



VERSION CONTROL:

Document approved by	Natalie Lang	Debbie Büchner
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Review Plan	The authors will review the policy and procedures annually from the date approved		

LOCAL SEND OFFER

How our nursery will know if your child needs extra help and what should you do if you think your child may have special educational needs or disability?

At Little Fireflies Nursery, every child is an individual and staff are experienced in observing and assessing the next steps for the children. Each child will be allocated a Key Person who will be supporting your child’s development. The Key Person completes regular observations of your child during their time in our Nursery. The Key Person will also share information with you about your child’s development and we encourage you to share information with the Key Person about your child’s development at home.

The information gathered from observations, assessments and through speaking to you, supports the Key Person in planning your child’s next steps to support their development. Throughout this process if the Key Person has any concerns about your child’s development, they will speak with you and the setting’s Special Educational Needs and Disabilities Co-ordinator (SENDSCO – Debbie Buchner/Abbie Tester).

We also complete “All about me” forms with you when your child first starts at the Nursery, which helps to create a detailed profile and includes sections about what your child likes and dislikes, what makes them happy and how they want to be supported. Our SEND/Inclusion policies are available on our website.

If you have any concerns about your child, you should speak with your child’s Key Person who will consult the nursery’s SENDSCO or you can speak with the Nursery Manager or Deputy Manager.

If your child has additional needs, a meeting with the SENDCO will be arranged so their needs can be discussed before your child starts at Little Fireflies and any reasonable adjustments can then be made to the nursery environment.

How our staff will support your child.

Your child's Key Person will work in partnership with both you and your child. We fully encourage you to share information regularly with the Key Person. Our SENDCO will also be on hand to support you and your child throughout their time at Little Fireflies.

We will involve you along the way and invite you to regular meetings where you will be included in the decision making of what targets for development are set for your child. With permission, we can make referrals to other professionals such as a Speech and Language therapist.

A curriculum matched to the child's needs.

Every child is seen as an individual within our Nursery. The Key Person, through talking with you, your child and through observations, will get to know what your child's interests are. They will also get to know how your child prefers to learn.

Using this information assists the Key Person in adapting activities to support your child at Little Fireflies. The children have their own individual next steps which can be discussed with you at any time.

Various strategies are used to support the children, for example "now and then" cards showing what to do now and what to do next, small group activities and differentiation of activities. We also have visual aids displayed around the Nursery to help guide the children, we use a visual timetable and all practitioners have visual symbols with them.

Help to support your child's learning.

Your child's Key Person will be available to speak with you at each session (when the Key Person is in the Nursery). You will have regular contact with the SENDCO and you will be able to speak to the Manager.

Your child's progress is recorded in their Learning Journey through written comments, observations and photographs, This may include input from you as well, such as photos taken at home or on holiday, if wished.

You will be invited to meetings and consultations with the Key Person, SENDCO and any other professionals involved. We can also share ideas of what to do at home to support your child's development.

At Little Fireflies we operate an "open door" policy and staff and management are always available to discuss your child's progress and development and to help you support your child.

Support for overall well-being.

We offer "settling in" visits which will help familiarise your child with the nursery. Care routines will be discussed prior to starting Little Fireflies, including nappy changing, sleep routines etc.

We are able to administer prescribed medicines, however, we request that parents complete a "Medication Permission Form" and the medication is given by a member of staff who will be

witnessed by another member of staff. If additional training is required to administer medicine, we will undertake this as necessary. In some cases this may need to take place prior to a child starting with us.

Promoting positive behaviour is important to the setting and we also have a behaviour policy along with other policies including Inclusion, safeguarding, health and safety, amongst others, which can all be accessed from our website. We will discuss any behaviour concerns with you in order to maintain a consistent approach between home and nursery.

If a family member or friend will be collecting a child from Little Fireflies we will require them to give us a password word that has been given to us previously by you before we release them from the Nursery. We will not let a child be collected by individuals under the age of 16.

