

Special Education Needs and / or Disabilities Bewbush Community Nursery – Our Local Offer



How does the Nursery know if children need extra help and what should I do if I think my child may have special education needs or disabilities?

Our highly qualified team of Early Years Professionals, and Childcare Practitioners (All level 3 and above) use their wealth of experience, good relationships with their Family Key Children to notice possible difficulties a Child may be having, and give additional support as soon as possible. We pride ourselves on our good relationships with Parents and involve you in your Child's learning and development from the time they start in the Nursery. Our open communication and positive relationship with you should mean you would be aware of where your Child is in their learning and development and therefore any possible issues would already have been shared. Our regular progress checks, 2 Year Progress Check and personal Progress Monitoring Tool enable us to track Children's progress and flag up any concerns of Children at risk of delay in their development. Since 2005 we have used the terminology 'Family Key Person', known to other settings and referred to in the Early Years Foundation Stage Curriculum as 'Key Person'. This is as we believe we work with the whole family not just the Child, this is now been adopted in other local settings. We will support your Child, You and your family throughout your time in the Nursery.

How will the Nursery staff support my child?

We encourage regular liaison with your Key Family Person on an informal and formal basis. Every 6 weeks, you will be asked to contribute to your Child's future development by sharing your view of your Child in the home environment. Your Key Family Person will plan future developments for your Child from the information they have gathered from knowing your Child, from your Child themselves, from you and from the other Staff. You will be given a copy so you can support your Child at home.

Staff are encouraged and given the opportunity to undertake further training to support Children in the setting or to develop their own personal skills. We have a Special Educational Needs Co-ordinator and an Inclusion Co-ordinator who work alongside your Family Key Person and support Staff, Children and families in our setting.

How will both the Nursery and I know how my child is doing and how will you help me to support my child's learning?

We believe Parents are the first educators of their Child. Before your Family Key Person plans for your Child they make an assessment of where your Child is in their learning and development and look at the progress they have made. This will be used to plan future developments for your Child alongside the involvement of you, your Child and the team. The planning will share suggested ideas of ways to support your Child, both at home and in the Nursery. You will be given a copy of your Child's planning for you to continue supporting your Child at home where they generally spend most of their time, to further help them make progress.

Your Child's Learning Journal is kept in the nursery and available for you to see at any time. As a Nursery we take a large amount of photographs which we are happy to share with you so you are able to see what your Child has been experiencing. We have regular Parent Evenings but are happy to arrange other meetings with either your Key Family Person, our Inclusion Co-ordinator, Special Educational Needs Co-ordinator, Early years Professional or Nursery Manager. We also use our personal Progress Monitoring Tool to track your Child's rate of progress across the period of time they attend the Nursery to identify any changes to progress made, and further assess the development needs of your Child, the skills of the Nursery team, and the provisions in, and the Nursery environment.

What support will there be for my child's overall well-being?

To support your Child's transition from home to Nursery we suggest you bring your Child to look around the Nursery. Your Child is expected to join you at your Registration Visit to begin developing a positive relationship between your Child, you and Us. Your Child seeing you are at ease with Staff will support them in being at ease with the Staff too. Completing an 'All About Me' sheet gives you an opportunity to share information about your Child at home, what support they require and their likes and interests etc. This helps us in making sure that we are offering the best possible care for your Child. This is an opportunity to discuss your Child's personal care needs which includes dietary, medical or emotional requirements.

Your Child will attend a Settling-In Visit to explore the Nursery for a short period of time without you. You will be expected to remain on the premises during this time so we can call upon you if your Child requires support.

We are all trained in Paediatric First Aid and have a Medication Policy. On completing an Administration of Medication Form Staff are able to administer your Child's medication. We have a Health and Safety Co-ordinator who carries out regular Risk Assessments in all areas in the nursery to reduce any hazards. All accidents are recorded and monitored on a monthly basis to further reduce risk. The nursery also has a Toilet and Changing Policy and Procedure, only permanent Staff are allowed to change our Nursery Children.

We have a Social Development Policy which focuses on positive language and a consistent approach from Staff to supports Children in the Nursery. Nursery Staff have completed "Promoting Positive Behaviour" training and have also completed the "Early Years Foundation Stage Solihull Approach" training.

What specialist services and expertise are available at or accessed by the Nursery?

Our Inclusion Co-ordinator and Special Educational Needs Co-ordinator attend regular training and meetings run by West Sussex County Council Early Childhood Services, and cascade information back to the Staff Team, including the SEN Code of Practice Briefing. Two of our Staff have completed the Solihull Approach Facilitator Training and are able to facilitate Parent Groups, and a member of the Team is able to deliver training.

As a Staff Team we have had experience in: -

Amblyopia
Anaphylaxis
Arthritis
Asthmatics
Autism
Attention Deficit Disorder
Cerebral Palsy
Cochlear Implants
Cri Du Chat Syndrome
Developmental Co-ordination Disorder
Downs Syndrome
Eczema
Elective Mutism
Epilepsy
Fragile X Syndrome
Hypermobility Syndrome
Speech and Language Delay

We have worked alongside Social Workers, Speech and Language Therapists, Physiotherapists, Portage, Education Psychologists, Dieticians, Health Visitors, Paediatricians, Disability Social Workers, Family Outreach Workers, and Play Therapists.

