

# Little Acorns Day Nursery

## Our SEN and Disability offer

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### **How does the Pre-school/Nursery know if children need extra help and what should I do if I think my child has special educational needs?**

At Little Acorns we offer settling in sessions for all new parents to attend with their children. We would encourage parents to discuss any areas of concern with us at the earliest opportunity.

We observe and evaluate each child on a regular basis and use this information in each child's individual learning journey. This is an online portfolio of your child achievements. Each child is allocated a key person who will evaluate these observations and set out relevant next steps for the next few weeks. They will ensure that these are challenging but also achievable for each individual child.

Parents are asked to contribute to their child's journal by informing us of current interests and any family news. As a parent/carer we value your opinion and expertise regarding your own child. If you develop any concerns during your child's time at the nursery, we would suggest you speak to your child's key person or room leader or SENCo. If required we can contact the Early years team for their support, and also work alongside other agencies.

Our trained SENCo 's will offer advice and support to the key person and other staff within the room. The SENCo's will liaise with other professionals to seek advice and support with identifying individual needs if necessary, with the parent's permission.

The settings Special educational needs co-ordinator (SENCo) is:  
Maxine McAllister

At Little Acorns we have a SEND policy, which all staff are aware of and which are available for parents to view at any time.

The Key person and SENCo will work closely together discussing different ways to support and refer each individual child.

Reports from health care professional such as health visitors and speech and language therapists will also identify your child's individual needs. The nursery welcomes parents and professionals to share any reports, to enable us to plan appropriately.

## **How will the Pre-school/Nursery support my child with special educational needs?**

The majority of our staff are Level 3 trained and attend courses regularly to update their knowledge in Early Years .

The Key person and SENCo will attend all meetings with outside agencies, when they visit the Nursery. Staff will undertake any training suggested by the Early Years Team, and adapt resources and activities around each child's needs.

At Nursery we will draw up a Setting Based Support Plan (SBSP), which is a list of strategies and targets to help your child to progress. This is always discussed with parents and in more depth during parents evening and requested meetings.

Observations, Listening assessments, evaluations all contribute to the Setting Based Support Plan. We will listen to you, as well as your child to create achievable targets can then be set. Our SENCo will explain how children's individual needs are met by planning support using a Support Plan. The Key Person will work with the SENCo to oversee the Support Plan targets for your child. They will identify individual needs and plan next steps, including additional support from outside agencies where necessary e.g. Speech and Language Therapists (SALT) as well as applications for additional funding or equipment. Support Plans are reviewed and shared with the parents/carers.

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

Observations and assessments are carried out by the Child's key person which will identify what type of support the child needs. This will be discussed with the SENCo and the child's parents in order to decide the next steps in the child's development.

An SBSP will be put together jointly and monitored by the key person with support from the SENCo. If the child needs extra support we will make a referral to the early years service, who will assign a key person to co-ordinate the relevant professionals and family to make sure the child has a clear and effective plan of support in place. Additional funds can be sought from the early year's service if necessary.

## **How will the Pre-school/Nursery review my child's progress and how shall they share it with me?**

Frequent meetings will take place so that we can discuss your child's progress, and how we both wish to move forward with their development.

We will ask for your comments through your child's online Learning Journal and where you can upload your own observations to share with your Child's key person. You will also have an option on your Family app which contains your child's learning journey to see their daily routine. You will be provided on the Family app an update on their food and drink intake, their nappies/toileting and any activities they have been involved in. There is also an option for you

to contact the staff through the app and where you will be able to see messages from the team. This will create clear information between home and nursery.

Within the Nursery there are communication systems in place, for example; parents evenings, daily conversations with the parents when they collect / bring their child to nursery, regular newsletters, notices and messages on the Family app and we are also only a phone call away.

If your child has specific needs the Nursery will work in partnership with the team supporting your child and explain to parents how they are acting on the advice and support of the outside professionals involved.

The setting Based Support Plan is reviewed every 6 weeks with parents, this allows achievements to be celebrated and new targets set.

## **What support will there be for my child's overall well being?**

On commencing at Little Acorns we will ask you for all relevant information regarding your child's dietary requirements, health and developmental needs.

All staff are Paediatric First Aid and child protection trained. There are also four designated safeguarding leads of which there is always one on site during opening hours.

Staff only administer medication when prescribed by a doctor and we require parents/carers to fill in and sign a medication form for each medicine that their child will require whilst at Nursery. When parent's collect their children we will ask parents to sign for each dosage given.

We undertake 'opening up' checks and carry out "Risk Assessments" on a daily basis before the nursery is open to the children, to ensure that the nursery is safe. Staff regularly undertake a room inspection to ensure that all resources and equipment are safe for use.

