

The Local Offer

Name of Setting: Childminder & Assistant

My child has SEND. I would like to look around. What do I need to do?

Previously, I have worked in a Pre-school Playgroup for 12 years and have been a Manager in a full time day nursery. I opened the childminding business in January 2014, in June we had our first Ofsted inspection and were graded Outstanding. We welcome and encourage all new parents to make several visits at different times to our setting to ensure you and your child will not only feel safe and secure, but get an overall impression of our play ethos and philosophy. We will show you around and discuss yours and your child's needs. We will give you a copy of our welcome pack which we hope will give you a little bit of information on our ideas and working practices. We will also give you contracts, a 'get to know you' booklet and a CD with all our policies and procedures. We will be at hand to help answer any questions which you may want to bring with you.

If your child attends our setting we will provide you with a daily diary that charts your child's day, including information about meals, sleep times, nappy changes and any medicine that may have been administered with your permission. We will use a learning journey to track your child's development, noting the milestones your child is reaching and planning for your child's interests, likes and dislikes. We will also look at your child's learning styles. We develop all our children through play-based activities. We hope this gives you a little idea of us. We would love you to telephone us if you have any other questions before arranging a visit. Our opening times are Monday to Friday 8am – 6pm

How will my child and I be made to feel welcome and how will you get ready for my child coming?

We believe in building a strong partnership with parents and other professionals as we feel this is essential and paramount to aid your children's successful development.

We will show you around our setting and show you all the safety procedures we follow and have put in place to create a child friendly environment.

We would explain to you and your child our ethos and philosophy.

We invite you and your child to come to the setting several times and at different times and for as long as you and your child needs, to feel safe and secure and ensure a seamless transition.

Together we will write up a settling in plan, to meet the needs of your child.

We will offer you paperwork such as welcome booklet, contracts and a 'get to know you' booklet that will allow us to get to know you and your family better. We can translate the paperwork into your home language if you wish. As all children are unique, the get to know you booklet will help us to have information on your child's specific needs before he/she

The Local Offer

starts at the setting.

We will find out about your child's specific needs such as dietary requirements or any medical assistance that we will cater for, with your support and permission.

Discuss with you how best we can meet your child's needs, we would like to know your child's interests, likes dislikes sleeping patterns, food habits and any allergies.

We encourage parents to bring their child's comforters and favourite toys, as this helps to make your child feel safe and secure.

We will also give you an information sheet about ourselves so that you get to know us a little better, which will help us to build a strong positive relationship.

I will access any and all information and special training to ensure that your child receives the relevant support and care.

Building a strong and positive partnership with you is one of our main aims as you know your child better than anyone else and your valuable information will support us to care and develop your child in the best possible way.

We are happy to make home visits to see you and your child in their own environment. This will give us an overall holistic view of your child and ensure a positive transition.

If your child has an Individual Education Plan, we would like to share this with your permission to see the targets that have been set and how to take them forward.

I will be your child's key person, I will be caring and developing your child in the best way I can.

How accessible are your premises?

We run our childminding business from our two bedroom house. We have registered the whole house including our front and back garden. Our garden has different types of surfaces to encourage all types of play as we feel that outdoor play is very important for children's development. The displays and resources at our setting are at the children's height to allow free choice and easy access. We also have two notice boards that give parent's essential information about Ofsted requirements, fire procedures, meals, daily routines and planning.

At present our premises can be challenging for children with certain specific disabilities as we are a small setting based at home.

Working in partnership with you, we would put in place strategies and procedures to ensure that your child has safe and secure access to all the facilities, play opportunities and provide ramps if needed.

Our front and back gardens are fenced and locked at all times to enable our children to play

The Local Offer

freely and in a secure manner. The outdoor environment is checked and a risk assessment is done on a daily basis. The garden has different areas such as a digging area, herb garden and an area to drive cars and push pushchairs around. We encourage our children to help us to look after the plants and flowers.

