

# SUPPORTING CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

Please also see

- Safeguarding Children Policy

## **General Welfare Requirements: Safeguarding and Promoting Children's Welfare**

The provider must take necessary steps to safeguard and promote the welfare of children.

## **Policy statement**

We provide an environment in which all children including those with special educational needs and/or disabilities are supported to reach their full potential.

- We have regard for the DfES Special Educational Needs Code of Practice 0-25yrs.(2014)
- We ensure our pre-school is inclusive to all children with special educational needs and/or disabilities.
- We provide practitioners to help support parents/carers and children with special educational needs and/or disabilities.
- We identify the specific needs of children with special educational needs and/or disabilities and meet those needs through a range of special educational needs strategies.
- We work in partnership with parents/carers and other agencies in meeting individual children's needs.
- We monitor and review our policy, practice and provision and, if necessary, make adjustments.

## Procedures

- We designate a member of staff to be special educational needs and/or disabilities coordinator (SENDCO) and inform parents/carers of their name. Our SENDCO is Mrs Terina Wilkinson.
- We ensure that the provision for children with special educational needs and/or disabilities is the responsibility of all members of our pre-school.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We use the one planning early intervention system for identifying, assessing and responding to children's special educational needs and/or disabilities.
- We work closely with parents/carers of children with special educational needs and/or disabilities to create and maintain a positive partnership.
- We ensure that parents/carers are informed at all stages of the assessment, planning, provision and review of their children's education.
- We provide parents/carers with information on sources on independent advice and support.
- We liaise with other professionals involved with children with special educational needs and/or disabilities and their families, including transfer arrangements to other settings and schools.
- We provide a broad, balanced and differentiated curriculum for all children with special educational needs and/or disabilities .
- We use a system of planning, implementing, monitoring, evaluating and reviewing, including one planning meetings and SEND Personalised Plans for children with special educational needs and/or disabilities.
- We ensure that children with special educational needs and/or disabilities are appropriately involved at all stages of the one planning response, taking into account their levels of ability.
- We have systems in place for supporting children during the transition to an Educational, Health and Care Plan.
- We use a system for keeping records of assessment, planning, provision and review for children with special educational needs and/or disabilities .

- We provide resources to implement our special educational needs and/or disabilities policy.
- We ensure the privacy of children with special educational needs and/or disabilities when intimate care is being provided.
- We provide in-service training for practitioners and volunteers.
- We raise awareness of any specialism our pre-school has to offer, eg Makaton trained staff, allergy trained staff (including epipen and rectal diazepam ), regular first aid training, behavioural training.
- We ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources eg one planning reviews and Personalised Plans, staff and management meetings, parental and external agency's views, inspections and complaints. This information is collated, evaluated and reviewed regularly.
- We provide a complaints procedure.
- We monitor and review our policy annually or sooner if needed.

This policy and its procedures was adopted at a meeting between Mrs Terina Wilkinson, Room 1 Manager, and Mrs Sara Ward, Room 2 Manager on 26<sup>th</sup> November 2019 and will be reviewed annually or sooner if necessary.

Signed by

Mrs Terina Wilkinson  
Manager

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And

Mrs Sara Ward  
Manager

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