

Billericay Methodist Pre-school (BMP)
Special Educational Needs and Disability – Local Offer

The purpose of the local offer is to improve choice for families by providing information about service available for young children who have special educational needs and/or disabilities (SEND).

1.How our setting knows if young children need extra help and what our parents/carers should do if they think their child may have SEND

At BMP we provide an environment in which all children with special educational needs and/or disability (SEND) are supported to reach their full potential. Each child has a designated Key Person whose role is to develop a trusting, caring, sensitive and sharing relationship with parents and children. We support and involve parents, actively listening to, and acting on their wishes and concerns. We apply SEND support to ensure early identification of children with SEND.

2.How our setting supports young children with SEND

At BMP we have in place a clear approach for identifying, responding to, and meeting children's SEND. We designate a member of staff to be the Special Educational Needs Co-ordinator (SENCO).

The SENCO works closely with our Manager, Key Person and other colleagues and has responsibility for the day-to-day operation of supporting children with SEND and for co-ordinating provision for children with SEND.

3.How our setting creates learning and development opportunities for individual children with SEND

At BMP we ensure that the provision for children with SEND is the responsibility of all members of the setting. We have an inclusive admissions practice which ensures that there is equality of access and opportunity. We develop individual programmes to meet the specific needs of children with SEND. We provide a broad, balanced and differentiated curriculum for all children including those with SEND.

4.How our setting works in partnership with parents/carers

We ensure that parents are involved at all stages of the assessment, planning, provision, review and tracking of progress of their children's education including all decision making processes. We provide parents with information on the local sources of support and advice e.g. Local Offer, Information, Advice and support Services.

5.How our setting supports the wellbeing of young children with SEND

At BMP we have a Safeguarding Children and Child Protection Policy which ensures the rights and safety of children to give them the very best start in life.

Regular risk assessments are carried out of the setting with regard to Health and Safety to minimise the hazards and risks to enable a safe setting for children including SEND. We provide a staffing ratio in line with the Safeguarding and Welfare requirements of the EYFS to ensure individual attention, care and education of high quality.

Staff are responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the Key Person the Manager is responsible for overseeing the administering of the medication.

We promote positive behaviour and staff are trained to support this. Where situations occur, staff can identify and address triggers for the behaviour and help children with SEND reflect, regulate and manage their actions.

6.Staff training and experience in supporting young children with SEND

At BMP we provide an induction for all staff and volunteers in order to fully brief them about the setting, the families we serve, our Policies and Procedures. We hold regular staff meetings with the Manager and SENCO to discuss and plan any training needs to support children with SEND.

We provide regular in-service training for the SENCO and all staff including First Aid training, Speech and Language, Autism Spectrum Disorder, Behaviour Management and other training to ensure the safeguarding of all children including SEND.

7.Specialist services and expertise accessed by our setting

At BMP we liaise and work with other external agencies including Area SENCO, Health Visitor, Speech and Language Therapists and Children's Centres to help improve outcomes for children with SEND. We are able to work alongside the specialists involved with children with SEND and they are welcome to visit the setting. We have systems in place for referring children for further assessment.

8.How our setting includes young children with SEND in community based activities and outings

All outings and visits are planned in order to include all of our children including those with SEND. We endeavour to include parents/carers in the planning of the outings to identify the needs of their child. All parents are invited to join us. A risk assessment is carried out prior to the outing keeping in mind the SEND requirements. We also take any aids or medication needed, clearly identified, for the children with SEND.

9.Our accessible environment

We have a large level hall and enclosed garden area; the main access has a slope and is accessible for wheelchairs. There are two toilets and a toilet with access for wheelchairs and changing mat facilities.

The large hall can be adapted for all activities and allows easy access and movability. The outside play area is accessible by wheelchair. We have a large car park.

For parents and carers whose first language is not English, we may be able to arrange for an external interpreter. The parents can also provide key words to help with communication with their child with SEND.

Our daily noticeboard lists our activities of the day. Visual aids such as signs and posters are used in the setting to help children identify equipment and play areas. Policies are updated regularly and are available for parents.

10.How our setting prepares and supports young children with SEND when joining the setting and when transferring to another setting or school

At BMP we recognise parents are the first and most important educator of their children. We offer introductory sessions for parents and children prior to the start date, when there will be an opportunity to discuss any SEND requirements. These sessions give us the chance to get to know the family and provide the opportunity for you to share with us the details of your child's needs and the involvement of other agencies and to agree with the parents the plan to care for their child. We can offer a flexible settling in period.

We recognise that children sometimes move to another setting before they go on to school. We prepare them for these transitions and involve parents and the receiving setting or school in this process. The Key Person and SENCO will prepare a summary of achievement or any special needs that have been identified or addressed by the setting.

Staff, parents and children make visits to the local schools which we have built up good relationships with. The SENCO also visits the school to discuss the needs of children with SEND. Learning Journals and Personal Plans are provided to parents to share with the new

setting or school. We also have photographs of some of our feeder schools, which we share with the children.

11.How our setting organises its resources to meet the needs of young children with SEND

At BMP all the staff are trained in up to date thinking and best practice in early years care and education. We are regularly in contact with the Area SENCO who offers us a Lending Library of toys, Sensory Equipment and Topic Boxes. We have excellent facilities and resources within the setting.

12.How we decide on appropriate support for young children with SEND

We are fully committed to ensuring that our services are fully inclusive in meeting the needs of children with SEND.

Through the baseline assessment process linked to the EYFS ages and stages of development and in discussion with parents, key person and the SENCO we identify what support is required. Extra support will be put in place, if necessary.

Working in partnership with parents, local authorities and other professionals – including Area SENCO, we will support the decision making process.

We use the graduated approach system (assess, plan, do and review) applied in increasing detail and frequency to ensure that children make progress. Staff meetings within the setting will ensure all staff working with children with SEND are aware of their strengths and needs and how to support them.

13.How we involve all parents/carers in our setting

At BMP we see ourselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our setting a welcoming and stimulating place.

We value the parents and carers involvement in the Pre-school in exchanging knowledge about their child's needs and interests. Parents can be involved by being part of the Management Committee, to help with fundraising, being on the parents' rota to help at sessions to enable them to see what the day to day life of our setting is like and to join in helping the children to get the best out of their activities. Parents can also be involved by providing and looking after the equipment and materials used by the children and by taking part in events and building friendships with other parents in the setting.

14. Who to contact for further information

The Manager (Gill Turnbull), SENCO (Pauline Cable) or the child's Key Person are available if you would like to discuss your child's needs. More information can be found in our Policies. Please contact us using website link www.billericaymethodistpreschool.co.uk

The Local Authority's Local Offer can be found on the following website www.essexlocaloffer.org.uk