



## **Special Education Needs / Inclusion**

### **Who is responsible for SEN on a daily basis?**

The SENCO (Special Educational Needs Co-ordinator) is Meritxell Franco. Her personal circumstances have made her aware and familiar with a whole range of SEN.

The SENCO will work closely with other staff and with all the pupils; will also have the main responsibility for the management & upkeep of the SEN policy. The SENCO will support staff while developing & assessing strategies and Individual Education Plans (I.E.P's) within the setting.

### **Who identifies a child with SEN?**

Early identification is very important in SEN and it is everyone's job to work together to achieve this;

- Key workers/nursery staff
- SENCO
- Parents
- Managers
- Outside agencies (if involved)
- Other settings the child may attend

### **What resources do we have at the Nursery?**

We have a structured but flexible approach to SEN enabling us to help children with a variety of needs. We have quiet areas for small group work and our free flow approach means that children can access these areas whenever they feel like it.

We also provide time for 1 to 1 work, to allow for specific, personalised activities as well as a range of sensory toys and sensory planned activities available to all children.

### **What paperwork is involved?**

We have a SEN register and pre-school SEN forms, which hold all the children's details and information on the needs of the child and any outside agency help.

Each child on the register has an individual education plan (IEP) with strategies to give the child extra support in any given area needed. These will usually be reviewed termly. The child will be at the stage 'Early Years Action' (EYA) and this will have been discussed with the parents.

Behaviour management plan - we use these if the child has challenging behaviour. They will include agreed strategies to help manage the behaviour.

Where advice from outside agencies is requested the child will be at Early Years Action Plus (EYA+). Very occasionally a child will have a statement of Special Educational Need.



Risk assessments are carried out to include and support children with SEN.

As all our policies, the SEN policy is reviewed at least once a year.

### **Parents as Partners**

We believe that working with parents will benefit the child most. Parents know their child best and know what is best for them; we will keep parents informed by:

Formal & informal discussions with SENCO/key worker  
review & discussion of IEP's  
home/nursery diary

The SENCO has leaflets, information and names & addresses of support groups, specialists and information on particular SEN. The SENCO also has a copy of the Code of Practice which is set out by the Government.

The official parents support group for the Brighton & Hove area for parents of children with SEN is **AMAZE**; they can be contacted on Tel: [01273 772289](tel:01273772289). They also produce a book called 'Through the Maze', which is full of useful information.

### **Going to School**

We aim to give support to children with SEN until they leave to go to school or another setting. When they go onto school, in addition to the School Transfer Document, the SENCO fills in a School Entry Information form with details of SEN and the child's strengths and interests. We actively encourage Reception teachers to visit all children in their nursery setting.

### **Complaints**

We strive to ensure that there will be no cause for you to have a complaint; however in the event of a problem, you should take it up with the child's key worker/SENCO in the first instance. If the problem remains unsolved you will need to speak to the nursery manager. In the unlikely case of the matter still not being resolved the parent should refer their complaint to the DDA (Disability Discrimination Act) contacting the Human Rights and Equal Opportunity Commission (HREOC) Tel: 1300 656 419 -see complaint procedure on this link:

<http://www.ddaedustandards.info/complaints.php>

### **Confidentiality**

We are required by law to hold records on all children & staff at the nursery. All SEN forms and IEP's will be kept in the child's folder. All staff is made aware of the confidentiality policy and adheres to it. Staff will always discuss any information with the parents before discussing with any outside agencies (speech and language therapists, PRESENS, etc), and then only with parents express permission.