

## LOCAL OFFER

### **1. How does the Early Years setting know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?**

At the point of a child starting at my setting, I will firstly gather information about the child from the parents and from the previous setting (if applicable), and encourage parents to share reports from health care professionals, such as health visitors, speech and language therapists to understand the child's starting point in order to plan for their progress in line with the Early Years Foundation Stage (EYFS). Observations and assessments are part of the everyday routine; children's developments and achievements are recorded in the child's learning journey and shared with the parent on a regular basis. I also carry out a 2 year check (in consultation with the parent) which is a developmental assessment which is carried out between the age of 2-3 years. If these assessments or observations highlight any concerns, or you feel your child is not progressing well we will discuss these concerns and decide how best to support your child. I have received training from Brighton and Hove City Council regarding the role of a SENCO (Special educational needs Coordinator) and have undertaken the role of Lead SENCO in my previous job, and can use this experience to signpost parents and seek support and advice from the Early Years Advisory Teacher at West Sussex FIRST (Facilitating Inclusion through Reflection, Support and Training). Parents' permission for First involvement is always sought prior to seeking their advice.

### **2. How will early years setting staff support my child?**

As the main carer in the setting I will act as your child's key worker. The role of the keyworker is to ensure the child care is tailor made to meet the child's individual needs. To do this, I will invite parents and their children to 'settling in sessions' where I will get to know the child and the family, and gently introduce them to their new environment and other children attending the setting. Gather information about the child's development. You will be required to complete a Child Information form and an All About Me profile about your child's strengths and needs, and you will be able to discuss any concerns or requirements your child may have.

### **3. How will the curriculum be matched to my child's needs?**

Children develop at their own rates, and in their own ways and have their own individual needs. I plan activities and experiences that will follow your child's interests and build on the skills they have. Each child will have an online learning journey which you will have your own personal login in for. This online journal contains observations, photographs and samples of your child's work to support assessment and planning to help your child progress to their next steps in learning. As your child's main carer, learning at home can also be uploaded and information shared will enhance the environment, routines and activities that I provide to support your child's needs.

#### **4. How will both you and I know how my child is doing, and how will you help me to support my child's learning?**

Every day the child's learning and general care needs are discussed and shared at the end of their session. (You will have a daily diary to support this communication). You also have access to your child's learning journey, which will show how the activities, outings and learning experiences your child has participated in. This will also demonstrate how your child is developing in line with the learning outcomes in the EYFS (Early Years Foundation Stage). Sharing the child's learning is key, therefore I will always let you know what the current theme or topic is, and suggest activities that you can do at home as well to support learning. If a child is not making progress I would firstly discuss you with you the parent, and together we would decide further action (e.g seek advice from other professionals/the local Children's and Families Centre).

#### **5. What support will there be for my child's overall well being?**

Your child's developmental, behavioral, emotional, physical, and psychological well-being is my priority. I have over 23 years' experience in providing care for children, ensuring that I am a good role model, provide a consistent and positive approach to managing behavior, and professional at all times. I am a pediatric first aider so will ensure any accidents are recorded and the child is provided appropriate first aid treatment. If your child requires medication, I will ensure that the medication is stored appropriately and gather information regarding the dosage and frequency of administration on a Administration of medication form. Equipment promotes equality and is easily accessible for the children, and I carry out daily safety checks, both indoors and outdoors. Our everyday routine will promote and encourage safe, healthy play and learning (including healthy eating, hand washing, exercise and sun safety). House rules are in place to ensure the safety and comfort of everyone. There is a set of policies and procedures that demonstrate to parents how children are safeguarded.

#### **6. What specialist services and expertise are available at or accessed by the early years setting?**

WSCC offer a list of contact numbers for support via their \*website (see links below). As your child's keyworker I can seek support from the West Sussex FIRST - Facilitating Inclusion through Reflection, Support and Training (with your consent) or the Family Information Service for West Sussex. I also have links with the local Children's Centre in Crescent Road and can refer parents to support which is available through there, for example drop in Speech and Language sessions, health visitors etc.

