 Our SEND Local Offer 

The purpose of our local offer is to provide information to parents/carers about the resources, skills and expertise we use to support children with SEND (Special Educational Needs and/or Disabilities) We are an inclusive setting with a wealth of experience in supporting and promoting children’s needs, learning and development.

How does Humpty Dumpty Pre-School know if children need extra help and what our parents /carers should do if they think their child may have SEND?

At Humpty Dumpty Preschool every child is allocated a key person who builds trusting relationships with each of their children and families Working alongside the key person is a buddy key person, they will work with the children when the keyperson is off, this will provide consistent support for the children. They complete regular observations on each child, linking them to the EYFS ages and stages of development. Through these observations any areas of concern can be identified and discussed with the settings SENCO and yourself, and together, plan strategies to support your child’s learning and development.

How will Humpty Dumpty Pre-School support my young child ?

Through continual observations the key person can plan individual children’s next steps and if required work with other agencies implementing strategies. We have an ‘assess, plan, do, review’ approach which enables us to ensure we are continuously meeting individual children’s needs and the settings SENCO will support the key person and the rest of the staff on how to implement these strategies, giving the child a consistent approach. Meetings with the SENCO and key person are held every term to talk about their child’s progress and plan for their next steps, taking into account the views of the child. The SENCO is supported by an Inclusion Partner who helps with strategies and accessing outside help if needed with the parents/carers permission.

How Humpty Dumpty Pre-School works in partnership with parents and carers

We believe that having a close working relationship with parents/carers is very important as they know their child better than anyone. By having opportunities to discuss their child’s progress every term, either through progress meetings or a general catch up at the beginning of the session, helps to create a whole picture of the child. Parents have meetings every term with their child’s key person to discuss their progress and are given a copy of what their child has achieved that term and the next steps for them, with ideas on what parents can do at home with their child. With your permission, we will contact outside agencies, if required, either for advice or to make a referral with any concerns. We will implement strategies and advice offered as appropriate. Parents/carers are welcome to view their child’s development profile at any time. If it is not always possible for parents to collect their child we use communication books to maintain contact with them, these make communication between the parent and key person consistent.

We track the progress of all children using the development matters within the Early Years Foundation Stage, our observations and knowledge of the child. This will help us see the progress made, if we feel that more support is needed then in consultation with you, outside agencies will be contacted. The key person alongside the settings SENCO will hold meetings with parents/carers to discuss their child’s progress in relation to their personalised plan, changing strategies if necessary.

How Humpty Dumpty Pre-School supports the wellbeing of young children with SEND

Our staff are friendly and welcoming providing a safe and stimulating environment for your child. Parents are given copies of the settings ‘golden rules’ so they know what they are and can support their child at home providing a consistent approach to positive behaviour.

Risk assessments are completed on all areas of the setting being reviewed regularly, and staff carry out safety checks daily, making sure that the environment is safe for the children to use without taking away their independence.

Children’s dietary and medical needs are recorded and are updated every term, and checked every time the child is at the snack table. All staff hold a current paediatric first aid certificate which is updated every three years, and they are confident to deal with any accident that should happen. If additional medical needs are required staff will be trained by a professional in that area prior to the child starting the setting. We administer prescribed medication to individual children, with parents filling out the consent form at the beginning of the session.

The safety of our children is paramount so we ask the parent/carer to sign their child in and out of the building, if they are unable to collect their child we will ask for a description of the person and a password. The person will also need to bring with them photo identification. If a person comes to collect a child who is not known to us and without prior permission we will not release the child.

Staff training and experience in supporting young children with SEND

Training is very important to the setting, and staff continually refresh their training in

areas such as speech and language, safeguarding, food hygiene and paediatric first aid. Staff attend courses on a regular basis feeding back to the rest of the team at staff meetings.

Humpty Dumpty Preschool has two Special Educational Needs Coordinators bringing a wide range of knowledge through years of working with early years and courses attended.

Specialist service and expertise accessed by Humpty Dumpty Pre-School

We work with all agencies connected with individual children including speech and language therapists, Inclusion Facilitators, educational psychologist and Inclusion Partners

We work with the children’s health and wellbeing service, we do integrated two year checks and they can advise us on signposting our parents to the services where they can attain the support they need.

