

Special Educational Needs and Disabilities (SEND)

This policy has been created with regard to:

- The SEND Code of Practice 2015
- Children and Families Act 2014 (Part 3)
- Equality Act 2010
- Working Together to Safeguard Children 2023
- Statutory Framework for the EYFS 2024

Special Educational Needs and Disability (SEND) Code of Practice.

The nursery has regard to the statutory guidance set out in the Special Educational Needs and Disability code of practice (DfE 2015) to identify, assess and make provision for children's special educational needs.

At Upperthorpe Nursery we use the SEND Code of Practice (2015) definition of Special Educational Needs and Disability:

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- *has a significantly greater difficulty in learning than the majority of others of the same age, or*
- *has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.*

Statement of Intent

At Upperthorpe 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 their peers 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 and we work hard to ensure no children are discriminated against or put at a disadvantage as a consequence of their needs. Each child's needs are unique, therefore any attempt to categorise children is inappropriate.

We are committed to working in partnership with parents in order to meet their child's individual needs and develop to their full potential. We are 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. The nursery will undertake a Progress Check of all children at age two in accordance with the Code of Practice. The early years provider will also undertake an assessment at the end of the Early Years Foundation Stage

(in the final term of the year in which a child turns five) to prepare an EYFS Profile of the child.

Where we believe a child may have additional needs that have previously been unacknowledged, we will work closely with the child's parents and any relevant professionals to establish if any additional action is required. Where a child has additional needs, we feel it is paramount to find out as much as possible about those needs; any way that this may affect his/her early learning or care needs and any additional help he/she may need by:

- Liaising with the child's parents and, where appropriate, the child
- Liaising with any professional agencies
- Reading any reports that have been prepared
- Attending any review meetings with the local authority/professionals
- Observing each child's development and monitoring such observations regularly.

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

- Recognise each child's individual needs and ensure all staff are aware of, and have regard for, the Special Educational Needs Code of Practice
- Ensure that all children are treated as individuals/equals and are supported to take part in every aspect of the nursery day according to their individual needs and abilities
- Include all children and their families in our provision
- Identify the specific needs of children with special educational needs and/or disabilities and meet those needs through a range of strategies and liaising with the nursery ENCO (Equalities Named Co-Ordinator) where appropriate
- Ensure that children who learn at an accelerated pace e.g., gifted and talented children are also supported
- Encourage children to value and respect others
- Provide well informed and suitably trained practitioners to help support parents and children with special educational difficulties and/or disabilities
- Develop and maintain a core team of staff who are experienced in the care of children with additional needs and identify a Special Educational Needs and Disabilities 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 SEND and the SEND Code of Practice
- Monitor and review our practice and provision and, if necessary, make adjustments, and seek specialist equipment and services if needed
- Challenge inappropriate attitudes and practices
- 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.
- Work in partnership with parents and other agencies in order to meet individual children's needs, including the education, health and care authorities, and seek advice, support and training where required

- Share any statutory and other assessments made by the nursery with parents and support parents in seeking any help they or the child may need

Our nursery Special Education Needs and Disabilities Co-ordinators (SENCo) are Vanessa Lovejoy, Georgia Lovejoy, Rose Bellerby and Nicole Broad.

The role of the SENCO in our setting includes:

- ensuring all practitioners in the setting understand their responsibilities to children with SEN and the setting's approach to identifying and meeting SEN
- advising and supporting colleagues
- ensuring parents are closely involved throughout and that their insights inform action taken by the setting
- liaising with professionals or agencies beyond the setting
- taking the lead in implementing the graduated response approach and supporting colleagues through each stage of the process
- ensuring that Nursery's practices reflect the objectives of this SEND Policy
- ensuring that staff understand and follow the principles of this SEND Policy
- promoting effective relationships with parents/guardians/carers with special educational needs
- monitoring this SEND Policy and planning, evaluation and review of the same
- liaising with other professionals/outside agencies as appropriate

We will:

- Designate a named member of staff to be the SENCO and share their name with parents. Our setting SENCOs include Vanessa Lovejoy, Georgia Lovejoy, Rose Bellerby and Nicole Broad.
- Have high aspirations for all children and support them to achieve to their full potential
- Develop respectful partnerships with parents and families
- Ensure parents are involved at all stages of the assessment, planning, provision and review of their child's care and education and where possible include the thoughts and feelings voiced by the child
- Signpost parents and families to our Local Offer in order to access local support and services
- Undertake formal Progress Checks and Assessments of all children in accordance with the SEND Code of Practice January 2015
- Provide a statement showing how we provide for children with special educational needs and/or disabilities and share this with staff, parents and other professionals
- Ensure that the provision for children with SEN and/or disabilities is the responsibility of all members of staff in the nursery through training and professional discussions
- Set out in our inclusive admissions practice on how we meet equality of access and opportunity
- Make reasonable adjustments to our physical environment to ensure it is, as far as possible suitable for children and adults with disabilities using the facilities

