



The Ugley Duckling Pre- School

SEND Local Offer

Ugley Duckling values the abilities and achievements of all children and strives to meet the needs of children with Special Educational Needs. We are supported by the area INCO from Essex Local Authority to ensure all children make the best possible progress in the preschool. The aim of this document is for families to see the support that they would receive for their children at our preschool.

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.

All children on entry to Ugley Duckling are allocated a keyworker. The keyworker works closely with the child and if s/he observes that the child needs extra help to reach his/her developmental milestones then this will be shared with the parents/ carers. Through discussion with the parents/ carers next steps will be planned for the child. Support from outside agencies will be sought if both parties agree this is necessary. The child's progress will then be reviewed with parents again in six weeks. Parents/ carers are welcome to speak with their child's keyworker, the manager or SENCO at any time to share any concerns they are having. Termly Parent/ Teacher chats are also held, and parents are always asked to contribute their views.

How our setting supports young children with SEND.

At Ugley Duckling we have a full time SENCO who works with the children in the setting. Each child is also allocated a keyworker. Before a child joins Ugley Duckling parents/ carers will be invited to visit the setting with their child where they are introduced to their child's keyworker, the SENCO and other members of staff. Most children joining have two settling in sessions, but this is a flexible arrangement and if both parents and the setting feel that more sessions would be of benefit then this can be arranged. The flexibility within these arrangements and the strong links that we have made with parents has resulted in children making a successful start and settling well. We welcome support from outside agencies and have successfully worked with our local INCO, Speech and Language Therapists, Occupational Therapists and Educational Psychologist.

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

All children at Ugley Duckling are treated as individuals. Ugley Duckling is a fully inclusive setting able to meet the needs of children with special educational needs and disabilities. Through observations and discussions with you and your child we identify their interests. We then use these when planning for your child. All activities are differentiated to match and extend each child's individual abilities. Next steps are identified and planned for on an ongoing basis.

How our setting works in partnership with parents/carers.

Half termly parent/ teacher meetings

Daily informal chats at drop off/ pick up (when necessary for either party)

Home/ school message book Email contact or telephone contact

Agreeing next steps at One Plan meetings

Notes are kept in the child's "Special Book" along with evidence of progress seen towards next steps

Parents are signposted, through the weekly newsletter, to any upcoming training or learning events being held locally

The weekly newsletter also suggests activities that children can do at home (HLE).

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

Ugley Duckling has policies and procedures in place to ensure the safety of all children. We ensure that we have details of anyone that may collect your child using passwords and photo identification as an extra security. Daily Health and Safety risk assessments are in place to ensure both the indoor and outdoor environments are safe for all. Before a child starts with us parents are welcome to look at both environments and alert us to anything that they notice might be a danger due to their child's additional needs. All medicines administered at Ugley Duckling must be logged in the medicine book. As we have under threes at Ugley Duckling we have a nappy changing area for personal care. We have two toilets, one of which has two cubicles in it. This toilet has ample space for changing a child whilst providing privacy for them but without the need to close doors. We have a positive approach to supporting behaviour.

Staff training and experience in supporting young children with SEND.

The Manager and Deputy have both completed Level 3 Safeguarding training and the rest of the staff have completed Level 2. All members of staff have successfully completed Paediatric First Aid Most staff have attended professional development in speech & language and autism We have a named INCO, who works closely with the manager to ensure we are fully inclusive, in all aspects of equality. We involve all staff in making Ugley Duckling an inclusive setting. We have experience of supporting children with ASD, Speech and Language, and Global Delay We have experience of supporting children with allergies and special dietary requirements.

Specialist services and expertise accessed by our setting.

Essex Inclusion Partner (INCO)

Health Visitor Speech and Language Therapist (NHS)

Speech and Language Therapist (The Orchid Practice)

Occupational Therapist (NHS)

Educational Psychologist

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

In the Summer Term of a child's last year at Ugley Duckling parents and children are invited to meet at a local farm for the Leavers Trip. We return each year to this particular farm as it is easily accessible for everyone.

Our accessible environment

The main entrance to the barn is up a large step and then down two smaller steps. It is possible to install a ramp to use this entrance. However, there is also a second entrance/exit which has level access to the barn. Parking is available on site.

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Any equipment or resources to support young children with SEND are obtained through reputable schools supplies catalogues. We work closely with parents to access any specialist equipment that may be required.

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

Before a child joins Ugley Duckling parents/ carers will be invited to visit the setting with their child where they are introduced to their child's keyworker, the SENCO and other members of staff. Most children joining have two settling in sessions, but this is a flexible arrangement and if both parents and the setting feel that more sessions would be of benefit then this can be arranged. When it is time to move on to a new setting. Ugley Duckling contacts the new setting, with the parents' permission. The new setting will be invited to come and visit the child at Ugley Duckling and speak with the SENCO and keyworker. Information about the child's needs and progress will be shared. We will then work with the new setting to support the child in their transition. Throughout the transition we will keep an open dialogue with the parents and involve them in any decisions that are made.

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

We carefully assess, monitor, and review each child's individual needs. Resources are then allocated so that all children have full access to the equipment and the nurseries areas of learning. Sometimes specialist equipment can be borrowed or purchased to enable children full access to the curriculum.

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

We follow the principles of Early Support and will engage actively with parents, carers and outside agencies to assist children in our care to reach their full potential. The decision is made through on- going assessments and also working closely with other professionals to determine your child's needs. These would be monitored and reviewed regularly.

How we involve all parents/carers in our setting.

Strong partnerships with parents are important to the nursery. Parents are encouraged to have ongoing dialogue with their child's keyperson. The setting holds termly parent consultations. Weekly newsletters and a private Facebook page for parents are also used to keep parents in touch with the day to day life of the setting.

Who to contact for further information.

Caroline Dawson - ducklingsfarnham@gmail.com

Caroline the nursery manager is accessible for you to initially contact. We always encourage prospective parents to visit the setting and see it operation. During the visit parents can discuss their child's interests and needs.

Once your child has started at Ugley Duckling they will be allocated a keyperson who they can discuss any concerns with. Parents will also be introduced to the setting's SENCO, Claire Gomez.