We work closely with the FIRST (Facilitating Inclusion, Reflection, Support and Training) Visiting Team for further assistance to enable us to better support your Child, you and your family with specific needs . We work in partnership with Bewbush Children and Family Centre where we share professional help and guidance.

What training are the staff, supporting children with SEN, had or having?

Our Staff are selected for their experience, knowledge and enthusiasm in working with Children. Our team consists of Early Years Professionals, Childcare Practitioners who are all qualified to at least a level 3 in Childcare, and Childcare Assistants all who have a good understanding of the Children and support them in their communication, play and interactions.

Bewbush Community Nursery CIC aims to develop all Staff in order that they may have the knowledge, skills attitudes and commitment necessary to meet current and future needs of the Children and the sector. The Nursery Manager together with the Early Years Professional will complete a Training and Development plan annually and complete an audit of Staff qualifications making sure that all areas of need are met in the Nursery. If we identify the whole setting are in need of a particular training we will arrange for an outside training provider to come into the nursery and train us a whole team on a Nursery shutdown day.

Recent training that has been attended in relation to Special Educational Needs/Disabilities: -

Early Language Development Programme
EYFS Reporting to Parents of 2 to 3 Year Olds

The Role of the Inco

Parents as Partners

Talk, Talk, Talk! Supporting Early Communication

Including All Children

Quality Play Training

Promoting Positive Behaviour

Involving Parents in their Children's Learning

Let's Get Talking

How will my child be included in activities outside the setting, such as trips or visits?

Activities and trips outside the setting are risk assessed before taking place. All Children's needs are considered and assessed accordingly to enable all Children to be included. Part of the risk assessment includes whether there is a need to increase staffing, whether we need to limit the number of Children in each group, if there is a need for any extra equipment and to assess where we are visiting is set up to accommodate our Children. If at any point we feel the risk is too great we would consult with you as a Parent and look at ways that we can make it possible.

We regularly have visitors in the Nursery for the Children to have an understanding of the world around them. These visits would also be risked assessed, and a member of Staff would remain with any visitor whilst on the premises.

How accessible is the Nursery setting environment? (Indoors and Outdoors)

The Nursery is open plan and has been designed to be accessible to all. Doors are wide enough for wheelchair access, there is a ramp to the outdoor area, and toilets accessible to Children with limited mobility. All tables can be raised or lowered to allow for a Child's wheelchair to sit under.

Experiences and activities are adapted to meet the needs of all Children and planned for Children as individuals.

We have visual prompts in different languages around the nursery to support Children where English is an additional language. Our Staff team and volunteers are diverse and reflect our local community. A number of Staff are able to speak other languages and able to offer interpreting to families.

How will the Nursery prepare and support my child to join the nursery, transfer to a new setting/school

Our Show Round is your Child's first opportunity to look around the Nursery environment and meet some of the Staff Team. As part of transition from home to Nursery we meet with you and your Child to gather information about your Child and together we will complete with you an "All about me" sheet and if necessary an in-depth routine sheet. This is known as a Registration Visit. We then arrange a Settling-In Visit for your Child to spend time in Nursery without you. You will need to stay on

the premises of the Children and Family Centre in case they need your support. If your Child struggles to settle we will arrange further Settling-In Visits.

We will remind you when it is time to register your Child for a place at School. We will support you in your Online Application should you need it, and talk you through the whole process. Once you have confirmation of your Child's place we will make contact with the School and invite the relevant teacher to visit the Nursery. This will allow your Child's Family Key Person to pass on information regarding your Child's development, including their Learning Journal.

As we are on the site of The Bewbush Academy the Nursery is invited to attend different events at the school, giving the Children an opportunity to visit a 'Big School' with familiar adults. We use the school hall for different experiences, offer a Drop Off and Pick Up Service from the school use this opportunity to take Children from the nursery with us that we know will be attending the following September to get used to the routines and meeting the teachers.

How are the Nursery's resources allocated and matched to the child's educational needs?

We have a budget to buy resources if we feel it will support a Child's educational need. As we operate out of the Children and Family Centre we are able to access their sensory room, interactive floor mat and Toy Library. We have also in the past applied for grants from different organisations to purchase equipment, make changes to the nursery or employ extra Staff to support a Child in the Nursery should they require it.

How is the decision made about what type and how much support my child receive?

As a community nursery we will work with you and all agencies involved in your Child to support your Child in the setting. Part of our Ethos is to support all Children and Families.

How are parents involved in the Nursery? How can I be involved?

Parents are the most important people in a young Child's life. We therefore want to work in partnership with you to enhance and support your Child at this significant stage of their life. In order to do this we encourage you to become actively involved in your Child's learning. Each 6 weeks, you will be asked to contribute to your Child's Future Development by sharing your view of your Child in the home environment. You will be given a copy once the Family Key Person has planned Future Developments to enable you to support your Child at home too. Through working together, we aim to enable each Child to achieve their full potential.