Partnerships and support form specialist services.

We work with all professionals as required for each child and always encourage these people to come and visit the relevant children in the setting.

We work closely with other early years professionals who may come into the setting. You will always receive a copy of any report written by us or by other professionals and you will be invited to meetings.

We work with local children's centres, early support advisors, health visitors, speech and language therapists, lego therapists and many other professionals. Staff at Little Fireflies have up to date training and up to date knowledge of Special Education Needs, we also have SENDCO trained staff.

Trained staff to support children with SEND.

The Little Fireflies team and practitioners have experience of working with children with SEND. We have staff who have worked with children who have Autism and other specialist needs. Some staff have had training in Makaton which is used during each session.

We have meetings with early years advisors and other specialists involved. The staff also use visuals symbols to help the children to understand what is needed.

Inclusion in activities and trips.

At Little Fireflies we do not go on trips but we do go on walks around the area including to the local park next door. We also visit the forest school at Holy Cross School. We always carry a bag which includes a first aid kit, a mobile phone and index file for emergencies. Any medication that a child may need on the walk will be taken with us. We will make changes where necessary to accommodate all children, such as increasing the staff:child ratio.

Accessibility to the Nursery.

We will work closely with all the parents to access any specialist equipment that may be required. Our setting is accessible to all, we have disabled toileting facilities, a ramp outside to the playground, extra wide doors which makes the Nursery fully wheelchair accessible and we use visual aids.

Preparing and supporting your child to join Little Fireflies, transfer to a new setting or transfer on to school.

We offer you a settling in session at the setting so that you and your child can familiar yourselves with the setting. We work closely with each family to develop a settling in routine to match your child's needs.

If your child attends another setting as well as ours, we will contact them and work together for the best interests of your child. We will set up a good transitional system with all the local schools and children will attend the school for visits the term before they start school.

Your child's Key Person will talk to the teachers of the school that your child will be attending to show them their learning journeys, summative assessments, Setting Based Support Plan (SBSP) and other information that we can pass on regarding your child's transition to school. The manager has transition meetings with foundation stage teachers and leaders at other settings.

Resources matched to children's special educational needs.

We are able to apply for funding from East Sussex County Council to enable the nursery to employ an additional member of staff to work with your child if needed or we can apply for a specialist grant to purchase specialist equipment. However, although each application is carefully considered, we cannot guarantee that funding will be awarded.

How we decide on the type and amount of support your child needs.

The Manager and SENDCO will work closely with you to determine your child's needs. The SENDCO will have regular meetings with you alongside any other early years professionals involved with supporting you and your child.

Regular staff meetings and daily briefings are held to ensure all practitioners are made fully aware of any additional support that a child may require. Also, the Key Person will be able to identify whether the child requires any extra support through observations made. We will discuss 1:1 support to a child if needed. There may be an extra cost if funding is not received.

Parental Involvement.

Strong relationships with parents are important to the nursery. We operate an "open door" policy and share information with parents daily. Newsletters are distributed every term and there is a parent's notice board advertising news and events at the setting.

We will discuss with you your child's next steps and how you can be involved at home and in the setting.

The parents will be consulted on any major decisions and we will always take parental feedback into account when changes are made.

If you need further information on any of the above.

More detailed information is available in our "Safeguarding Policy", "Administering Medication Policy" and "Promoting Positive Behaviour Policy". All Little Fireflies parents are welcome to view our policies at any time. You can also contact Holly Lindsay (Manager) or Debbie Buchner (Owner) or Abbie Tester (Deputy Manager and lead SENDCO) for further information.

If you would like to discuss your child's needs before making a decision about your child starting at Little Fireflies then please contact the Owner, Debbie Buchner on 07780663140 or email info@little-fireflies.com

This offer is accurate now, however services are regularly reviewed and could change. All information will be updated as soon as possible to reflect any new service offer.