

Barns Green Playgroup **Local Offer for Special Educational Needs**

1. How does Barns Green Playgroup know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?

- At Barns Green Playgroup we work very closely with parents regularly discussing your child's progress and needs. We are a small rural pre-school with a considerate and caring approach. In the initial meetings and settling in sessions we encourage you to share information about your child and family in general. This enables us to provide for their individual and your family needs and wishes, and aids us to identify any help or support that you may need, or be entitled to.
- We have a Key worker system. This is where a member of staff is allocated to your family to build a strong positive relationship. They compile an about me which is your child's learning and development record. We do our best to keep the same key person for your family throughout your involvement with playgroup.
- If you have concerns at any time you can discuss this with your key person or our Manager, Bev Liley. They will ensure that the right support is put into action through our Special Educational Needs Co-ordinator (SENCO/INCO), Becca Leonard.
- As pre-school practitioner's we do not diagnose problems, we seek support from other professionals to ensure we get the appropriate support to care for your child.
- At Barns Green Playgroup we have a broad experience of supporting children with speech and language delay.
- We support families with different needs by accessing the right specialists to guide us and to gain access to equipment, information, support, training and to ensure you apply to the best school for their needs when they leave playgroup.

2. How will Barns Green Playgroup staff support my child?

- At Barns Green Playgroup the staffing team work very closely together.
- A member of staff is allocated to be your key person. They will constantly liaise and share information with you. Your key person is responsible for planning for your child's personal and educational needs. They review your child's next steps every term using information from you and observations in the setting.
- Our SENCO, Becca Leonard organises and actions support from other professionals. She works very closely with your key person to draw up education and health care plans. These are reviewed each half term and will have input from you and any other professionals working with you and your child. Information is shared with staff on a need to know basis. This means that strategies to promote health and development will be shared, however there may be personal information you wish only key people to know. We respect your decision on what information is shared and will always get your consent before involving other professionals or staff.
- Our Manager, Bev oversees the care of all children in our setting. She is actively involved in making sure your child's needs are met and that they are

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safe, happy and stimulated. Bev works closely with her staffing team and uses a quality improvement programme to monitor and manage the quality of care and education Barns Green Playgroup provides.

- We moderate all children's development to check the levels at which children are achieving. This helps to identify areas within our curriculum that we need to improve or focus on as a group or with individuals.

3. How will the curriculum be matched to my child's needs? How will both you and I know how my child is doing and how will you help me to support my child's learning?

- At Barns Green Playgroup we treat each child as an individual, their key person plans according to their developmental and health needs and uses their current interests to achieve learning goals and introduce new experiences.
- Your key person will carry out an initial assessment in all areas of development to ascertain a starting point to decide on their next steps to be entered onto their Individual education plan. This is always shared with you, and you and your child are encouraged to have an input. Any specific strategies to be used with your child are discretely displayed on our staff notice board so that all staff are aware of what your child needs. These will include strategies provided by all professionals working with you and your child.
- Staff carry out observations in the setting and are grateful for any observations from home. These are used to decide at what stage your child is achieving and to plan for next steps. Your key person plans each week taking into account what your child has been doing during the last week and then providing resources and activities to consolidate or enhance their learning. This is recorded in their about me development record and this is shared with you every term or you can ask to see it at any time.
- Your key person regularly asks for feedback about how you feel your child is progressing and if you are happy with all aspects of Playgroup. They also regularly ask you to update information about your child and their interests. We have systems in place to monitor sharing with parents. Our Manager, Bev can be contacted at any time via the playgroup mobile, her home contact and email, therefore you can discuss any concerns immediately rather than worrying until their next session. You can speak to playgroup staff at the beginning and end of every session.
- At playgroup we have regular staff meetings to discuss all aspects of the service we are providing. The quality improvement and monitoring tools ensure that we react to any problems and maintain a high quality, safe learning environment.

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5. What support will there be for my child's overall well being? What specialist services and expertise are available at or accessed by Barns Green Playgroup?

- We would be supported by accessing help from our Local Authority through Targeted Setting Support (TSS). This will enable us to access the right level of involvement from other professionals to ensure we can give your child the appropriate care.
- We have a clear policy to promote positive behaviour and have successfully used the advice and strategies in the past from the FIRST team. This is now from Targeted Setting Support (TSS). We do not exclude children. We work with families and other professionals to support the child and help them learn to manage their feelings and behaviour in a positive way. We always respect the child's view and feel it is very important to listen to them and let them show us using suitable means (if a child cannot communicate verbally).
- At Barns Green Playgroup we have a clear policy and recording system for administering medication. We would attend any necessary training that was required.
- Safety is always paramount in our setting. We always exceed the required staffing ratio and have extra staff if a child needs an individual carer. Children are not left unsupervised in or outdoors.
- Barns Green Playgroup has policies and procedures in place to ensure every child's absolute safety here at the setting. There is individual support for children's social/emotional needs and if required there are strong links with outside agencies to provide additional support.
- Although we do not offer specialist services, we are happy to work alongside the specialists involved with your child and they are welcome to visit them at Playgroup.

