include an Individual Needs Assistant to support your child with their day to day activities. We have a large Sensory Room available at all times. You can also apply for 2 year old funding (Early Years Education Entitlement-EYEE.) All the funding is applied for via East Sussex County Council.

## **12. How is the decision made about what type and how much support my child/young person will receive?**

Observations and assessments carried out by the child's key worker will identify what type of support the child needs. This will then be discussed with the SENCO and the child's parents in order to determine the desired next steps in the child's development. If the child needs extra support we will refer them to the Early Years' Service, who will assign a Key Worker to coordinate the relevant professionals, your family and make sure your child has a clear and effective plan of support.

## **13. How are parents involved in the setting / school / college? How can I be involved?**

We understand that parents, carers and family life play a fundamental part in a child's education and development. It's also vitally important that we hear your views, ideas and personal observations. We discuss each child's Individual Next Steps with their parents/carers. We offer an 'open door' policy so that all parents/ carers are welcome to spend some time seeing how their child interacts within the nursery setting. We also offer one more formal parents evening once a year.

## **14. Who can I contact for further information?**

You can speak to any member of staff at any time however please see details below:

Sam Attwater Director of Early Years 01323 501251 ext 5

Harriet Sinclair Acting Nursery Manager 01323 501251 ext 5

Harriet Sinclair SENCO 01323 501251 ext 5

Or email us on [SAttwater@auroraacademies.org](mailto:SAttwater@auroraacademies.org)

Find out more about support for children and young people with special needs and disabilities: [www.eastsussex.gov.uk/localoffer](http://www.eastsussex.gov.uk/localoffer)

July 2018

2.1 Respecting each other

2.2 Parents as partners

2.3 Supporting learning

2.4 Key person

3.2 Supporting every child

3.3 The learning environment

3.4 The wider context

4.1 Play and exploration

4.2 Active learning

4.3 Creativity and critical thinking

