

## Our Local Offer

*Raising expectations and changing lives*

The Local Offer provides information on the various services that are available to your child and your family, giving you as parents choice and control in supporting your child with SEN, disability or disadvantages.

### **1. How our setting knows if young children need extra help and what our parents/carers should do if they think their child may have Special Educational Needs**

Our Fantastic team of experienced Early Years Practitioners work in very close partnership with all children and families within our care; building positive relationships, supporting transition from home to nursery and sharing information. We are committed to getting to know your child as an individual and working with parents closely to reach the best possible outcomes for your child. Your child will be allocated a key person and although every member of our team will be there to support you and your family, your child's key person will be responsible for your child's overall learning and development. Your key person will be there to support you as a parent and will contribute towards ensuring that your child's welfare and progress moves in a positive direction.

During a tour of the nursery, parents have the opportunity to discuss with a member of the management team any concerns or individual needs of your child. As the enrolment process continues and during settle sessions parents can get to know your child's designated key person, you can meet the nursery SENCO and relay any information, care plans or concerns. This allows us to ensure that we make you as a family feel fully supported.

The Early Years Foundation Stage (EYFS) curriculum is implemented within The Enchanted Wood Day Nursery from birth to five years. The EYFS sets standards in regards to the learning, development and care for every child, a range of observations on each child identifies where they are within the EYFS and help plan next steps to progress their learning as individuals. Following the EYFS will help your child's key person identify if there are any areas in your child's learning and development that may require additional support.

We have a Special Educational Needs and Disability (SEND) Policy in place that provides clear information and guidance for any family that may have concerns about their child; this includes information regarding outside professionals that are available to support your child and how we all work together in partnership.

From day one we make it our priority to reassure all parents and children that we are committed in working together to support you as a family and reach the best possible outcomes for your child. Along with our fantastic team of Early Years Practitioners, our management team are very hands on and are always available to meet to discuss any concerns or offer support. We offer a warm, caring and personal service and make sure that we also build strong positive relationships with every child and their families. Daily verbal communication with parents is paramount for us, we will always make the time to relay or receive any information. We also encourage parents to be actively involved with their child's online learning journeys via FAMLY, parents can comment on activities and observations from Nursery as well as add their own special moments with their child from home. You can also message staff and management directly. We also have

parent's appointments at any time where parents can complete a form and hand into your child's room. This is then booked for a convenient date and time so families can talk to your child's key workers, discussing progress, learning goals and any concerns.

At The Enchanted Wood we have an inclusive admissions and open door policy, our management team are always happy to support and discuss any concerns at any time.

## **2. How our setting supports young children with SEND.**

Ensuring that all children and their families feel fully supported is one of our main priorities. We ensure that we adhere to our Nursery SEND policy and the SEND Code of Practice Framework (2014). We have a qualified designated SENCO within the nursery that works alongside all early years practitioners and key workers to ensure that everyone is confident and supported with meeting every child's individual needs.

Our SENCO will also work closely with you as a family as well as any external professionals that are involved with your child's health and development. Working together as a fully connected team is vital to ensuring that every child meets their full potential in all areas of their development and learning. At The Enchanted Wood we pride ourselves on being able to provide a fully inclusive, accessible and welcoming environment with highly qualified and experienced early years practitioners that value and support parent's and families with making decisions and allowing every child to thrive as an individual.

## **3. How our setting creates learning and development opportunities for Individual children with SEND?**

The Early Years Foundation stage curriculum (EYFS) is implemented throughout the nursery, it is used as a continuous resource by all of our practitioners to support learning and development opportunities for every child. Our purpose built nursery enables us to provide accessible environments both indoors and outdoors, amongst our 3 large outdoor spaces. Our highly accessible environments open up the endless opportunities for learning and development for all children.

Our SENCO will work closely with your child's key person, with you as a family and with any other professionals involved to create individual One plans which will support and include all areas of your child's learning and development.

Through observations and individual planning for each child relating to the EYFS your child's key worker can evaluate and differentiate all areas of learning to meet your child's needs and developmental next steps. A wide variety of resources and specialist equipment can also be provided to support your child, along with additional dedicated staff.

