

# **Special Educational Needs and Disability** **Policy**

It is essential to acknowledge the needs of each child as an individual and to tailor support accordingly. Staff at our nursery are aware of the importance of early identification and will make effective provision which in turn will improve the long-term outcomes for children. The Government's Code of Practice (July 2014) is implemented throughout our setting and staff follow One Planning's accordingly.

Where facilities permit, children with Special Educational Needs and Disabilities are welcomed into our setting. The setting has suitable access for wheelchair users. An adapted toilet is also available.

## **Aims**

The aims of this policy are to:

Enable all children within our setting to receive the opportunity to reach their full potential

Allow parents and carers to receive internal and external help and support that they may need in order to support their child's development

Help all staff to identify children's needs and develop Individual One Plans where necessary.

## **SENCO Roles**

Within our nursery we have 3 SENCOs: Jil Pascale, Sharon Butler and Marni Tanfield.

Marni Tanfield will work with the under two's and liaise with the IP, Parents and outside agencies

Sharon Butler will work with the over 2's and will also liaise with the IP, parents and outside agencies.

Both Sharon and Marni will offer support to all staff and advice regarding Special Educational Needs and Disabilities.

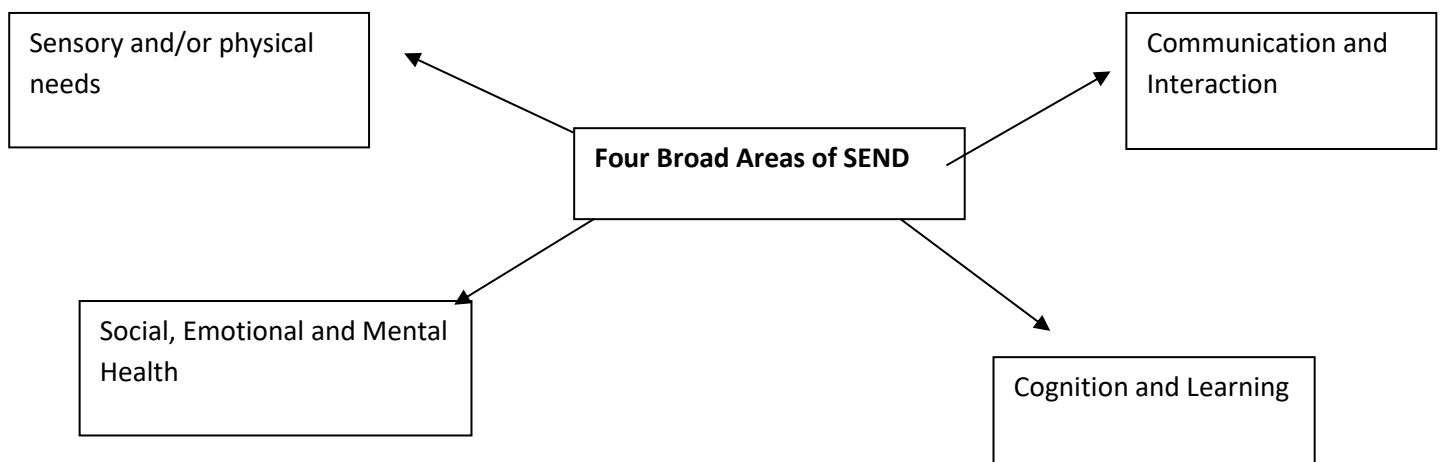
Jil Pascale will oversee both Sharon and Marni's involvement and offer support and guidance. Jil works alongside Sharon and Marni and creates action plans to ensure agreed targets are carried out and implemented.

### **Identifying special Educational Needs and Disabilities**

This follows four main procedures:

1. **Assess-** The practitioner will work closely with the settings SENCO and parents to observe and assess the child's needs.
2. **Plan-** After notifying the parent/carers, the SENCO and practitioner will plan to support the child's individual needs. Outside agencies will be contacted in order to support development and progress.
3. **Do-** The key person will play a vital role in working with the child and to work alongside the SENCO and family to help achieve their goals
4. **Review-** All agencies will work together to agree a review date where the child's progress can be discussed and possible next steps planned for.

All information accrued will be shared with parents and other agencies as appropriate. At all other times, records are treated confidentially.



### **Complaints Procedure**

Where a parent/ carer feels that they have a cause to complain they should follow the nursery's Complaints Procedure

### **Staff Training**

As soon as its possible, staff will be able to further their knowledge and understanding of SEND by attending training courses as appropriate.