All staff have accessed training in communication and language and have level 2-3 and above in childcare in the early years.

How Humpty Dumpty Pre-School includes young children with SEND in community based activities and outings

Every child is welcome to attend trips, by working with parents/carers prior to the trip will highlight any particular requirements that need to be put into place. Additional staff will work allowing a child to have one to one support if necessary; parents are invited to join us on longer trips. On all trips children wear high visibility jackets, they are wrist strapped and a first aid bag is taken. This contains a basic first aid kit, all contact numbers and the settings mobile phone, if a child needs individual medication this is taken and placed in a plastic container with their name and photo and a copy of their health care plan.

Our accessible environment

The setting completes an access audit yearly making sure that our environment can be accessed by everyone The layout of the pre-school allows easy wheelchair access both inside and out, the hall has accessible toilet facilities. If children require specialist equipment we work closely with other agencies making sure this is in place and the staff are trained on the use of the equipment before the child starts with us.

In our lobby there are photographs of all the staff with a personal statement about things they like doing. To help us communicate with our parents/carers whose first language is not English we will phone a relative or we can access an interpreter. For the children we have individual books made using pictures of the main parts of the day translated into their home language for the staff to use when talking to the children.

How Humpty Dumpty Pre-School prepares and supports young children with SEND when joining the setting and when transferring to another setting or school

Our parents/carers are sent an application pack prior to their child starting with us, it asks for information about their child. We provide them with a transition book, with pictures of the main areas of the building, a picture of the team, and a picture of their Key Person, with a little bit of background information about them. We hold a new parent /carer session where parents and children get to meet their key person and pass on information such as likes, dislikes, medical or dietary needs. The setting’s SENCO is also available to talk to any parent about their child’s needs. We also display some of the activities and give information about what we offer in relation to SEN, snack, and activities. When the children start we are flexible with our settling arrangements tailoring them to the individual child and family.

When children are ready to start their new schools the final term they have with us is our transition term where we have photographs of all the children displayed with pictures of the schools they are going to, so they will be able to identify a friendly face when in school. We work closely with the schools having teachers and SENCO’s visiting the children in a familiar environment, if children need extra support we will take them to the school (if possible) for extra visits with parental permission. We will provide photographs of the school to be taken home so the child can become more familiar with their new school. Transition meetings will be arranged with the school, parents, other agencies involved with individual children.

How Humpty Dumpty Pre-School organises its resources to meet the needs of young children with SEND

When children require extra support this is accommodated by the child’s key person working on a one to one for short periods of time within the session. Using the child’s individual interests will help the child settle. We make sure that our resources are displayed to allow every child to have access to the full learning experience

How Humpty Dumpty Pre-School decides on appropriate support for young children with SEND

The manager, SENCO and key person will work closely with parents and other professionals to discuss their child’s needs. Getting to know the child and family through the one page profile, and then using this information to create a one plan which will reflect our person centred approach to support children and their families. The key person will complete observations and will be able to identify any addition support needed. Once we have this information we will organise a meeting with the parent/carer to discuss the next steps for their child. We hold team meetings to discuss the strategies making sure the level of support is consistent.

At the end of every week the key person and SENCO discuss the progress made and any changes that need to be incorporated for the next week, these are recorded. At the end of every term a meeting is held with the parent/carer and any outside agencies that are involved if possible to discuss the progress made. We use the child’s development profile, observations and records of completed activities to gain the level of progress made by the child.

How Humpty Dumpty Pre-School involves all parents/carers

Building close working relationships with our parents/carers is important to us. We operate an open door policy allowing parent/carers to stay when they would like too, we have newsletters every term talking about what we have done and dates for the next term’s events. We are a committee run pre-school with members being past and present parents, have committee meetings once every term, and take on board all suggestions about changes to the setting if they arise. We welcome any parent volunteers (this does not have to be on a regular basis) to stay and play

Working closely with parent/carers allows us to provide the appropriate support for individual children giving them positive experiences to build on.

If you would like to discuss your child prior to starting with us or for more general information please contact our Manager/SENCO Debbie Allen on 01206 845794/835155 or email humptydumptypreschool@btconnect.com

More detailed information is available in our Policies and Procedures, which can be found on our website, or contact us for a copy to be sent.