

Sarratt Ducklings early years offer

- 1. How does Sarratt Ducklings know if children need extra help and what should I do if I think my child may have special educational needs?**

At Ducklings you can speak to any of our staff if you have any concerns about your child. However, Mrs Waters is our dedicated coordinator for special educational needs and disabilities.

If your child has an identified special need before joining our setting, Initially Mrs Ingram, our Manager, will work with you to ensure that everything is in place (eg special equipment, staff training, classroom organisation etc) before your child joins us.

Your child's key worker will work with Mrs Waters to continually monitor and review your child's development and progress in the setting through the Early Years Foundation Stage (EFYS) framework.

We work very closely with other professionals such as health visitors, speech and language therapists, educational psychologists and other healthcare professionals to ensure that your child is given appropriate support and that we provide the very best care and educational opportunities for your child.

- 2. How will Sarratt Ducklings staff support my child?**

We have one member of staff, Mrs Waters, who is a specialist SENCO, and has a wide range of experience helping children with different needs.

We have another member of staff, Mrs Ward, who has a BSc Hons in Clinical Nursing and a Diploma in Child Health which includes special needs care, Makaton.

Your child's key worker will develop a strong bond with your child and we will all work with you to ensure your child is happy and settled at Ducklings.

Mrs Waters, our SENCo, will work to ensure that you are closely involved at all stages and will also liaise with a wide range of professionals. Information provided will be fed into individual action plans to ensure that all staff are working to the same goals in supporting your child.

3. How will I know how my child is doing?

You will be given feedback on your child's progress. You are always welcome to discuss your child's progress informally at the setting or by telephone or email. We will also review progress with you via their learning journals and through parents evening and termly summaries of your child's progress.

The regularity of formal meetings between staff and parents will depend on your child's level of need. If your family has been registered with early support then team around the family meetings will take place once a term and, if necessary, more often.

There are many formal ways of communicating about your child's progress but nothing is better than an informal chat at the end of a session, so please always speak to us about any concerns.

4. How will the learning and development provision be matched to my child's needs?

Once an initial assessment has been carried out, your child will have an individual education plan made for them by Mrs Waters and their key worker, based on the child's needs and other professional advice. All staff will be aware of the targets on your child's IEP and will ensure that they adhere to them during the sessions.

Through the EYFS we will observe and assess your child and then plan their learning and development provision around our observations.

We will follow advice from other professionals on how to support your child's particular needs and the SENCo will ensure staff can access training, where possible, to support your child's learning.

5. What support will there be for my child's overall wellbeing?

We will involve other professionals (e.g. health visitors) to ensure that we support your child in all areas of their development. We will support you and your child with toilet training, and any issues regarding eating, sleeping etc.

There is a strong emphasis on providing a caring environment, and this is supported through various strategies such as organising children into mixed family groups with older children helping some of our younger children.

If your child has any specific medical needs our staff will undergo any training – e.g. epi pen training, replacing breathing tubes etc – and we will administer any medication prescribed by a hospital paediatrician or GP.

We have a behaviour management policy which outlines the procedures used at Ducklings, however, if specialist help is required to manage behaviour we can request the support of the inclusion development officer employed by the local authority.

All staff have a positive approach to all children's individual learning and development and are sensitive to their needs. Unwanted behaviour and the testing of boundaries is often part of growing up, and we will work closely with you to put strategies in place to support and enhance your child's positive behaviours.

6. What specialist services and expertise are available at or accessed by Sarratt Ducklings?

Mrs Waters has many years' experience in the SENCO role and has worked with children with a wide range of needs. She also has a qualification in nutrition, which she uses in the setting to promote healthy eating and offering advice to parents.

Ducklings has very good links with our local children's centre, The Lanes. and we work with a wide range of agencies such as advisory teachers, occupational therapists, educational psychologists, speech and language therapists, health visitors, GPs etc.

We also have a good relationship with many of the local feeder schools, and this will make the process of moving to a new setting much easier for your child.

Mrs Ward has a degree in Clinical Nursing and a diploma in Child Health. She has also worked at Ducklings for many years and has taken on the responsibility of Health and Safety. As part of her diploma she focussed on Makaton and also special needs care.

Mrs Ward trained at the prestigious Great Ormond Street Hospital for children and has a wide range of knowledge and skills with children, not purely limited to her medical expertise.

7. What training and/or experience do the staff supporting children with SEND, have?

All staff have a lot of experience with working with children with special needs.

Both Mrs Waters and Mrs Ward work closely with the team, offering advice and support to both children, staff and parents.

They liaise with staff to update and assess the provision needed for each child.

8. How will my child be included in activities outside the setting?

Your child will benefit from all activities outside the setting and full risk assessments will be carried out.

We will discuss your child's needs with you to ensure they can be included. You will not be required to accompany children on any outside activities. However, if you are unhappy about your child joining in a trip, visit or event without your presence you would be welcome to act as a parent helper on the outing.

9. How accessible is the building / environment?

The playgroup environment is very accessible and meets the current disability regulations.

There are no stairs in our building and we have ramp access.

We have purpose built toys and equipment at your child's level.

Our garden is all on one level and we have grassed and tarmac areas and a sensory garden.

We do not have a disabled toilet with wheelchair access, however, there is one in the main school adjacent to the pre-school building to which we have full access.

10. How will Sarratt Ducklings prepare and support my child with transitions between home, settings and school?

Before starting Ducklings Mrs Ingram will carry out a home visit, so your child can become familiar with a member of staff. At this meeting, we will discuss and fill out a registration form which

asks about the child's health and dietary needs and how we can make the transition as smooth as possible.

If your child receives care from any other setting (e.g. another nursery or a childminder) we would be happy to share learning journals at your request.

When it is time for your child to leave us to start Reception we are happy to share information with the new teachers and if they wish to visit your child at Ducklings. During this visit the teacher or key person from the school will meet and play with your child and discuss their development and progress.

11. How will Sarratt Ducklings resources be used to support children's special educational needs?

All equipment and toys are moveable and can be made accessible, they are age and stage appropriate. We will seek to borrow specific equipment needed for specific needs.

Ducklings has a high staff/child ratio, so your child will receive plenty of adult support. We are also a very inclusive setting and have a range of resources/strategies in place to support children with a range of needs e.g. we have two visual timetables (using photographs and symbols) this may be used with speech and language delay or if English is a second language.

We have a number of sensory resources.

12. Who can I contact for further information about the early years offer in Sarratt Ducklings?

**Deborah Ingram, Sarratt Ducklings, 01923 266694,
ducklings@sarratt.herts.sch.uk**

For further information on the local authority's Local Offer of service and provision for children with special educational needs and disability go to www.hertsdirect.org/localoffer