Cressex Day Nursery Inclusion Policy

This policy is written in response to the code of practice on the identification and assessment of Special Educational Needs and with regard to The Equality Act 2010. The Cressex Day Nursery has regard to this code and as such has written this policy.

Inclusion Statement

As stated in our Admissions Policy the Cressex Day Nursery welcomes children of all abilities and their families/carers. We treat each child as an individual and we endeavour to ensure each child reaches his/her full potential at his/her own pace. We will not treat a child with disabilities less favourably and will make reasonable adjustments.

Definition of a child with SEND

A child has special educational needs if he/she has a learning difficulty or disability which calls for special educational provision to he made for him/her.

Definition of the role of SENCO (Special Educational Needs Co-ordinator)

Within our setting we have trained members of staff (SENCO) with responsibility for SEN issues:

Lead Senco
Name: Pinky Nandha
Date Appointed: 25/10/2013
Training/Qualifications: 1) NVQ Level 4 Childcare & Education
2) SEN Training Certificate
3)Level 3 Advanced SENCo award
4) SENCO Network meetings

Name: Rachael Windsor
Date Appointed: 15/10/2017
Training/Qualifications: 1) NVQ Level 4 Childcare and Education
2) SEN Training Certificate
3) SENCO Network meetings

Name: Laura Clark
Date Appointed: January 2025
Training/Qualifications: 1) NVQ Level 3 Childcare and Education
2) SEN Training Certificate
3) SENCO Network meetings

The role of SENCO will be to gather information about the child from the parents/carers, to read and understand information.
Specific tasks include:

* Overseeing record keeping
* Monitoring progress
* Support staff with SEN issues
* Liaise with parents/carers and any outside agencies
* Attend training
* Transfer information regarding children with SEN to next provider with parental permission
* To Support staff with Plan, Assess, Do and Review

Valuing Parents

The SENCO, in consultation with staff, will inform parents as soon as we possibly can, of any concerns regarding their child's progress and/or development/behaviour. We value the parents involvement and encourage their contributions and opinions. We treat all information and discussions with parents sensitively and in confidence.

Support available for Parents /carers from:
Buckinghamshire council website and Bucks Family information Service

Information Gathering

It is the SENCO's responsibility to be aware of information regarding children with SEND within our setting. The SENCO will gather as much information as possible in order to provide what is best for the child.
Information will be gathered in the following ways:

* Discussions with parents
* Health and enrolment forms
* Entry profiles
* Observations
* Discussions with staff
* Discussions with outside agencies/other professionals

Monitoring and Recording

Our system of observations and record keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.
We will devise an individual structured programme to meet each child identified as having a SEND.
All children on a Health and Care Plan will have a support Plan devised for them. This will be regularly reviewed with parents to discuss strengths and areas of development.

For all children in our setting we offer a differentiated curriculum which is regularly evaluated to make sure all children are making satisfactory progress.

Liaising with other early years settings

If necessary, our setting, with parental permission, will contact previous or current additional early years settings to discuss children's development.
We will transfer records and liaise with new settings when a child moves on to ensure relevant information is passed on.
We liaise with other settings through SEND Network meetings.
Key Carer and SEND will meet to discuss Plan, Assess, Do Review for the individual child. This will be the first call of action and be reviewed every 6 weeks. This helps to build up evidence of where the child may need additional support, before liaising with the Early Years Inclusion officers/ outside agencies. Parents will be informed of the process

Liaising with the LA EYCS,

We welcome visits from Early Years Inclusion officers visiting the Nursery to offer advice and support.

Liaising with outside agencies

With parental permission we welcome contact with outside agencies to ensure continuity and consistency of support for child and family.
Targets will be set and reviewed after an agreed period of time to ensure the Nursery continues to offer best provision for the child.

Considering the child's views and opinions

We value children's views and would take these into consideration when planning provision For them. We understand ascertaining the child's view may not always be easy. Very young children and those with severe communication difficulties may present a significant challenge for education, health and other professionals. The principle of seeking and taking into account the ascertainable views of the child is an important one.
We would use a variety of methods to ensure the child's involvement.
We would:

* Listen to the child
* Listen to the parents/carers
* Offer the child choices
* Use observations to extend understanding
* Acknowledge the child's views/preferences

Supporting Colleagues

The SENCO offers colleagues support with SEN issues, offering advice to staff and supporting planning. Information from cluster groups and training is relayed to staff through meetings.

The role of other staff

The staff will support the SENCO in his/her role and maintain confidentiality at all times. All staff will read and abide by the SEND Policy and will be aware of the procedures for identifying, assessing and making provision for children with special educational needs.

The role of the managing director/manager

The managing director/manager will support the SENCO with regard to resources, staffing, time etc. The settings management group works with practitioners to determine the setting's general policy and approach to provision for children with SEND.

Support available within the setting for children with SEND

* The building is one level and therefore accessible to all.
* We have disabled access and facilities.
* Adult/child ratio would be altered to provide extra support for the child

Procedures for resolving complaints about SEN provision

As stated in out complaints procedure, if any parent/carer should have cause for complaint they should in the first instance take it up with the officer in charge or Mrs Emma Hoing. If the matter cannot be resolved to their satisfaction then they have the right to raise the matter with:

The Complaints Manager,
Office for Standards in Education (OFSTED)
National Business Unit,
Piccadilly Gate,
Store Street
Manchester. M1 2WD
Tel: 0300 1231231
Website: www.ofsted.gov.uk
Email: enquiries@ofsted.gov.uk

Review date and procedure

This SEN Policy will be reviewed annually, and in any case updated in accordance with new information arising from new code of practice.

Date Adopted: 1st December, 2004