- Provide a broad, balanced, aspirational early learning environment for all children with SEN and/or disabilities and differentiated activities to meet all individual needs and abilities
- Liaise with other professionals involved with children with special educational needs and/or disabilities and their families, including transition arrangements to other settings and schools. (See our transitions policy).
- Use the graduated response system to assess, plan, do and review to ensure early identification of any SEND
- Ensure that children with special educational needs and/or disabilities and their parents are consulted at all stages of the graduated response, taking into account their levels of ability
- Review children's progress and support plans [every month] and work with parents to agree on further support plans
- Provide privacy of children with special educational needs and/or disabilities when intimate care is being provided
- Raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff
- Ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. additional support reviews, Education and Healthcare (EHC) plans, 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 and procedures annually.

Effective Assessment of The Need for Early Help

Local agencies should work together to put processes in place for the effective assessment of the needs of individual children who may benefit from early help services. Children and families may need support from a wide range of local agencies. Where a child and family would benefit from coordinated support from more than one agency (e.g. education, health, housing, police) there should be an inter-agency assessment. These early help assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989.

The Assessment of a Child's Needs Policy provides for a baseline assessment of a child's needs, wants and values when the child joins the nursery. This is done in close partnership with parents/guardians/carers and it is at this stage that any additional needs that a child has will be identified. Parents are asked to provide as much information as possible if a child is disabled or has additional needs. These additional needs are discussed with the parents/guardians/carers so that they are fully aware of the policies and practices of the nursery, and how the nursery will be able to meet additional needs requirements to ensure that the child can be integrated into mainstream activities and care services. The environment of the nursery is designed to achieve this objective. This policy will address the needs of children who are gifted in addition to those who may have disabilities.

The early help assessment should be undertaken by a lead professional who should provide support to the child and family, act as an advocate on their behalf and coordinate the delivery of support services. The lead professional role could be undertaken by a General Practitioner (GP), family support worker, teacher, health visitor and/or special educational needs coordinator. Decisions about who should be the lead professional should be taken on a case by case basis and should be informed by the child and their family.

For an early help assessment to be effective:

- The assessment should be undertaken with the agreement of the child and their parents or carers. It should involve the child and family as well as all the professionals who are working with them;
- A teacher, GP, health visitor, early years' worker or other professional should be able to discuss concerns they may have about a child and family with a social worker in the local authority. Local authority children's social care should set out the process for how this will happen; and
- If parents and/or the child do not consent to an early help assessment, then the lead professional should make a judgement as to whether, without help, the needs of the child will escalate. If so, a referral into local authority children's social care may be necessary.

If at any time it is considered that the child may be a child in need as defined in the Children Act 1989, or that the child has suffered significant harm, or is likely to do so, a referral should be made immediately to local authority children's social care. This referral can be made by any professional. *Working Together to Safeguard Children 2023*

Classification of Additional Needs

Additional needs are addressed using the 6 Elements of Need listed in the Assessment of a Child's Need Policy.

- Physical Needs;
- Educational & Developmental Needs, to include gifted children;
- Dietary Needs;
- Health and Medical Needs;
- Cultural, Ethnic and Religious Needs;
- Social and Moral Needs.

Within each element the child's additional needs are assessed with respect to the following:

- the physical environment of the nursery;
- staffing levels, ratios and training requirements;
- the need for external support services.

Meeting Additional Needs:

A summary of how these issues are addressed is given in the following sections, showing how additional needs can be met:

Physical Needs:

- layout and design of the nursery in relation to accessibility of activity areas, toilets etc to wheelchair users and children with other disabilities/impairments;
- the need for additional Aids to Daily Living (special toilet seats, adapted cutlery etc);
- the need for special toys, adapted toys/equipment etc.
- adaptations to, or special, transport;
- individual help or attention from a staff member.

Educational & Developmental Needs, including gifted children:

- identifying a child's Special Educational Needs (SENs) at the earliest stage;
- encouraging the active participation of parents / guardians / carers at all stages;
- providing appropriate resources and teaching methods to suit a child's individual needs;
- recording and monitoring information;
- involving support agencies where required;
- to encourage positive responses in order to promote a child's self-esteem, confidence and independence.

Dietary Needs (ref. Policy on Menu Planning):

- special diets provided for medical reasons (e.g. dairy-free, low fat etc);
- special supplements;
- food allergies;
- foods forbidden by religion, faith or culture;
- cultural/ethnic requirements.

