

## **Special Needs Policy**

At Greenfields Day Nursery we are committed to the inclusion of all children. All children have the right to be cared for and educated to develop to their full potential alongside each other through positive experiences, to enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment where children are supported according to their individual needs.

The nursery believes that all children have a right to experience and develop alongside their peers no matter what their individual needs. Each child's needs are unique, therefore any attempt to categorise children is inappropriate.

The nursery is committed to working alongside parents in the provision for their child's individual needs to enable us to help the child to develop to their full potential. The nursery is committed to working with any child who has a specific need and/or disability and making reasonable adjustments to enable every child to make full use of the nursery's facilities. All children have a right to a broad and well-balanced early learning environment.

We feel it is paramount to find out as much as possible about a particular child's condition and the way that may affect his/her early learning or care needs by:

- Liaising with the child's parents
- Liaising with any professional agencies
- Reading any reports that have been prepared
- Attending any review meetings with the local authority/professionals
- Regularly monitoring observations carried out on the child's development.

All children will be given a full settling in period when joining the nursery according to their individual needs.

### **Our Aim:**

- To recognise each child's individual needs and ensure all staff are aware of, and have regard for, the Special Educational Needs Code of Practice on identification and assessment of any needs not being met by the universal service provided by the nursery
- Include all children and their families in our provision
- Provide well informed and suitably trained practitioners to help support parents and children with learning difficulties and/or disabilities
- Develop and maintain a core team of staff who are experienced in the care of children with additional needs and employ a Special Educational Needs Co-ordinator (SENCO) who is experienced in the care and assessment of children with additional needs. Staff will be provided with specific training relating to Special Educational Needs (SEN) and the SEN Code of Practice
- Identify the specific needs of children with learning difficulties and/or disabilities and meet those needs through a range of strategies
- Ensure that children who learn quicker, e.g. gifted and talented children are also supported
- Work in partnership with parents and other agencies in order to meet individual children's needs, including the health and education authorities, and seek advice, support and training where required

- Monitor and review our practice and provision and, if necessary, make adjustments, and seek specialist equipment and services if needed
- Ensure that all children are treated as equals and are encouraged to take part in every aspect of the nursery day according to their individual needs and abilities
- Promote positive images and role models during play experiences of those with additional needs wherever possible
- Celebrate diversity in all aspects of play and learning.

**Our Nursery Special Educational Needs Co-ordinators (SENCO) are Rebecca Brand and Susan McGeoch.**

They work closely with all staff to make sure there are systems in place to plan, implement, monitor, review and evaluate the special educational needs policy of the nursery, always making sure plans and records are shared with parents.

#### **Legislation for this policy:**

- Special Educational Needs and Disability Code of Practice 0-25yrs
- The Children and Families Act 2014 Part 3
- The Equality Act 2010
- Special Educational Needs and Disability Regulation 2014
- Statutory Framework for the Early Years for the Foundation Stage (Sept 2014)
- Working Together to Safeguard Children 2013

#### **How we do this:**

Designate a member of staff to be Special Educational Needs Co-ordinator (SENCO) and share her name with parents

Provide a statement showing how we provide for children with learning difficulties and/or disabilities and share this with staff, parents and other professionals

Ensure that the provision for children with learning difficulties and/or disabilities is the responsibility of all members of staff in the nursery

Ensure that our inclusive admissions practice includes equality of access and opportunity

Ensure that our physical environment is as far as possible suitable for children and adults with disabilities

Work closely with parents to create and maintain a positive partnership which supports their child(ren)

Ensure that parents are informed at all stages of the assessment, planning, provision and review of their child's education

Provide parents with information on sources of independent advice and support

Liaise with other professionals involved with children with learning difficulties and/or disabilities and their families, including transfer arrangements to other settings and schools.

We work closely with the next care setting and meet with them to discuss the child's needs

to ensure information exchange and continuity of care

Use the graduated response system for identifying, assessing and responding to children's special educational needs

Provide a broad and balanced early learning environment for all children with learning difficulties and/or disabilities

Provide differentiated activities to meet all individual needs and abilities

Use a system of planning, implementing, monitoring, evaluating and reviewing Individual Educational Plans (IEPs) for children with learning difficulties and/or disabilities  
 Review IEPs regularly and hold review meetings with parents at this time  
 Ensure that children with learning difficulties and/or disabilities are consulted at all stages of the graduated response, taking into account their levels of ability  
 Use a system for keeping records of the assessment, planning, provision and review for children with learning difficulties and/or disabilities  
 Provide resources (human and financial) to implement our SEN/disability policy  
 Ensure the privacy of children with learning difficulties and/or disabilities when intimate care is being provided  
 Use a early years assessment and action plan form where needed  
 Provide in-service training for practitioners and volunteers  
 Raise awareness of any specialism the setting has to offer  
 Ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. IEP reviews, staff and management meetings, parental and external agencies' views, inspections and complaints. This information is collated, evaluated and reviewed annually  
 Provide a complaints procedure and make available to all parents in a format that meets their needs e.g. Braille, audio, large print, additional languages  
 Monitor and review our policy annually.

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### **Special educational needs code of practice**

It is the duty of the nursery to carry out our statutory duties to identify, assess and make provision for children's special educational needs. The Code of Practice recommends that our nursery should adopt a graduated approach to assessment through Early Years Action and Early Years Action Plus. Good practice of working together with parents, and the observation and monitoring of children's individual progress, will help identify any child with special educational needs. Our nursery has identified a member of staff as a SENCO who will work alongside parents to assess the child's strengths and plan for future support. The SENCO will ensure that appropriate records are kept according to the Code of Practice/\*Manual of Good Practice.

### **Early Years Action**

The child is identified with special educational needs. The SENCO, working alongside colleagues and parents, will assess and record the child's needs and provide an Individual Education Plan (IEP) providing future support. This plan will be continually under review in consultation with the child and his/her parent(s).

### **Early Years Action Plus**

Is characterised by the involvement of external support services, usually requested by the SENCO and colleagues in consultation with the child's parents. If the help given through Early Years Action Plus is not sufficient to enable the child to progress satisfactorily, it may be necessary for the nursery, in consultation with the parents and any external agencies

already involved, to request a statutory assessment towards a statement of special educational needs.

Date: 20<sup>th</sup> January 2023

Review: January 2024