

PARENT/CARER POLICY
SPECIAL EDUCATIONAL NEEDS POLICY (Std 10.2)

Aims and Objectives

The aim of this policy is to ensure that all children within the nursery feel welcome, safe, valued and included regardless of family background, culture, race, disability or special educational needs (SEN).

The objective is to integrate all children and to allow them to achieve their full potential by means of a structured and stimulating curriculum whilst working closely with parents and where necessary, liaising with outside agencies.

Our Appointed SEN Co-ordinator (SENCo)

The nursery's appointed SENCo is identified on the front notice board and she is responsible for all matters related to a child with special educational needs. Her role is described below.

The Role of the SENCo

The SENCo's role covers the following:

- To liaise with staff, parents and other professionals on SEN issues
- To ensure that the Nursery Manager is kept informed of any SEN issues
- To ensure that SEN records and appropriate Individual Educational Plans (IEPs) are regularly updated and in place.
- To make sure that IEPs are being followed by all those working with the child
- To address SEN training issues for the nursery
- To ensure that background information on any child with SEN is collated, recorded and updated
- To monitor and review the SEN policy annually

Admissions Policy

When admitting a child with SEN there will most likely be more information exchange required, than normal and the possibility that staff may need additional training. The nursery should ensure:

- We meet with parents and gather information
- We make arrangements for extra visits to meet children's needs
- We undertake training in advance to meet children's needs

Identification and Assessment of Children with SEN

The assessment of children with SEN should include the following:

- An explanation of how all children's progress is recorded on the early learning profile
- An explanation of how the child is observed in the setting in order to note the areas of difficulty
- A record that staff share and discuss concerns
- An explanation of how progress is recorded and shared with parents
- An explanation of how the curriculum may need to be modified/ the need for IEP/target setting and how this is shared with parents

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- A review of IEPs and if progress is not adequate, record the need to seek advice on targets from outside agencies
- Refer to/record any discussion with parents regarding any different arrangements which may be made for their child
- Record any contact which occurs with outside agencies

Resources and Facilities

The nursery is single storey and has ramp access through all doors where children and parents access the classrooms, outdoors and entrance to and from the nursery.

SEN Training

Details of SEN training undertaken by nursery staff is held within the Staff Qualifications folder.

Partnership with Parents

In the instance of a child with SEN communication with parents it is probably even more important than usual. The following points should be considered:

- Ensure that parental knowledge is valued and make parents aware of how vital the nursery staff view their knowledge and views about their child to be.
- Staff should be sensitive to the needs of the parents and ensure discretion. If necessary make sure that time is available to talk and that this may be done with privacy if relevant.

Links with Relevant External Agencies

- The nursery will maintain links with all relevant agencies – health visitor, speech and language therapist, any specialist teaching services, educational psychologist etc.
- The nursery will assist as much as possible with the transition to school by passing on relevant information and records and participating in visits where appropriate

Complaints Procedures

In the case of a complaint, the standard complaints procedure found in the parent's handbook should apply. In addition, the following should occur if appropriate:

- Make use of observations of the child as evidence to provide a basis for discussion
- Ensure the SENCo is involved in the complaints procedure
- Parents should be aware that they may contact the Parent Partnership (County Hall, Glenfield) for independent advice

Monitoring and Evaluation of this Policy

- The policy will be reviewed annually
- The review will follow team discussions as to its effectiveness