All staff support children with Personal Social and Emotional Development (PSED) which is a Prime Area for Learning and Development within the Early years foundation stage (EYFS). We support children with understanding their actions and help them come to their own conclusions with assistance from staff. We have 'Golden rules' within the nursery which the staff and children contribute to these allows a clear understanding of acceptable behaviour for all.

During the daily routine, visual time tables are used to support children with additional needs to help their understanding of the routine. Older children are supported to manage their own personal care and manage risks for themselves. Resources are accessible to the children for independent choice. There are sensitive, warm interactions between adults and children throughout the setting.

## **What training do the staff have in supporting children with special educational needs or disabilities?**

Staff at Little Acorns day nursery attend Early Years Foundation Stage training and training recommended to us by outside agencies and pass their knowledge onto their colleagues and parents. All staff are Level three qualified or working towards. Staff are encouraged to extend their training and within the setting we have one member of staff now holding a BA Hons In early childhood practice and another member of staff in her second year.

We contact the Early Years team when additional support is needed and welcome Speech and language therapists, Play workers, Physiotherapists, Occupational therapists, Portage and other agencies who will support the child with their learning and development.

Our SENCo completes regular SENCo training and attends meetings to keep their knowledge and understanding up to date. The information at these meetings is then passed on to other staff through staff meetings. Further courses such as behaviour training, equality, diversity and inclusion training, communication and language training have been attended by other staff members. Some staff members have attended training linked to specific needs.

Staff who support children with speech and language or additional needs, carry round visual symbols of the daily routines, which they use to enhance each child's understanding.

Staff are always keen to extend and update their knowledge by attending trainings in a new field as and when they arise.

## **What specialist services and support are available to the pre-school/nursery?**

Staff regularly attend child development training and have experience of working with children within the Early Years age range. The family can access a number of services available in the locality linked to the child's identified needs: Children's Centres, Physiotherapist, Occupational Therapist, Speech and Language Therapist, Portage Worker. Communication and autism support service (CLASS), Early years support and service (EYSS), Educational psychology service (EPS), Education support and behaviour and attendance service (ESBAS), English additional language service (EALS), Sensory needs service (SNS), Teaching and learning provision (TLP).

At Little Acorns we use the expertise of the local Early Years team who can support us and the family with any additional needs. Our Special Educational Needs Co-ordinator attends regular meetings with East Sussex County Council and passes on any information to her colleagues.

We work alongside all outside agencies and will share information with them and any other childcare setting, with parent's permission.

## **How will my child/young person be included in activities outside the pre-school/ nursery, including trips?**

All children who attend the nursery have access to the resources and activities and this is noted within our planning. If additional staff or resources are needed we contact the Early Years team who can provide us with additional funding once an assessment has been made and a development/play plan set.

Outings are arranged around each child's interests and we ask for parents to fill in a consent form/on the Family app starting if they wish for their children to experience these trips. Risk Assessments are carried out on outings. If required we will bring in extra staff, to enable us to ensure that each child is able to attend an outing. Recent outings have included the Zoo, Library, The Seafront, Playgrounds, Art gallery, Seven sisters country park and Soft Play. We also visit two local care homes where children enjoy activities with the residents. We also have regular visitors to the nursery such as police, fire service, vets, and lots more which all the children enjoy.

## **How accessible is the pre-school/ nursery?**

There is a ramp at the front access, also a lift to the Nursery. There is a disabled toilet on the ground floor and all doors are wheel chair accessible. In the basement is a Car Park with drop off spaces, and access to the lift.

The setting will translate documentation sent to them from East Sussex County Council as well as Newsletters for families whose first language is not English. Also several of our staff are Bi- Lingual.

All policies and procedures are current and reviewed regularly. These could also be translated on request. The nursery website is also available to view in different languages.

There is an outdoor area accessible to all children and is free flow for the over two's. Children also attend outings within the locality.

## **How will the pre-school/nursery help my child move on to school?**

Children will be given free settling in visits to the nursery and we will ask parents/carers to fill in an information form asking about their child's likes and dislikes. If your child enjoys playing with certain toys we will ensure that these resources are set up during their visits.

If a child attends more than one setting then the key person will fill in a form about the child's interests and development at nursery and pass this information on to the other key person, we would then ask for the same information from the other setting, ensuring a clear development plan.

When your child is ready for school we will invite their new teacher to our nursery where they can meet the child's key person and discuss your child's development and next steps. Also the Key person may visit the school to meet with your child's new teacher and school SENCo. All Learning Journal information will be handed over to parents, so they can pass on to school.

Relevant information concerning the Early Learning Goals and any Setting Based Support Plans are also passed on to the receiving school.