## **4. How our setting works in partnership with parents/carers.**

We show great pride in our exceedingly strong partnerships with all our parents. We have a parental involvement policy which outlines the importance of supporting parents as their children's first and most important educators. We understand and respect that every family is unique; therefore we encourage all families to share with us their needs and interests, how they learn and anything that is important to your child. We have several different ways in which we encourage and support our parent partnerships, these include:

- Information packs/ Prospectus

- Open door policies and tours
- EYFS parent information
- Parent's Notice board
- Website
- Daily communication with parents on drop off and collection
- Family – Online learning journeys, Daily diaries, messenger etc
- Liase with other setting's that your child may attend with parent's permission
- Information on support within the local community
- Parent's Appointments
- Parent events and stay and play sessions.
- Comments and suggestions books
- SENCO Team around the child meetings

Our commitment to providing high quality childcare is embedded in everything that we do. We are continuously reflecting on our practice and seeking every opportunity to excel and improve.

## **5. How our setting supports the wellbeing of young children with SEND**

In order for a child to achieve and enjoy themselves they have to feel happy, safe and secure. Fundamentally this is the most important outcome we want for all of our children. All children have the freedom to explore their surroundings and use their imagination freely through play and activities. We believe that the relationship between practitioners and children are crucial for the child's happiness and security. Your child's key person will provide a personalised One plan to continuously support their development to ensure we are meeting all of your child's needs. Individual Risk Assessments are completed where required with the parent/carer to ensure the child's safety. We value each child's contribution to their care and learning and encourage all children to have a voice where possible. All of our practitioners develop strong bonds with all of their key children, if a child has SEND then they may require additional 1:1 time in order to develop that special close bond we are striving to achieve. This is developed further by our practitioners sharing the child's achievements and contributions, offering constant praise towards their learning and development visually as well as verbally.

Each child is an individual and we as practitioners recognise that what a child is prepared to do today can be very different to what they would do tomorrow. We incorporate your child's new interests, setting them new challenges and ensuring that we value and recognise their views within adult and child led activities. We recognise that praise is the best possible encouragement for all children and motivates them into building the foundations to further their learning and development. We ask you as parents/carers to share your child's routine at home, any comforters, any unique characteristics, likes and dislikes to ensure we are providing the best possible care and meeting their individual needs. To maintain the high quality of care we continuously share information with you as parents/carer verbally at the beginning/end of each session. We actively encourage you to be involved during the review of your child's Personal One Plan alongside outside professionals, any decisions are agreed by the whole team, this is normally discussed at a One plan or Team around the child meeting.

Care plans are put in place for those children who need to have medication administered whilst they attend Nursery or have a medical condition. A meeting is arranged with the family to discuss a care plan that has already been put in place by other medical professionals. If a care plan is not in place we will discuss this with you as parents and write a care plan with your full views and opinions, this may require medical reports. With your parental permission we may liaise with outside medical professionals for support and information. The Key person and SENCO would share information regarding any child with a medical condition or who needs medication

administered with key practitioners in their base rooms. Only practitioners who are first aid trained would administer medication and this is witnessed by another staff member. Advanced training will be provided for more specialist medicines.

We have a Behaviour Management Co-ordinator who supports the whole staffing team and their families. The Behaviour Management Co-ordinator takes into account the views of our families and practitioners when looking at ways to support each child's individual needs. They observe the children's different behaviour patterns, look for triggers of unwanted behaviour and where necessary introduce realistic plans to help support and meet the needs of all the children in our care. The Behaviour Management Co-ordinator works closely with the SENCO to ensure that individual cases are assessed and each child is fully supported. Our Management Team is there to offer support and guidance to both the SENCO and Behaviour Management Co-ordinator to ensure the welfare and development of each child.

