



Supporting Children with Special Educational Needs and Disabilities

Policy statement

Harlington Village Pre-School (HVPS) and Wrap Around Care (WAC) provides an environment in which all children, including those with special educational needs and disabilities (SEND), are supported and encouraged to reach their full potential.

The progress of all children aged up to 5 years old is observed and tracked against the Early Years Outcomes (2013) which helps us to know and understand the children and identify when and where a child may require some additional support. We use the 'graduated approach' to allow us to implement the correct SEND strategies including the introduction of a SEND support plan.

We understand that parents know their children best, so we encourage a positive partnership with parents of children attending HVPS which allows us to help them obtain support, advice, guidance and any additional resources.

We work closely alongside the designated SENCo from Harlington Lower School to assist with support for children attending WAC and where necessary, we ask parents to supply copies of SEND support plans, EHC (Education, Health Care) plans and specific targets, if they feel this is beneficial.

Where outside agencies are required to assist in the support of children's education, we will provide the necessary information to aid parents in gaining the help that they need, or we will contact the Early Years Support Team for advice. We may arrange an initial assessment visit from our designated Early Years Advisory Teacher where the child will be observed and discussions with keyworker and parents will help to ascertain any next steps or further educational support required. Parents are asked permission where we require the involvement of outside agencies.

Our practice always has regard for the **Special educational needs and disabilities code of practice 0-25 years (DoE January 2015)** and the HVPS/WAC safeguarding and inclusion policies.

We regularly monitor and review our policies, practice and provision so that we can make any necessary adjustments and changes.

Procedures

- We designate a member of staff to be the Special Educational Needs Co-ordinator (SENCO) and give her name to parents. Our SENCO is:

MISS SUZANNE BUMFREY

and in her absence **MRS ALICIA DENTON**

- We ensure that the provision for children with SEND is the responsibility of ALL members of HVPS/WAC.

- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We use the graduated response guidance to assess, plan, implement and review our practice, particularly in relation to children's special educational needs and disabilities.
- We work closely with the parents of children with SEND to create and maintain a positive partnership and the best outcomes for children. We provide parents with information and sources of independent support and ensure that parents are informed at all stages of the assessment, planning, provision and review of their child's education.
- We liaise with other professionals involved with SEND children and their families, including, in connection with transfer arrangements to other settings and schools. This could be from several different agencies including Anne Eadie from the Central Bedfordshire Early Years Support Team - Tel: 0300 300 6207 / Anne.Eadie@Centralbedfordshire.gov.uk
- We provide a broad, balanced and differentiated curriculum for all children, including those with SEND.
- We have systems in place for working with other agencies through SEND support Stage 1, Stage 2 and the Education, Health and Care plan (higher level need). A copy of the referral process can be found in the Pre-school/Wrap around care office.
- We provide resources (human and financial) to implement support of Children with SEND. We will access Early Years support funding where a child requires some 1:1 support, as necessary.
- We raise awareness of any specialism the setting can offer (e.g. Makaton trained staff) using our SEND local offer which can be found on the homepage of our website: harlingtonvillagepreschool.org.uk.
- Our Local Authority (Central Bedfordshire Council) also has a SEND 'Local Offer'. Details of Central Bedfordshire Council's 'Local Offer' can be found at www.centralbedfordshire.gov.uk/localoffer
- We ensure the effectiveness of our SEND provision by collecting information from a range of sources e.g. SEND support plan reviews, staff and management meetings, parental and external agency's views, professional reports, inspections and complaints. This information is collated, evaluated and reviewed annually.
- Staff liaise regarding the requirements for support of SEND children at staff meetings, face- to- face and using the staff communication book.
- SEND reports, meetings and any other relevant information are recorded in the child's safeguarding folder and using a SEND chronology form to aid transition to another setting or into school.
- We provide a complaints procedure.
- We monitor and review our policy annually.

Further guidance

- Guidance on SEND in the Early Years: A Graduated Approach (CB 2018)
- Statutory Framework for the Early Years foundation stage (April 2017)
- Special Educational Needs and Disabilities code of practice 0-25 years (January 2015)

Other useful Pre-school Learning Alliance publications

- The Role of the Early Years Special Educational Needs Co-ordinator SENCO (2006)

Held on

3rd July 2018

Date to be reviewed

July 2019

Signed on behalf of HVPS/WAC

Nina Biscoe (committee Chairperson)

Safeguarding and Welfare Requirement: Equal Opportunities

Providers must have and implement a policy, and procedures, to promote equality of opportunity for children in their care, including support for children with special educational needs or disabilities.