



J.E. & L.E. Green Ltd. t/a The Barn Nursery, Stanbrook, Thaxted, Essex CM6 2NJ

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Local Offer

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.

When a child first starts The Barn Nursery parents are encouraged to fill out enrolment forms which include information on the child's needs and development. These needs are used as starting points. Our setting follows the Early Years Foundation Stage, and from this children's development is observed, recorded and tracked for progress. Every child within our setting has a learning journal which is written in by the children themselves, key workers and parents/carers. Alongside this, termly reports are written by the key workers on each individual child, this document is sent home with a copy for parents/carers to add comments. A 2-3 year old progress check is also completed and shared with parents and other professionals. Learning journals, tracking documents and general practice are all overseen/ spot checked by our management team. Staff members are all aware of whom our settings designated 'SENCo' is and know how to report a concern if they should have one. Within our entrance lobby, informative leaflets and posters offer opportunities for parents to begin accessing help. Regular informal discussions between parents and staff during nursery opening hours and an 'open door' policy for our management team office allows parents to discuss their child's development and progress openly.

2. How our setting supports young children with SEND.

All children at The Barn Nursery have a designated key person, this ensures children and their families form a close bond with a practitioner. When enrolling at our nursery, taster sessions are offered to the families allowing them to not only settle into the nursery but to also give opportunities for parents to discuss any additional needs their child may have. Our setting works in conjunction with any professionals that may be involved with a child and follow any advice given by them including the area SENCo. We focus on the child's strengths and build on these by working closely with the child's family to encourage each child's development. Next steps are devised alongside each child's development trackers, copies are also given to parents and suitable activities are planned around the needs of the child. We share information with any other settings that a child may attend and use the information we receive to further encourage the child's progression. Our SENCo works closely with the child, their family and the key person to ensure information is effectively shared and ensures all relevant documents are completed.

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

With advice and support from our SENCo and the Area SENCo activities are used to enhance learning and development for all children with SEND. Activity examples like 'now and next boards', the use of visual aids and flash cards. All activities are devised to support individual children with SEND and we work closely with other professionals to ensure we implement all opportunities for learning. Staff are pro-active in making their own resources like communication boxes to again create opportunities for learning.

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

We provide all families of the nursery opportunities to access information about their child, through parents evening, informal hand overs, parent partnership display boards and every day access to their child's learning journals. These documents all have allocated sections for parents to comment. All documents completed by staff/SENCo are copied and given to the parents in a sealed envelope. Daily opportunities to speak with the nursery managers or the child's key person allow time for parents to communicate information with us. Nursery managers, SENCo and the key person ensure they give time to speak to parents/carers by telephone or email if they are regularly collected by someone else. When planning for children with SEND parents are encouraged to attend informal meetings where we can plan for the child, this enables us to work with the family and their home environment.

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

The Barn Nursery ensures its physical environment is as far possible suitable for children with SEND. We provide disabled access through main areas of the nursery. Our designated Health and Safety representative ensure risk assessments are completed to ensure a safe and secure environment for those with SEND. Our designated Safeguarding officer works alongside the management team to ensure positive behavior is promoted within the setting as well as implementing our behavior policy and procedure. All staff are first aid trained, ensuring staff can administer medicines and provide personal care. All specialist medications which require further advice from parents or professionals are given training prior to administration. We ensure all children have access to education that enables them to achieve the best outcomes and to become confident young children. We hope that this supports them in communicating their own views and opinions. Our growing sensory room is used on a regular basis with all children, providing opportunities for small groups of children to interact with one another.

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

The nursery has a designated Special Educational Needs Coordinator (SENCo) who works closely with the key person and in partnership with parents to ensure all children's needs are met. SENCo's are qualified early years educators who have undergone specialist training on the code of practice led by the SEN/AEN team. The SENCo identifies and actions any

training needs within the nursery to support early identification and intervention. The SENCo often works with the management team whom have further educational expertise including training in Autism awareness.

7. Specialist services and expertise accessed by our setting.

The Barn Nursery has access to many services such as the Area SENCo, Health Visitors, Speech and Language Therapists and Children's Centers. We use resources given by the Area SENCo and display them within the setting.

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

Using our own mini bus, we can also offer sessions within the local community, for example trips to soft play centers, sensory rooms and swimming pools. All trips off site are planned for and risk assessed, including visits by the management team and parents of the child before we go ahead with the trip. This allows us to ensure that the activities/outings are accessible and appropriate. A lower staff to children ratio would be in place for all trips off site.

9. Our accessible environment.

An access audit is regularly completed by The Barn Nursery team, this enables us to identify and act upon any actions. The setting is wheelchair accessible in most parts, providing ramps into the building and outdoor space. We also have an accessible toilet within our Barn Kids building and concertina doors provide wide access. Changes in the environment to improve the service we provide (July 2017) through relocating our baby and toddler room. Children with hearing difficulties have rooms with lighter walls, softer furnishings and more defined space to aid with acoustics. Equipment and resources are sourced from known brands and are all risk assessed to ensure they are safe and support learning.

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

An induction process for every child when they begin our nursery is in place, this allows children and their families to be welcomed correctly into the setting. Settling visits are organised with families before starting the setting, giving the opportunity for parents and children to see the nursery and meet their key person. If a child attends another setting or other professionals we contact them to ensure we begin a working relationship to share information on the child. We have a great working relationship with the local primary schools because of our before and after school club (Barn Kids), this gives us an advantage as we often visit local schools and join in with activities run by the schools. Learning journals are passed onto the schools as well as a 'starting school' booklet. Communication boxes are made with the children and families to also smooth the transition to school.

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

Resources are regularly risk assessed and kept updated, our practitioners are very proactive in researching new resources and ideas for children and are keen to make them. A resource budget is yearly set aside to ensure enough money is spent on updating resources and spending on specialist equipment where needed. Resources can be accessed through other professionals on request. We currently employ seven members of staff with a Level 3 qualification, one of whom is also qualified SENCo. Our General Manager has also undertaken qualifications in Autism Awareness and is studying Early Years Playwork and Education degree.

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

We ensure that we involve the parents/carers of the child always, and ensure we have their involvement on making decisions. Through child observations, working with practitioners and the designated SENCo we firstly identify support that is needed. Other professionals will also be involved when deciding on support needed for the child. We hope through working together and having an ongoing partnership with all persons we can make sure that the best support is giving to all children and they progress as well as possible.

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

The Barn Nursery provides lots of opportunities for parents and carers to be involved with their child's day at nursery. Newsletters are written by the management team which allow parents to have a termly update. Social media sites, website emails and photos are used to show parents what we have been up to. The children all have a daily diary that is written in by the practitioners working with the child, it details their child day and gives opportunity for the parent to comment or leave a message for the practitioners. Parents and/or grandparents are given the opportunity to complete activities with the children. During parent's evenings, the nursery is open for the parents to view with their child, we offer light refreshments and encourage parents to stay and talk with staff and other parents.

14. Who to contact for further information.

We encourage all parents to firstly talk to their child's key person if they have a concern. Your child's key person will share this concern with the SENCo and the management team. Together the team at The Barn Nursery will decide further actions.

The Barn Nursery SENCo: Elizabeth Barnard
Operations Manager: Victoria Ledgerton
General Manager: Molly Rogers

Please visit the Essex Local Offer website for any further information
<http://www.essexlocaloffer.org.uk/>