#### **6. Staff training and experience in supporting young children with SEND.**

Our Nursery Special Educational Needs Co-ordinator has completed the Code of Practice SENCO Training and has several years' experience in supporting children and their families. Through their experience and expertise our SENCO has the confidence in their own practices to work in partnership with outside agencies. To ensure they are supporting each child's individual needs they identify training needs and ask for support where required from outside professionals. We ensure that all staff members receive ongoing training as part of their Continual Professional Development (CPD). It is important to us that all of our practitioners are highly skilled and our training needs are accessed and based on the priority of needs within the Nursery. All training is cascaded to all of our practitioners during staff meetings to ensure that we are all working together and implementing a key approach to our working practices. Our SENCO, Management Team and practitioners attend training, seminars and cluster meetings in relation to Special Educational Needs and Disabilities when available within our local community. We ensure that all practitioners are fully aware of our Safeguarding procedures and have attended training externally. All Nursery practitioners are First Aid Trained. To further safeguard all children we have two Designated Safeguarding Officers who are qualified in the role of the Designated Person/Lead Person for Safeguarding Children.

Our SENCO works in partnership with our Nursery ENCO to support inclusive practice throughout the Nursery and both designated persons ensure that all of our practitioners are aware of the Nursery strategies and Nursery Mission Statement.

#### **7. Specialist services and expertise accessed by our setting.**

We welcome all outside professionals to visit the Nursery to support all children with SEND. All advice and recommendations are applied where possible and we are fully dedicated to ensuring that we meet all your child's needs to enable them to thrive within our environment. The Nursery works closely with external agencies such as the Speech and Language Team, Visual Specialists, Hearing impairment teams, Specialist Teachers, Family Support Workers, Health Visitors and Physiotherapists. The Management supports the children's learning and development by ensuring practitioners can attend meetings outside of their base rooms to discuss working practices and Personal One Plans. The Management team strive to facilitate team around the child meetings and practitioner training to support the needs of the children.

#### **8. How our setting includes young children with SEND in community based activities and outings.**

We have policies and procedures in place to allow all of our children the opportunity to capture experiences and cherished memories inside and outside the setting. Parents/carers are always invited to accompany us if they wish. Written permission is received from all parents/carers prior to an outing outside the setting. Risk Assessments are completed before every outing and for every accessible activity within our indoor and outdoor learning environment. We ensure that all parents/carers have a full awareness of what we are implementing to support each child's health, safety and wellbeing. Each child's key person will ensure that any concerns that a parent/carer may have are identified and addressed immediately. Positive parent partnerships are extremely important to us. We celebrate all of our effective communication systems within the Nursery.

### **9. Our accessible environment.**

We provide a welcoming environment for all families and in accordance of the Building Regulations 2010 all entrances and fire exits are wheelchair friendly. We are happy to make reasonable adjustments to the Nursery environment to support any children or adults with a Special Educational Need or Disability where required. We have disabled facilities available including a disabled toilet and shower room on the premises. We have completed an Inclusion Audit and have identified areas of strength and actions for improvement. Management work together with our Nursery ENCO to ensure that we are fully embracing the children's cultures and ethnic backgrounds. Children and families who have English as an additional language are fully supported. We respect and value every family's first language and parents/carers wishes regarding their child's communication at home and Nursery. We have welcome signs throughout the Nursery in many different languages, story books in other languages, flags from around the world are displayed, we encourage families to bring in photos so the children can see and have an understanding of different countries, cultures and music is played to celebrate different cultural backgrounds. We have an ENCO Action Plan in place and are continually working towards ways in which we can improve our working practices. We work closely with families and outside agencies for additional information and resources. We support children with Special Educational Needs and Disabilities by liaising with outside agencies including specialist teachers and family support workers for supportive equipment and resources in order to provide the best possible care for the children in our Nursery. Staff members attend relevant courses in order to support and help the children we have at Nursery.

### **10. How our setting prepares and supports young children with SEND when joining the setting and when transferring to another school or setting.**

We welcome all parents and families in to have a welcome meeting when you first join the nursery, this can also take place during your child's settle session. We also offer home visits if this will be beneficial for your child. Settle sessions are an extremely valuable time that enables both children and parents to create relationships with key workers and other practitioners within the nursery, for the children to become familiar with the environment and grow confidence to explore independently. When your child transitions into the next room through nursery, we invite parents to meet with their new key worker and to visit the new room, all development journals and any other relevant information is passed onto the key worker. Our SENCO will continue to work with you as a family throughout your child's journey as well throughout the transition process into a new setting or when they start school. Throughout the transition process into school, along with your permission, we will liaise with the school, we invite the teacher and the school SENCO to visit the nursery to meet your child within our environment and meet with your child's key worker.

