

Sticky Fish pre-school.

Special Educational Needs and Disability Policy.

To be read in conjunction with the settings Equal Opportunities Policy and with due regard to the SEND code of practice, 2014 and the Early Years Foundation Stage (EYFS).

Aims:

Sticky Fish preschool provides inclusive play and learning opportunities for all children. Staff, student and volunteers with additional needs will be welcomed and supported appropriately. Staff and children are supported so that we can welcome diversity. Children with additional needs and gifted children have access to broad and balanced opportunities within the EYFS. They are included in all the activities within our setting by providing differentiated tasks and activities.

Special Educational Needs coordinator (SENDco)

Jo Ball is the person with responsibility for this role.

Responsibilities:

- To attend five training sessions provided for newly appointed SENDco's by the Bristol inclusion team, before or within the first year after their appointment to this role.
- To work in partnership with parents, offer them information which is clear and accessible, support them during their child's time at Sticky Fish and through periods of transition. Where possible parents will be given time to discuss matters without prior arrangement, it has probably taken a lot of courage for them to approach you.
- To ensure all current and future staff and volunteers are familiar with the SEND framework and subsequent responsibilities
- To provide information for the staff and to support them in identifying the children who need extra help to access play and learning opportunities within the setting.
- Replacing the two staged graduated approach process of early years action and early year action plus with a revised graduated approach (SEN support)
- To ensure that appropriate reviews and next steps are in place, monitored and reviewed.
- To ensure that all review targets are discussed at the next staff meeting following a child's review meeting and the child's progress is discussed regularly at subsequent staff meetings.
- To ensure parents of children with SEN and disabilities are aware of the support available to them and how to access it
- To involve parents and where appropriate, children in the decision making process
- To maintain records on the children and be a channel of communication between agencies.
- To initiate action with other agencies as appropriate in respect of the SEN of any child within the setting.

- To complete all paperwork needed when applying for support funding and supplying reports to outside professionals when requested
- Where appropriate additional time and work will be put into place in order to ease transition to other settings for children with additional needs, this is in addition to the transition work done for all children within the setting. This may include annual reviews with the new setting, supported visits to the new setting and a transfer of copies of all reports etc.

Admission arrangements:

Children's individual needs will be discussed with their parent/carers and we will adapt to meet those needs. We will be flexible during the settling in period so children can get to know us at their own pace.

Staffing and training:

We will seek to offer and apply for the appropriate level of support for individual children. Our setting has a commitment to training in all areas of practice which includes relevant training for inclusion. We will seek advice, information and funding for training to help us support children with more complex needs.

Resources and the learning environment:

We adapt our resources to suit the needs of the children. We have access to resources through toy libraries that specialise in inclusive play equipment.

We will make reasonable adjustments to our physical environment/equipment where necessary

Our setting is accessible for wheelchairs.

The setting is light and airy with space for the children to move freely around the room independently, however, the ceiling is high and floors are wooden leading to poor acoustics. The flat outside area is accessible through double doors with access ramp and hand rails.

REVIEWED: MAY 2017

NEXT REVIEW: MAY 2018

SIGNED: JO BALL (DEPUTY MANAGER)