

SEND Policy

(Cross reference to Child Protection Policy, Key Person and Partnership with Parents/Carers Policy, Equality of Opportunities and Diversity Policy, Children in Care and Looked after Children Policy, Staff Supervision Policy, Confidentiality Policy and Behaviour Policy)

All children are welcome to attend Busy Bees Playgroup, including those with additional needs or SEND (Special Educational Needs and Disabilities). In line with the SEND Regulations, Early Years Foundation Stage Statutory requirements, and the Children and Families Act and the Equalities Act. Busy Bees staff ensure the highest possible care for children with SEND and their families, and we have signed up to the 'Local Offer' with Gloucestershire Families Directory. Busy Bees aims to be inclusive to all children and their families no matter what their level of ability is. We will work with parents/carers to put in place suitable plans to enhance each child's time with us.

In order to meet the needs of children and their families in our care, we will co-ordinate our own input with that of other agencies as well as signposting parents/carers to others who may be able to support them – such as Speech and Language Therapists, the local Children's Centre etc. and other relevant agencies via Gloucestershire Families Directory.

To achieve the best possible outcomes for children with SEND and their families we will aim to use timely intervention in order to encourage and promote every child to reach their highest potential.

The Manager (Hailie Sturt) is the designated Special Educational Needs Coordinator (SENCO) and has been highly trained in all areas in order to implement support when needed. All staff receive regular training to improve knowledge and understanding around the issues of SEND. We arrange for staff to attend training in Speech and Language delay, Makaton training, ECAT training, autism training, behaviour management training, attachment training to support Children in Care/Looked after children, and any training that would help us to support the needs of the children in our care. We plan to further develop our service by continuing to maintain and develop links with other services.

Procedures

- During the admissions process, all parents/carers are asked to complete an All about me form (My profile), Communication passport, 'What to expect when questionnaire' and Registration Form (with details of any medical needs, special educational needs, or disabilities) to fully inform us of their child's needs, abilities, skills and interests. This helps us to ensure we can provide tailored care to each individual child
- The child's Key Person will monitor and assess the development of the children in their care and pass on any concerns about a child's welfare or development to the Manager as SENCO and DSL. A 2-year check or baseline assessment is completed and shared with parents/carers after children have been attending Busy Bees for 6 weeks. This will help us identify if a child is showing a risk of delay. If a 2-year check raises concerns about a child's development, we will share this with the child's health visitor as an Integrated review so appropriate support can be put in place. Further Summative Assessments are then completed 3 times per year to monitor children's progress (more frequently for children who are on a My Plan or My Plan plus). If staff

have any concerns about a child's progress or development, it will always be discussed with the child's parents/carers

- We work closely with parents/carers of children with special educational needs and disabilities to create and maintain a positive partnership
- We ensure that parents/carers are informed at all stages of the assessment, planning, provision and review of their children's education
- We provide parents/carers with information on sources of independent advice and support
- We liaise with other professionals involved with children with special educational needs and disabilities and their families, including transition arrangements to other settings and schools. (Permission is gained from parents/carers first)
- We work very closely with the area Early Years Advisor. If we feel we require some extra support to help to meet the needs of a child, we will contact the SEND Early Help Advisors who will be happy to talk to parents/carers and provide guidance on the type of support available
- We provide a broad, balanced and differentiated curriculum for all children with special educational needs
- We use a system of planning, implementing, monitoring, evaluating and reviewing plans for support (My Plan and My Plan +), as well as behaviour plans, rewards (praise, stickers, certificates etc.), gaining information and support from other professionals and training and research for children with special educational needs and disabilities
- We ensure that children with special educational needs are appropriately involved at all stages of the graduated approach, taking into account their levels of ability
- We provide resources (human and financial) to implement our SEND Policy
- We ensure the effectiveness of SEND provision by collecting information from a range of sources e.g. Plan reviews, staff and management meetings, parental and external agency's views, inspections and complaints
- We provide a complaints procedure

Notification of Early Help The local authority, together with partners across Education, Health, Care, Police, Housing and the voluntary & community sectors work together to provide a cohesive Early Help offer to children and their families. Busy Bees will work with the Early Help Team to ensure families are best supported and can target links with other practitioners and agencies already involved with the same child. This promotes information sharing and avoids unnecessary duplication.

To discuss an Early Help referral in principle, we will call **01452 328584**.

The Notification Monitoring Form is used to register all children/young people within our setting who are receiving support through the Early Help Graduated Pathway. We will use this Monitoring Form to notify the local Early Help Partnership of any updates or changes as needed throughout the year. We will send all documents securely using Egress Switch to gloucesterearlyhelp@gloucestershire.gov.uk