### **11. How our setting organises its resources to meet the needs of young children with SEND.**

The Nursery practitioners are allocated different base rooms within the Nursery depending on their experience within certain age ranges, their qualifications and expertise. This method ensures that all of our practitioners are supporting the needs and development of all children in our care. Although the EYFS Statutory guidance issues ratio guidelines, the Nursery Management Team will assess each individual case. If we feel that a child needs additional support then we will include an additional practitioner into their base room. This ensures that all children within the Nursery are receiving the best possible care and practitioners feel supported in their roles.

The Nursery practitioners have embraced several different Designated Roles including SENCO. The SENCO role requires the practitioner to complete additional training to support them with their additional responsibilities. The roles and responsibilities of all of our practitioners are displayed in all of the base rooms and in the office area. Our Nursery SENCO works closely with your child's key person, planning accordingly to meet your child's needs. The SENCO and practitioner identify any needs for appropriate resources to further support their learning and development. The Nursery Environment is assessed to ensure that any reasonable changes are completed for the children's safety. We work closely with our Area SENCO who is able to provide us with additional resources to support the children's learning and development. With the permission from parents/carers information is shared and cascaded to all other relevant practitioners to ensure we are able to offer a unified approach to the children's care, learning and development. The Nursery Management Team is aware of funding opportunities available to support children in our care with SEND.

## **12. How we decide on appropriate support for young children with SEND**

The process of identifying appropriate support for your child will involve working together with you as a family, taking on board all your views and wishes and compiling observations on your child relating to the EYFS. We use the information gathered to identify the needs of each child including the next steps in their future learning and development.

If a practitioner recognises a child may need additional support, we discuss this with the parent/carer. With parental permission we will liaise with health professionals. Where outside professionals are actively involved with the family we will arrange a TAC meeting, inviting all outside agencies as well as the child's parents/carers to discuss any concerns and identify areas where additional support may be needed. The overall outcome of the meeting would be to identify ways in which we can support your child to continue to make progress in their learning and development. The Nursery practitioner and SENCO will work closely together to ensure that they are supporting your child to the best of their abilities. Regular TAC meetings would be held for the evaluation of the child's learning and development, as well as setting future next steps and targets to work towards. The Nursery welcomes visits from outside agencies to support them with their decisions on the child's care, learning and development.

## **13. How we involve all parents/carers in our setting**

Families are encouraged to be actively involved in the Nursery as much as they can. We feel that communication is a vital aspect of the children's care, which incorporates the EYFS Parents as Partners. We have several different ways in which a parent/carer can voice any concerns, communicate with staff members and express their views with the Nursery:

- Initial Assessments are completed with a Nursery practitioner when a child first starts at the Nursery.
- Daily Verbal Communication between parents/carers and our practitioner's at the beginning and end of each child's session.

- Parental/carer Questionnaires are distributed yearly.
- Children's daily books are completed by all of our practitioners.
- Termly Reports are completed on all children including children's next steps and an area for parental/carer feedback.
- Two-year-old checks are completed, these are to be given to the Health Visitor to go alongside each child's two year old development check. Integrated Reviews can also be booked n.
- To support a child with SEND Early Years Developmental Profile are completed.
- To support a child with SEND Nursery Observation Summaries are completed.
- One Page Profiles are completed on all children with SEND.
- Monthly Newsletters are distributed.
- Children's Learning Journeys are completed.
- Photos are requested from each family to make a Family Photo Book for each child.

The Nursery operates an open door policy so that parents/carers can work in partnership with all practitioners and their child's key person to ensure all individual needs are being met. Parents/Carers are always welcome to discuss both positive and negative points at any time. Together we can reflect on our practice to maintain a high-quality provision to meet all of our family's needs.

#### **14. Who to contact for further information**

If you require any additional information, please contact us via telephone on 01268774242 extension 1 or 2, please ask to speak to Elly, Julia, or Karen (Members of our Management Team). If contacting us via emailing is a more convenient method please email us on [info@enchantedwoodnursery.co.uk](mailto:info@enchantedwoodnursery.co.uk) where we will be happy to assist you with your enquiry.