



PRE-SCHOOL

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SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) **POLICY**

At Toddles we have a positive and inclusive policy towards children with Special Educational Needs and Disability (SEND) and welcome them in our sessions. We aim to treat all children equally, and will do our best to provide activities and opportunities that cater for all children and all children can access.

We have regard for the DfES Special Educational Needs and Disability Code of Practice: 0 to 25 years (2014) and Disability and Discrimination Act (2005).

The members of staff responsible for children with Special Educational Needs and Disability (SEND) are:

MRS EMMA BUNCE and MRS LORRAINE BRENT

We access training through the Bexley Schools Services Network, and may also attend SENCO cluster group meetings. Training is on-going and many of our staff are trained in PECS (Picture Exchange Communication System) a form of augmentative and alternative communication where a child is taught to communicate with an adult by giving them a card with a picture on it and also the BLAST programme recognised in delivering good practice in developing Speech, Language and Communication in the Early Years through interventions.

Our aim is to work closely with parents/carers of all children to ensure that the child/children's individual needs are met.

It is our policy to work with the Local Authority SENCO and to discuss and/or refer to the appropriate agencies any child that we feel after observations needs additional support in areas of their development. Parental consent for the involvement of outside agencies is required but please be aware that refusal or failure to attend referral appointments may result in the withdrawal of your child's space.

Please be aware that failure to attend referral appointments and agree to the next steps in your child's development with Toddleswood's SENCO could have an impact on your child's development and may prevent us in supporting your child in the best possible way.

Should a child with additional or Special Educational Needs attend a Toddles setting, we will seek and gather any relevant information from Parents/carers and other relevant agencies. All information we receive from parents/carers and other agencies is treated confidentially.

Through Early SEN Support your child's Keyperson and Toddles SENDCO's will write an Individual Education Plan, in consultation with parents/carers, to set achievable targets and may provide additional and different activities to enable the children to achieve the targets set. As a setting we have a number of activities and approaches we practice when working with SEN children. We have found these fun and effective. However, sometimes in order to support a child with special educational needs this may result in reducing the days/times that a child attends Toddles sessions.

We will monitor the progress of all children and keep records to which parents/carers have access to.

During our termly staff meetings keypersons and the SENDCO's will discuss all Children and those that have Special Educational Needs. This discussion will include progress made and any suggestions for different approaches we can take in order to ensure we are providing the best and most stimulating environment for each child. We are constantly adapting and changing ways in which we can help SEN children to enable the best outcomes.

Should we be unable to meet the child's needs we will refer to the appropriate outside agencies for additional support and advice (SEN Support). If we need to, we will work with parents/carers and the Local Authority to find a more suitable provision for the child. Should parents/carers need further advice and support we will work in partnership with them and contact the relevant outside agencies for support and advice.

When a child with additional Special Educational Needs and Disabilities transfers to another setting, we will arrange transitional meetings and visits from/to settings. Attendance to new settings may include parents/carers, the Keyperson and a Toddles SENDCO. We will transfer any information regarding the child to the new setting.

Should parents/carers have any queries about the provision for their child with Special Educational Needs or Disability please speak to your child's Keyperson or Toddles SENDCO's, who will seek advice if necessary, from the Local Authority SENDCO or relevant agencies. If the queries cannot be resolved we would refer parents to contact OFSTED.