7. What training do the staff have to support children with SEND?

- We would recommend that you come to visit Barns Green Playgroup well in advance of your child beginning pre-school. This will enable you to meet the staff and see our layout and what we can offer you and your family. If you decide that you would like your child to come to Playgroup we can then begin to work together leading up to their start date. Part of this preparation would be staff attending any relevant training or gaining advice on caring for your child. This would ensure that everything was in place and prepared before your child begins.
- The training that our staff have attended to support children with Special Educational Needs is mainly speech & language and positive behaviour management courses. This is because we have attended training to support children attending our setting.
- A list of SEN related training is as follows:
Working with Children & Young People with SEN
Inclusion Development Programme (Phase 3)

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Some Makaton Training
Supporting Quiet Children
Speech & language development
Early Language development Parts 1 & 2
Linking Sounds & Letters
Who's Leading who? (Part 1 & 2)
Supporting Parent's of Children with Additional Needs
SEN code of practice briefing
Inclusion Conference
SENCO Network Meetings
Paediatric First Aid (12 hours)
Promoting positive behaviour
Moving and handling in a childcare setting.
BILD Autism Course NVQ Level 2

- We would access or refresh any training necessary to accommodate you and your child.

8. How will my child be included in activities outside Barns Green Playgroup including trips?

- We risk assess all aspects of playgroup. This assessment would include any barriers that we may need to overcome to ensure that all children can take part in activities and outings. We would include you in the arrangements and strategies as you know your child the best.
- We review and reflect on what we do at Playgroup. This makes sure that we deal with any barriers or problems that arise ensuring that we continuously make improvements and to extend children's learning and experiences.
- We have a family outing each summer. Staff support families on the outing by helping them to look after their children. This enables everyone to enjoy the day and further cements the strong relationship between families and Playgroup.

9. How accessible is the environment at Barns Green Playgroup? (Indoors and outdoors)

- We operate in the spacious village hall at Barns Green. It is a pack away setting so we can rearrange the room to accommodate your child's needs. There is an easily accessible toilet and no steps to enter the building, patio area and village green. There are 3 shallow steps to our grass area which could easily be accessed by adding a ramp.
- If English is not your first language we will get documents translated into your first language if requested. We will embrace your first language by putting up words around our environment and will involve you to make sure words relevant to you and your child are being used. We will also encourage you to share customs and celebrations with us so we can acknowledge them in our setting.

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- We have used visual prompts for children who have problems communicating. For example Pecs.
- We display a visual timetable each session.
- Other local authority staff will also point us in the right direction to help us access any specialist or sensory equipment that will benefit and support your child. Our Childcare Support Co-ordinator will also point us in the right direction for any facilities, resources and training available to support you and your family.

10. How will Barns Green Playgroup prepare and support my child to join the early years setting, transfer to a new setting/school?

- Playgroup liaises with all of our feeder schools to ensure a smooth transition for all children. We invite them to visit your child in our setting. You would be very welcome to be present during this visit.
- We complete a transition pack for children who need extra support or have specific requirements. You and all other professionals working with your child will be involved in completing this and it will be shared with the relevant school. A meeting will be set up with you, the school and these professional to discuss the best way to move forward for your child. This ensures that you as a parent are in control of how your child will make the transition to school and make sure everything is in place and planned to make it as smooth and stress free as possible for you and your family.
- The same procedure would apply if you were moving to a new Early Years setting. We would encourage a setting you are moving from to do the same or at the very least set up a transition meeting.

11. How are resources allocated and matched to children's special educational needs at Barns Green Playgroup?

- We carefully assess, monitor and review your child's individual needs and interests. Resources are then allocated so that they can have full access to the equipment and activities in all areas of learning.

12. How is the decision made about what type and how much support my child will receive?

- You and your child would be the central focus around what type and how much support is accessed. With your permission we would contact Targeted Setting Support (TSS) who would help us access the appropriate professionals and any available funding. At all times you will be making informed decisions and we will support you in any way that we can.

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13. How are parents involved in the early years setting at Barns Green Playgroup? How can I be involved?

- We are run by a parent committee made up of a chairperson, secretary, treasurer and a team of fundraisers. The Manager regularly reports to the committee, however personal information about children is not shared with the committee.
- Being involved in the committee helps families to make new friends and be actively involved in playgroup. Staff often help at or attend fundraising events, this helps to further build upon the relationships between staff and families. Playgroup also gets involved in community events, which again can help you get to know other people.
- All parents are very welcome to come in for a session. This can be simply to play and interact with the children or to share a skill or interest. Some examples of visitors we have had to playgroup are:
 - A Norwegian parent talked about Norway and Vikings and she brought in food for the children to try.
 - A Grandparent and her musician friends came in for a musical morning.
 - A parent came in to do sewing with the children.
 - A parent who is a nurse showed the children different equipment and talked about how nurses look after people.
 - A parent brought in their baby rabbits to show the children.

14. Who can I contact for further information?

- Your first point of contact would be the Manager Bev Liley or in her absence our SENCO Becca Leonard. They will be able to answer any questions about Barns Green Playgroup and would arrange for you to come in for a visit with your child so that you can meet our staff and see how you feel in our environment.
- Bev and Becca will spend time with you so that we can answer your questions and listen to any concerns that you may have. If we do not know an answer to a question we will make enquiries and get back to you as quickly as possible. You can come for as many visits as you like so that you can make sure that you are making the right choice for your child and your family and you can get to know our staff.

Contact Details: Bev Liley Manager
Becca Leonard SENCO/Deputy Manager.

Mon – Fri Term time 8:30am – 3.30pm Village Hall: 01403 730093
Any other time Playgroup mobile: 07881728007
Bev Home: 01403 452827

Horsham District Council

http://www.westsussex.gov.uk/learning/special_educational_needs.aspx