Indoors our cupboards have safety locks. Our low-level resource cupboard has a slow closing door system to ensure their little fingers are not hurt. We have displays at children's level and pictures of them playing to make them feel a part of the setting.

We have a changing area upstairs to ensure children's privacy.

We have a bed and cot upstairs giving children a quiet area to sleep. We will discuss your child's sleeping needs at your visit. We also have a large sofa in the playroom for the children to rest and have a quiet time.

All areas are checked on a daily basis to ensure the safety of your child.

We have signs all around the environment to give the children visual aids (wash hands).

We celebrate all our children's culture and religion.

We will support children who have English as a second language and ask you to give us key words from the children's home language to help with transition.

We can have documentation translated into your home language.

How will you keep my child safe?

The setting has a comprehensive health and safety policy; in addition, daily checks and regular risk assessments are done.

We have had safeguarding training and designed a poster that reminds us every morning to be aware of all the different signs of abuse.

All medicines and injuries pre arrival or during the course of the day will be recorded and signed by you and us. We record all children's dietary requirements and allergies. We are willing to undertake further training to administer medicine to your child (Inhalers and Epi-Pens)

Both of us have DBS checks in place that allows us to work with children.

Ofsted regularly inspect us; we were inspected in June 2014 and graded Outstanding.

All visitors to the setting will be signed in and out of the premises. All visitors will be supervised at all time.

We have a positive behaviour policy; this helps us to manage children's feelings and

The Local Offer

behaviour.

We believe in lots of positive words and encouragement, to improve all our children's self-esteem and well being.

We would make sure that strategies are in places to meet the individual needs of your child; we would discuss these with you.

We would like to build a strong partnership with you and your child, thus communication is key. Together we can face and meet the challenges that present themselves, by liaising with you and any other external professionals.

How will you communicate with me what my child has done, enjoyed and learnt?

We are both dedicated and aim to provide the best and the most enjoyable experiences to all the children in our care. We ensure that all our children are cared for and develop to their full potential

At the setting we ensure that feedback is provided everyday through face to face meetings, at drop-off and pick up times as well as recording your child's day in a daily diary.

This diary will inform you about your child's activities, sleeping patterns, food intake, medicine and all other wonderful things that happen during the day.

A learning journey will also be kept that you can access whenever you wish. The learning journey will have a record of all the milestones and achievements that your child has reached. We use The Early Years Outcome booklet to guide us to the milestones and next steps. We like to work in partnership with you so we will talk to you about your child's next steps via the daily diary or verbal feedback.

We will hold termly parent's evenings where you will have a chance to discuss your child's progress.

A termly written report that outlines the progress your child is making will be made available to you.

If your child has an Individual Education Plan you will be invited to the termly reviews of these targets and set new ones with your SENCO and your child.

If your child has a statement you will be invited to participate in the annual review.

We also provide you with a progress from two check report that informs and discusses the development stage of your child after their second birthday and can be shared with your health visitor.

We have two display boards giving you information about Ofsted, routines and planning.

The Local Offer

We encourage all our parents to take their children's Learning Journeys home every term in order to note their child's stage of development and to build on our partnership.

If your child attends another setting, with your permission, we would like to share their experiences and have a two-way communication.

We are happy to contact you by e-mail, text, and telephone or by letter.

How do you work with other professionals?

The most important partnership is with you as a parent. We aim to build an outstanding relationship with you. It is important that we communicate in an open and friendly way to ensure we can support each other to provide the best care and development for your child.

As a childminder I have a network of local childminders, nursery nurses and early years teachers from local settings that I collaborate with on a regular basis.

I have a dedicated Development Officer at the Local County Council who is on hand for advice, for support and sign post me to the local SENCO officer or other professionals needed to care and develop your child to his /her full potential.

My previous role as a SENCO allowed me to work professionally with other professionals that included a speech therapist, a play therapist and social workers, who I had regular meetings and conversations with, to ensure we were providing the best care and development for the children.

We also write Progress From Two checks that you can share with your health visitor and we can discuss as partners if any concerns are highlighted.