We encourage all Parents to get involved in the nursery whether it's volunteering in the nursery, attending different charity events, our Annual Fun Day, AGM or attending our "Baby Time Group".

We are also a Community Interest Company and as such if your Child attends the nursery you are automatically a member.

Who can I contact for further information?

Bewbush Community Nursery
Dorsten Square
Bewbush
Crawley
West Sussex
RH11 8XW
Tel: 01293 522030

info@bewbushcommunitynursery.co.uk

Linda Godley	Nursery Manager
Emily Worsfold	Early Years Professional
Bekkie Wright	Deputy Manager
Sarah Risby	Inclusion Co-ordinator
Shannon Clemmans	Special Educational Needs Co-ordinator
Wendy Anderson	Health & Safety Co-ordinator

Our relevant policies can be found in the Nursery Parents Area:

Administration of Medication Policy

Admissions Policy

Children Settling-In Policy and Procedure

Equal Opportunities Policy

*Inclusion for All Children Policy and Procedure (Copy below)

Quality Policy

Recruitment Policy and Procedure

Social Development Policy

Supporting Children Learning English as an Additional Language

Toilet & Changing Policy and Procedure

Bewbush Community Nursery C.I.C



INCLUSION FOR ALL CHILDREN POLICY AND PRACTICE

Our Nursery aims to have regard to the 2001 DFES Code of Practice on the Identification and Assessment of Special Educational Needs and to provide an inclusive policy, with appropriate learning opportunities for all children.

Our inclusion policy is written in line with the Equality Act 2010 and the Statutory Requirements of the Early Years Foundation Stage.

- ◆ It is our intention to make our Nursery generally accessible to **ALL** children and their families from all sections of our community.
- ◆ Our Inclusion policy includes all staff; we work towards an equal opportunity policy for all seeking employment. We employ the most suitable person for the job with or without disability from all religions, social ethnic and cultural groups. Regardless of age, gender reassignment, marital status, pregnancy or maternity situation, race or gender.
- ◆ In our Nursery we believe that all children are special, we strive to provide equality of opportunity and welcome all. No two children have the same needs and we value the differences between individuals as well as their similarities. All children have the right to express their needs, and have them met.
- ◆ We encourage both adults and children to have a positive self-image.
- ◆ Staff always listen to children's wishes and views and encourage all children in our care to respect and value each other. Staff are aware that children express their views and wishes in a variety of ways including orally and physically, through hand gestures, actions, and eye movements.
- ◆ We will challenge unacceptable language, actions, or beliefs, which may be prejudicial or exclusive to others.
- ◆ On receipt of a completed Expression of Interest Form parents / carers will be invited in for a Registration Visit where admission and the child's Settling into the Nursery will be discussed and the best program for the child will be agreed.
- ◆ Children will have a Family Key Person who will take a close interest in their children's progress and individual needs. The Family Key Person will also liaise closely with, and learn from parents/carers about the particular specific needs, procedures for individual children. We recognise that their parents/carers are their children's first educators and we strive to encourage all parents to be involved in the Nursery.
- ◆ Observations and record keeping will monitor children's progress and their individual needs; there will be regular consultation with the parents/carers, which will enable us to monitor their progress individually. We will provide a range of

Laying foundations for children and families to build a stronger community

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stimulating fun and creative activities which will be age and ability appropriate and in line with the Early Years Foundation Stage Curriculum. Where necessary, experiences will be adapted so all children can take part.

- ◆ Where possible the Nursery will purchase specialist equipment if needed and seek advice from the FIRST team or Portage.
- ◆ The Nursery is fully accessible with an accessible toilet and has other bathroom facilities. The Nursery is laid out to allow for easy access and tables can be raised or lowered dependent on the need. There is a ramp to allow access to our outdoor area.
- ◆ If necessary the Family Key Person together with the Nursery Inclusion Co-ordinator (INCO) Sarah Risby and Nursery Special Educational Needs Co-ordinator (SENCO) Shannon Clemmans, and the child's parents / carers will plan and work through an Individual Educational Program (I.E.P) / Play Plan.
- ◆ The Nursery INCO and SENCO attend the local Inclusion forums and briefings to keep the Nursery up to date on all new legislation and funding that's available
- ◆ Where necessary we will set up, or work with other professionals on Common Assessment Framework (CAF's)
- ◆ All staff will attend relevant training to ensure that they keep up to date with the requirements of all children's support needs. The Early Years Practitioner puts together a training program to support all staff and children.
- ◆ Staff will seek additional support by attending the Early Childhood FIRST sessions, or speaking with an Inclusion Early Years Advisory Teacher.
- ◆ When a child leaves us to attend either another Early Years Setting or going to school we will contact the setting to arrange to pass the children's Learning Journal on to them. If they are going into a school we will invite the relevant Teacher into the Nursery to meet with the children.
- ◆ If for any reason the Nursery is not meeting the individual needs of a child or their parents please contact the Nursery Manager
- ◆ Our inclusive policy includes adults, whether staff, volunteers, students or parents and all will be welcome within our Nursery.

This Policy was adopted on *2nd September 2014*

Signed *Linda Godley*

Review Date *September 2015*