

**Childcare Setting Name:** West Vale Pre-School

**Name & Contact Details of Person Submitting this Information:**

Amanda Archibald – Pre-School Manager  
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**1. How do we make sure all children reach their potential?**

- Key worker system in place
- Observations, tracking and planning each child's next steps.
- Working in partnership with parents and carers specifically targeting any weak or delayed areas of development.
- Staff ratios met
- One to one support through DCATCH funding
- Age appropriate toys and equipment
- Regular communication with parents & carers and other professionals
- Behaviour management policy and methods
- Termly supervision specifically assessing children's development on trackers

**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?**

- Development tracking
- Discussion with parents & carers
- 2 year progress report
- Parent partnership learning plan
- Individual learning and development plan
- Graduated response through specific professionals
- DCATCH

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

- Let's Talk programme
- Staff training through Calderdale Workforce development
- Access ramp
- Sensory equipment
- SALT
- Every child's needs are met to the best of our ability through child specific planning.

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

*Consider which other professionals you could seek support from.*

- SALT
- DCATCH
- Individual Learning & Development Plans
- One to one support in the setting

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

*Consider how you adapt activities to allow all children to participate. Consider how you adapt the curriculum.*

- Small group work with role model children included in the group
- Additional support from staff
- Adapt activities into the areas of interest
- Encouragement

**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?**

*Consider what specialist services you access.*

- Communicate with parents & carers
- Referrals to specialist services
- Access all services available from F.I.S
- Research
- Continued training and development

**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?**

PSED – Small group work and One to one work

Language & Communication – Refer to SALT and Let's talk programme

Physical Development – Adapt physical provisions to meet the needs of each child

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

- Frequent meetings with multiple agencies
- CAF
- Communication and involvement with parents & carers
- Regular assessment
- Planning and next steps

**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?**

- Constant review by key worker
- Regular review meetings with other professionals involved
- Parent partnership records completed termly
- Communication with parents & carers

**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?**

- Communication with children and adults
- Visits to new schools
- Meetings
- In-depth transition records
- Leaflets
- Tracking documents

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

- Discussions at staff meetings
- Observations and assessment
- Room evaluation
- Partnership reports to parents and carers
- Listening to children's views
- Daily discussions with parents and carers

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

- Training and cascading training into the setting
- Professional assessment / referrals
- Research
- Seek advice from professionals

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

- Complaints procedure in place
- Compliments and suggestions forms sent out
- Setting questionnaires sent out
- Open door approach
- Speak to Pre-School staff or Management
- Write to committee