

Childcare Setting Name: Little Foot Day Nursery

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1. How do we make sure all children reach their potential?

At Little Foot we as a team believe it is paramount that all children are treated equally & with respect. We ensure we meet all the children's individual needs. We do this through a careful recruitment process. We employ a high number of qualified staff and all staff are in training or fully trained to Level 3 and above. We employ 5 members of staff that have qualifications higher than level 3, 2 of which hold the Early Years Professional status. We have a staff member who is the SENCO and lead EYP and they are solely responsible for this role to support, observe and refer children if and when necessary. To ensure all children are meeting the correct age and stage of development we use a bespoke tracking system which allow the staff to monitor the children's progress and show parents this throughout the year so they have an understanding of where their child is at.

2. How do we identify the additional needs of a child with SEND? How do we work out what their needs are and how can we help them?

A child with SEND can cover many areas of need and support. To ensure we provide the best care the role of the SENCO is to ensure they speak with parents to discuss any additional support that would be needed. If the child had an EHC plan in place this would be useful to gain an understanding of needs but also the likes or dislikes of that child. The staff can then provide activities they know that the child would like as this may help with the settling in period. The meeting before hand is important to ensure that any adaptations to the setting can be made as the safety of both the children and staff is of the up most of importance. If the child is in need of one to one support this is agreed through a process between the setting and the council and funding is agreed. Once the child has attended for 6 week a settling in report is done on the child and any member of the multi-agency team that are relevant to that child will be notified to allow them to agree a date to attend the setting to meet with the child. All this helps with the child's development and settling in.

3. What special educational provision is available in our setting? What do we do to meet children's additional needs?

We have our designated SENCO officer and our 1 to 1 supports that give the care that is required to meet any child's individual needs. We also ensure we have the relevant resources for that child's needs.

4. What additional support is available for children with SEND and how do they access it? What other help can we get?

From our experience of caring for and supporting children with a range of disabilities both staff and parents can gain support from the multi-agency team through referring them to the correct specialised team which may include speech & language therapist, physiotherapists, ASD team, EYT's and many more. Whilst in the setting there is a possible option where the setting can gain a grant from DCATCH which enables the parents/carers the support from the setting in a number of different ways. This is usually by providing a certain amount of hours of childcare through 1:1 support.

5. How can we adapt our setting to enable children with SEND to participate?

For a child who has a disability and needs one to one care, individual sessions can take place where the SENCO will arrange specific activities which are catered correctly for the child's age and stage of development. These activities are usually carried out in a quiet room where the child can concentrate without any background noise. Games and activities can sometimes involve other peers to encourage social interaction.

**6. How can we ensure we get the service, provision and equipment that children will need?
How can we make sure we get all of the help we need from different people?**

Little Foot has already gained a good amount of resources specifically purchased for children with special or additional needs and any particular resources that are needed to support a child's needs would be looked into and purchased as and when necessary. However Little Foot can assure the care we provide for each individual child's needs is paramount and any child who requires support from outside agencies will be followed up by our SENCO to gain the best possible services available.

7. How do we support and improve:

- **the PSED of children with SEND?**
- **the Language and Communication of children with SEND?**
- **the Physical Development of children with SEND?**

To ensure all areas of needs are developed and supported Little Foot uses a tracking system. This shows a clear overview of individual development bands. For children with more complex needs would usually gain an IEP which provides more achievable goals and are designed to each child's ability and stage of development. These are then reviewed every 6 weeks to allow a reasonable amount of time for a child to learn a new skill or meet a particular goal. Through the tracking system and IEP these both provide an overview of which stage each child is at and then support can be provided in the particular areas that are needed. For example if a child is in need of support in PSED we would provide activities to support them in developing self-confidence and managing feelings dependent on the particular area. Small activities would be provided between child and key person to build the confidence of that child to slowly progressing to peers joining in with them so that the child can build friendships and relationships with their peers. These activities will vary in how long we do them for depending on the child's development. Little Foot have experience of working with children with an additional language. We would provide visual pictures of words in both languages so the child can see and point if they are unable to communicate.

8. How do we support children with multiple and complex needs?

Children with complex and multiple needs are cared for on a one to one basis. The parents are invited in to discuss if any changes need to be made to allow the child to be supported fully and then this is discussed by any multi agency teams involved with that child who are also invited in to see the setting. We have a lot of experience of dealing with children who require additional help and with our SENCO working closely with parents, staff members and multi-agency teams we hope that the child's needs are met and the child continues to develop. We believe every child should be given the same start in life and by our help, support and attention we believe this is achieved here at Little Foot.

9. How do we assess and review progress towards agreed outcomes and how are parents and children involved in this process? How do we keep parents informed where children have SEND but do not have an Education, Health and Care Plan?

When tracking a child with SEN, usually a part of the multi-agency team are also involved and would attend the setting regularly to review, observe and do activities with the child. These outcomes are recorded on an IEP and signed by all parties involved. These are reviewed every 6 weeks to ensure each child is developing and achieving outcomes set and helped if the goals have not been achieved.

**10. How do we support children with SEND moving childcare settings or moving onto primary school?
How do we support and enable children with SEND to access activities and experiences beyond those we offer in the setting?**

When the child is ready to move to school there are many different processes that all children go through to allow then transition to school easily and with as little stress on any parties as possible. We arrange for teachers to attend the setting and meet the child in an environment they are familiar with. The teacher will gain the opportunity at this time to see the SENCO officer and the staff member who has cared for that child. As we do with all children we discuss teachers, school and the process regularly so the child is ready for this next big stage in their life. The child will be invited to attend a transition day at the school and we have attended these with SEN children before to allow them a smooth transition.

11. How do we assess the effectiveness of our special needs provision and how are parents and children involved in this process?

For each child who attends Little Foot with SEN it is paramount their individual needs are met. This means resources, facilities, IEPs, planning and safety have to be considered and of top most importance to ensure that the child's needs are being met. We ensure that we have a good communication between all parties involved to ensure we gain a clear understanding of the child's needs and provide the best care possible.

12. How do we ensure that we have the expertise needed to support children with SEND?

We have designated support staff that has the knowledge and experience to ensure they provide the best childcare needed for those children who have SEN. Our SENCO has a wide range of experience and is also the Lead EYP in the setting so brings experience and knowledge to her role. All staff are given the opportunity to attend training to further their knowledge.

13. How can parents make a comment, compliment or complaint about our provision?

The parent/carers comments are extremely important to us and we are keen to learn their views. If there is something they feel we could improve on we are more than happy to try and develop this. Parents and carers can make a complaint or compliment both anonymously or openly. Depending on the severity of the complaint would depend on how it was dealt with and we have a don't worry be happy board where all compliments are displayed for new and old parents can read.