

The Local Offer

Name of Setting: Playgroup

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

At the Playgroup, we are keen to welcome all new parents and children and would invite Mum/Dad/Carer and child to come and visit our setting and meet our staff.

We would like to arrange this as a time that is most convenient for you and your little one. Ideally it would be good for you all to visit us whilst we have other children with us so that you can get an idea of some of the activities we have and the routine of the day.

We also welcome parents/carers to drop in to see us between the hours of 9.00am – 1.00pm Mon-Fri and Mon & Thur till 3.00pm

If you would like to contact us prior to your visit please telephone or email.

You can find us on Facebook.

To help you consider our suitability for the needs of your child we thought you might like to see our prospectus, welcome packs and setting portfolio which is full of photographs of the setting, the resources and the children taking part in activities.

Our latest Ofsted report demonstrates the high level of overall learning and our achievements along with recognition for outstanding, professional practice.

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

Once you have decided that you would like to choose our setting as one place that you would like your child(ren) to attend we will provide your family with a “welcome pack” which includes a registration form (Address and Contact Details of main carer etc.) and an “All about Me” book – where you can tell us all about your child’s interest and favourite things – so we can ensure your child’s wellbeing and so we plan some activities etc which will help him/her/them to settle. In this book you can also provide us with information on any specific dietary requirements/allergies/medication so we can ensure your child’s health needs are catered for.

It is important for us that we maintain a two way dialogue with you. We produce a learning journey for each child who stays with us and you can look at your child’s as often as you would like. We are also happy to provide you with regular updates through photographs taken at nursery of an activity that your child has enjoyed etc. Just let us know the best and most accessible way you would like to receive this information.

Your “All about Me” book should also contain contact details of all Lead professionals who are working with your child. We might ask for your consent to contact these professional directly,

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should we feel it necessary whilst your child is in our care. We will always confirm why we have contacted them and what was discussed and agreed. Some additional reasons for our contact could be:

- Research – in order for us to better understand some complexities of the needs of your child.
- Regarding recommendations of training requirements for specific staff members in order to provide the best care for your child.

Shortly after we agree a start date, we have found that some parents and children like a home visit. If this is the case we will ensure that it is your child's allocated "Key Person" who comes to visit. They will become your key contact at nursery should you have any queries or concerns.

Once your child starts with us he/she will be allocated their own coat peg etc. This can be personalised to them so that they soon start to recognise their special area.

Our paramount concern is regarding your child's safety and wellbeing. Transition from home to nursery can be unsettling for many children; therefore we would like to minimise any unnecessary upset for you and your child. We welcome your thoughts and input as you know your child better than anyone. Feel free to bring in your child's comforter or let us know what are some of your child's favourite activities/things are at home. Pictures of yourself, family members including extended family, can be put together as a collage to help a child settle.

How accessible are your premises?

It is important to us that our setting is inclusive for all children and families attending or visiting us at our setting. (Disability Discrimination Act (DDA) 2010 compliant)

We are situated in adapted premises on the ground floor, where children/families that may require additional support can access/exit using ramp facilities. We have disability friendly toilets and changing facilities.

We have widened doorways with safe close hinges.

We have a safe and secure outside area, with widened pathways and sheltered play area.

All staff receives regular training such as: manual handling etc.

A number of staff have been trained in the operation of specialist equipment including hoist etc.

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How will you keep my child safe?

One of our primary concerns is that you feel assured of our capability to care for your child. We operate an open door policy and hope that you feel reassured that you can contact us at anytime if you have any concerns you would like to raise.

Incidents can occur: but we are keen to minimise any risks to children or staff in our setting. We carry out regular "Risk Assessment" checks on our premises and will ensure a risk assessment is carried out on any new equipment or new activities we introduce to our setting. In addition to this we regularly complete environmental audits (inside and outdoors) where equipment is monitored and checked for to ensure that it is in good working order and complies with safety standards. We ensure that all rooms are appropriately lit and ventilated.

You should feel to disclose any of your child's individual needs or behavioural triggers so that we can maintain a calm and safe environment for you and your child.

If your child requires any specialist equipment we will ensure that your child's key person (and another named staff member) is adequately training in its operation. We will seek appropriate additional insurances. Similarly if your child requires specific medicine or 'medical' invention to be administered whilst in our care, we shall seek necessary medical approval and training and ensure that medicine is appropriately and safely stored. Together with your lead health professional, we will discuss and agree an individual care policy with you surrounding safe administering and storage of drugs etc.