Health and Medical Needs:

- regular medication regimes (ref. Policy on Medication);
- ability to maintain personal care and hygiene;
- toileting.

Cultural, Ethnic and Religious Needs:

- dress codes;
- food and drink;
- religious festivals and celebrations;
- requirements for worship/religious observance.

Social and Moral Needs:

- management of particular behavioural problems;
- understanding values and self-esteem;
- integration with other children, and with adults.

Curriculum Planning:

Curriculum Planning will include the provision of appropriate learning opportunities for children with additional needs. In this respect, the following will be addressed:

- A range of additional needs are included in short, medium- and long-term planning.
- How individual progress in relation to the curriculum is planned, monitored and recorded.
- A range of learning targets will be included, appropriate to the children's additional needs.
- How this information is used to change, amend and improve the curriculum.

On-going Partnership with Parents & Carers:

The Nursery considers the on-going partnership with parents/carers to be essential to the development of a child with additional needs. Children are monitored on a daily basis and there is opportunity on a daily basis to discuss matters in a sensitive and sympathetic manner with parents/carers. This will include the following:

- If there is cause for concern, for example if it felt that the child is experiencing difficulties.
- The child's general progress, eliciting opinions and feedback from the parents/carers.
- Involving the parents/carers in any decision-making relating to the provision of education and arrangements made to meet the child's individual needs.
- Where it is felt that the child would benefit from help from a specialist professional outside of the nursery then this will be discussed. No contact with any such professional would be made without express written authorisation from the parent/carer.

Monitoring & Review of this SEND Policy:

- This additional needs policy will be reviewed for possible up-dates/amendments annually.
- The Policy will be reviewed by the Nursery Manager in the light of the latest developments and initiatives relating to the provision of additional needs.

Complaints relating to the SEND Policy:

- Complaints will be logged, handled, and processed in accordance with the nursery's Complaints Policy.

Graduated Approach

We follow the SEND Code of Practice (2015) recommendation that, in addition to the formal checks above, nurseries should adopt a graduated approach to assessment and planning, led and coordinated by a SENCO. 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 or disability. This graduated approach will be led and coordinated by the SENCO and appropriate records will be kept according to the Code of Practice.

Assess

In identifying a child as needing SEN support, the key person, working with the SENCO and the child's parents, will carry out an analysis of the child's needs. This initial assessment will

be reviewed regularly to ensure that support is matched to need. Where there is little or no improvement in the child's progress, more specialist assessment may be called for from specialist teachers or from health, social services or other agencies beyond the setting. Where professionals are not already working with the setting, the SENCO will contact them, with the parents' agreement.

Plan

Where it is decided to provide SEN support, and having formally notified the parents, the key person and the SENCO, in consultation with the parent, will agree the outcomes they are seeking, the interventions and support to be put in place, the expected impact on progress, development or behaviour, and a clear date for review. Plans will consider the views of the child.

The support and intervention provided will be selected to meet the outcomes identified for the child, based on reliable evidence of effectiveness, and provided by practitioners with relevant skills and knowledge. Any related staff development needs should be identified and addressed. Parents will be involved in planning support and, where appropriate, in reinforcing the provision or contributing to progress at home.

Do

The child's key person will be responsible for working with the child on a daily basis. With support from the SENCO, they will oversee the implementation of the intervention agreed as part of SEN support. The SENCO will support the key person in assessing the child's response to the action taken, in problem solving and advising on the effective implementation of support.

Review

The effectiveness of the support and its impact on the child's progress will be reviewed in line with the agreed date. The impact and quality of the support will be evaluated by the key person and the SENCO in full consultation with the child's parents and taking into account the child's views. Information will be shared with parents about the impact of the support provided.

Education and Health Plan (EHC)

Some children and young people may require an EHC needs assessment in order to decide whether it is necessary to develop an EHC plan. The purpose of an EHC plan is to make adjustments and offer support to meet the special educational needs of the child, to secure the best possible outcomes for them across education, health and social care.

The local authority will conduct the EHC needs assessment and take into account a wide range of evidence, including

- evidence of the child's developmental milestones and rate of progress
- information about the nature, extent and context of the child's SEN
- evidence of the action already being taken by us as the early years provider to meet the child's SEN

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Signed on behalf of the nursery:



- evidence that, where progress has been made, it has only been as the result of much additional intervention and support over and above that which is usually provided
- evidence of the child's physical, emotional and social development and health needs, drawing on relevant evidence from clinicians and other health professionals and what has been done to meet these by other agencies.

We will then work with the local authority and other bodies to ensure that the child receives the support they need to gain the best outcomes.