We will work positively with you and all other professionals to support you and your child through open communications and regular meetings and sharing information as and when needed.

What training have you /your staff had in SEND?

I have listed below the qualifications and training I have received in the past fourteen years. I am happy to take any further training which may be needed to support and care for you and your child.

I have a Level 3 BTEC in Early Years

St Johns Paediatric First Aid

Level 2 Food Safety

Child Protection Awareness (NSPCC)

The Local Offer

Menphys SOS - Disabled Children and Young People-Level Two

Sharing Concerns with Parents and Carers

The SEN code of Practice & Role of the SENCO Promoting Positive Behaviour

Observation, Play-based Assessment and Writing Individual Education Plans

Encouraging Communication in the Early Years

How will you adapt play opportunities for my child?

Depending on the nature of your child's needs, the environment can be adapted and activities can be flexible to meet the needs of your child (painting activity your child may not feel comfortable using a paint brush, we will encourage them to use their hands).

We will adapt our activities to suit your child on a one to one basis or small groups.

We will liaise with you and other professionals involved with your child's learning and development.

We will note and record your child's individual needs, find out about your child's condition, the need for specialist equipment, have a care plan/routine (if your child requires sleep, thus providing a quiet space or sleep room), interest, likes and dislikes.

We will start with making observations on your child to recognise what your child can do and where next we can take his/her development. We will do this for the first six weeks to give us a starting point; these observations will be recorded as an Early Assessment Review. Your child's language and communication will also be observed and recorded on an Early Communication and Language form. This will be updated every term as this information will help us and you to ensure that your child gets the relevant support and targeted help to aid the development of your child.

How will you get ready for my child going to his/her new room/ school?

Transitions are very important. To ensure that your child's transition is as smooth as possible we would work with you and the setting to introduce your child to the new setting with regular visits to the new setting. If more than one child is going to the new setting we will inform the setting of any friendships which may have formed. We will encourage the new key person to have a look at your child's Learning Journey. Any medical information we have will also be given with your permission to the new setting.

We would encourage the new key person and SENCO to visit us and provide the new setting with all relevant information about your child's individual needs, interest, likes and dislikes.

We will seek your permission first before any information is shared with the new setting.

The Local Offer

Communication and dialogue is paramount between all the principal partners that come in contact with your child.

Books and activities will be on hand, explaining to your child about the new experiences that they are about to face.

Articles and books, including a picture of the key person from the new setting would be available to enable your child to visualise and familiarise his/her self with the new setting and personnel. If the new setting has a uniform we will add it to our dressing – up box and encourage your child to dress up in it.

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

Learning Journeys will be used to track the progress your child is making thus informing both of us about your child's achievements. We will observe your child for six weeks and fill in an Early Assessment Review and Early Communication and Language. This will give us a starting point to what your child can do and where to take his/her development next. After his/her second birthday we will also do a Progress from Two Check to record his/her development, which can be shared with the health visitor. This will show the progress and the milestones being reached by your child and if any extra support is needed in any areas of development.

We would use this information to set your child next steps in their learning and development. These next steps will be included in our planning and future activities. We will work in partnership with you to ensure that the next steps in your children's learning and development are relevant to their developmental stage.

We will also provide newsletters and have formal and informal meetings.

If your child has an Individual Education Plans, we would review the targets every term and talk to all professionals involved.

A termly written report that outlines the progress that your child is making can be discussed on a regular basis.

We will also be completing An Early Communication and Language Form every term; this tracks your child's language and communication skills.

We will observe your child and find out about their individual ability, likes, dislikes, learning style, and stages of development and plan activities to ensure that he/she can access all activities of interest. We will adapt the activities to your child's needs. We will celebrate differences by using things representing differences in all areas of play like role-play (cultural clothes, foods, dolls) and books. We will also provide one to one play opportunities including structured, unstructured and adult led play. Child initiated and free play will be the

The Local Offer

bedrock of your child's learning and development.