The safety and welfare of children in our care is paramount. We operate a "Safe Recruitment Policy" with all employed and volunteer staff undergoing stringent "fit person" checks. All employed staff and volunteers complete enhanced Disclose and Barring Scheme (DBS) checks. We hold DBS registration details of all staff and these are reviewed periodically.

All staff under-go regular supervision meetings where staff training and continual professional development (CPD) is discussed and offered.

If your child has Educational Needs "Statement" or Health Care Plan already in place we will work in partnership with you and any other lead professional who cares for your child; to ensure that it is regular reviewed to ensure compliance with the 2014 Special Educational Needs and Disability: Code of Practice – 0-25 years.

We are more than happy to contact you by phone to let you know how your child is settling in or if you should prefer we can arrange to send you video clips or photographs. This will be discussed and agreed with you when your child starts with us.

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

We have boomerang books that are completed by key working staff. These have information written by both the families and by the staff, exchanging information and ideas daily.

There are photographs texts to concerned parents informing them of how well their child is settling.

Text messages are also a useful point of information update and exchange, along with emails.

Progress summaries and reports are given out regularly informing families of growth and development of their child.

There is a community T.V screen in the foyer, which promotes the settings activities, for all to view.

We have show and tell and Circle time where families are encouraged to share stories and interests to others.

We celebrate with reward sheets and certificates, this way parents will see specific areas of success.

How do you work with other professionals?

Other professionals play a huge part in the smooth running and care of a setting. Collaboration and communication are key to ensuring the correct referrals and assessments are made by the appropriate professional needed.

Ensuring children with development difficulties, speech and language problems, medical needs are seen by the correct professionals.

Enrolments and appeals to schools and involvement with the local authority's allocations dept.

What training have you / your staff had in SEND?

As the setting's SENCO they must undertake a 6 week additional training course in how to complete the required paperwork for any child that requires support. This includes observations, child development, accessing additional required adult funding, SEN tool kits for both 2 year olds and 3 year olds.

Individual planning for the unique child's needs and making adequate adjustments to accommodate the child's complex needs.

Sensory play and support/access to resources

Makaton, PEC's, Visual Diary support. /staff 1 to 1.

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ECAT – Every child’s a Talker – (local initiatives for supporting speech and language)

I.D.P/SEAD,SEAL, etc.

Social Communication group work.

Progress trackers – SMART’s and next steps.

How will you adapt play opportunities for my child?

We will ensure that all resources can be accessed from which ever level your child can reach (table/top/floor/etc). Right handed & left handed resources are available. Resources of all ages of development are readily available. We have ICT adaptations for the mouse mat and computer along with reactive software for different levels of interaction.

Indoor and outdoor continuous provision is available and we have ramp access to facilitate outdoor participation. We are above required ratio, so when needed, children can receive additional 1 to 1 support if required. We have a private changing area and disability access to toilets with support area.

If your child requires any specialist equipment we will ensure that your child’s key person (and another named staff member) is adequately trained in its operation.

If your child has an Educational Needs “Statement” or Health Care Plan already in place we will work in partnership with you and any other lead professional who cares for your child; to ensure that it is regularly reviewed to ensure compliance with the 2014 Special Educational Needs and Disability: Code of Practice – 0-25 years.

We are more than happy to contact you by phone to let you know how your child is settling in or if you should prefer we can arrange to send you video clips or photographs. This will all be discussed and agreed with you when your child starts with us.

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

Visits to the new room/area and arrangements to meet teachers/carers/ children. Keyworker to accompany the child as a familiar support.

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

Once you have decided that you would like to choose our setting as one place that you would like your child(ren) to attend we will provide your family with a “Welcome Pack”. This includes a parent voice and a form ‘my favourite things’ as well as an “All about Me” book where you can tell us about your child’s interests and favourite things so that we can ensure your child’s wellbeing and we plan some activities etc. which will help him/her/them to settle.

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This form will be sent out again at the beginning of each term to see how your child's interests have altered. Your "All about Me" book should also contain details of all lead Professionals who are working with your child. We might ask for your consent to contact these professionals directly, should we feel it necessary whilst your child is in our care. We will always confirm why we have contacted and what was discussed and agreed for next steps and target setting.

We track progress within the development matters guidance of the EYFS, and also make suggestions to implement these joint agreed targets within the home environment. We welcome thoughts and input as you know your child better than anyone. Feel free to bring in your child's comforter or let us know some of your child's favourite activities / things at home.

Through creative investigation we monitor the progress of children and the way in which they lead their own learning with and without adult support.

Depending on your child's learning style will help us plan for the way in which we can get the best from resources used e.g. Thomas the Tank engine, and placing items in bags and Transporting them around the setting.