#### **7. What training have the staff supporting children with SEND had or are having?**

I have a Btec Nat Diploma in Caring Services (Nursery Nursing), Cache Level 3 Award in Home Based Childcare, and I also have undertaken specific training from Brighton & Hove City Council on the role of the SENCO (Special educational needs coordinator). I also received a training session from the Sensory Needs Team to provide care for a visually

impaired child I provided one on one care for. I am subscribed to the WSCC training scheme and regularly undertake training to improve my knowledge.

### **8. How will my child be included in activities outside the early years setting including trips?**

When planning a trip the needs of **All** children must be considered. Firstly taking into account the ages of the children, how many children are present, their individual needs, and how I can transport the children (ie seats in car, pushchairs etc). Then, if necessary the outing venue is risk assessed. If at this stage there are any adaptations to transport, or venue then this can be arranged to ensure a child with SEND or additional support needs may be included.

### **9. How accessible is the early years setting environment? (Indoors and outdoors)**

Pebbles Childcare operates out of a large Victorian semi-detached property in central Worthing. The property may be accessed by wheelchair users via the front door, however access to kitchen and ground floor cloakroom is restricted for wheel chair users due to steps leading down to these areas. The main playroom is situated on the ground floor at the front of the property. A corridor leads to the stairs, family lounge and rear of the house. Two steps take you down to the kitchen/eating/arts area, cloakroom and access to the walled back garden. Access to the back garden is available through the driveway and locked iron gate.

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

To support children and families when starting at my setting I will invite parents and their children to 'settling in sessions' where I will get to know the child and the family, and gently introduce them to their new environment and other children attending the setting. This will help me gather information about the child's development. You will be required to complete a Child Information form and an All About Me profile about your child's strengths and needs. To support parents in the next step and move to school, I will display the WSCC Starting or transferring to school leaflet within my home to remind parents to firstly apply for the school they wish their child to attend. Once you have received confirmation of the school your child will be attending, in partnership with you will contact the school to arrange additional visits to the school (if the parents is unable to take their child), and arrange for a number of activities to help support your child in their transition to 'big school'. I will prepare the child's scrapbook of artwork and photos, and the child's learning journey (if relevant complete the EYFSP Early Years Foundation Stage Profile)

### **11. How are the early years setting's resources allocated and matched to children's special educational needs?**

If a child is eligible for SEN funding I will use these funds to access specialized equipment (in partnership with supporting agencies and the child's parents) to support the child in the setting, and their individual needs.

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

I will work closely with parents, health visitor and other agencies who may be involved in the initial assessment of the child (I will make all records I keep about the child available to support in the diagnosis process). Once a diagnosis is received I will contribute to any Health Care Plan and plan care around this. I will continue to work with supporting agencies such as speech and language, portage, etc and ensure there is regular communication with all parties.

**13. How are parents involved in the early years setting? How can I be involved?**

I aim to work in partnership with parents and carers to meet the needs of the children I care for. I respect that parents are children's first and most enduring educators. When parents and childcare practitioners work together in early year's settings, the results have a positive impact on children's development and learning. I treat all children and adults equally and create a welcoming, inclusive environment in my home. I will keep up to date about working in partnership with parents and carers and with relevant legislation by taking regular training and by reading relevant publications such as Nursery World, The Foundation Years website and Ofsted updates. All parents are shown a copy of my policies and procedures and information (this is also available to view at any anytime), about the types of activities provided, the daily routines and how parents can share learning at home if they wish to. I use daily diaries to communicate with parents, and am available during working hours via my mobile, and email after hours and weekends.

**14. Who can I contact for further information?**

I am available to discuss any aspects of your child's care either in person, email [pebbleschildcare@outlook.com](mailto:pebbleschildcare@outlook.com) Tel: 07780 712118 or via my Facebook page Pebbles Childcare

The West Sussex Family Information Service –Tel: 01243 777 807 or email [family.info.service@westsussex.gov.uk](mailto:family.info.service@westsussex.gov.uk)

Footprints Children and Families Centre - Tel: 01903 276807