

## Local Offer: Early Years Settings



Special Educational  
Needs & Disability

### **Local offer (SEND)**

At mulberry kids we welcome all families, our aim is to provide equal learning and development opportunities in our home from home environment for all children valuing and supporting each child's needs. We realise that each child is an individual. They deserve the right to be protected from abuse, we take seriously the safeguarding and welfare of all children.

### **How does Mulberry Kidz know if my child needs extra help and what should I do if I think my child may have special educational needs?**

At mulberry Kidz we operate a key worker system to help settle your child in the best way not only does it give them someone to initially bond with and support you. The key person is also responsible for observing and recording your child's learning and development according to the local standards.

If you have any concerns about your child they can be raised with your child's key persons these will then be raised in a respectful private way with the room leader and mulberry Kidz SENCO Annabel Kingston Smith.

Annabel will offer support and advice to the key person and room leader and will seek to liaise with other professionals to help and support your child further if necessary.

### **How will Mulberry Kidz staff support my child?**

On your arrival at Mulberry Kidz we seek to welcome you and make you and your child feel at ease, we advise a few visits with your child before they attend to help this process. We seek to share all information with you we like to know your child's specific needs for example routines, allergies medical needs. We also want to know what your child likes and what makes them happy.

The key persons role is to build relationships with in our setting, to observe and record their development, while it is the SENCO's role to support this and keep an overview of your child's development.

### **How will the setting prepare to support my child to join the setting, transfer to a new setting or the next stage of education and life?**

We encourage several visits to the nursery to help your child become familiar with us and the environment. This will be at a pace that is best for you and your child.

If necessary a meeting and training can be arranged before your child starts if they have any particular needs we can prepare for.

Information will be shared in a respectfully and confidentially with staff if appropriate.

Upon transitioning the children are encouraged to look at and have access to their own learning journals where they can enjoy looking at pictures they have created and pictures of themselves in the setting.

We have books referring to school and role play activities and games, carpet time where the children can talk about how they feel.

Our pre school staff organise visits to our local school where there familiar faces can really help the children settle into their new classroom.

The SENCO and key person will liaise with your child's new school, meeting their new teacher and arranging for the teacher to visit our setting also.

### **Who can contact for further information?**

Your first contact will be with your appointed key person and Annabel our SENCO.

Staff can be identified on our greetings board in the entrance to the setting.

Our SENCO along with management Lianne and Teresa can put you in touch with other professionals for example health visitor, speech and language therapist occupational therapists, the local authority are SENCO.

We have our own appointed behaviour officer Sam Wolf and safeguarding officer Lianne Clarke.

We only share information with other professionals with your permission.

### **What are the responsibilities of mulberry Kidz owners in enabling and supporting inclusive practice**

the settings management are responsible for ensuring and enabling training opportunities in charge of funding and ensuring it is used to support inclusion.

To enable an accessible environment.

Promote inclusive equal opportunity policies

how will I know my child is developing

we have an assessment system in place as well as your child's key person recording weekly with observations your child's progress.

You have access to their learning journals at all times

we arrange parents meetings every year.

We aim to be approachable with a welcoming open door policy you can discuss your child's development at any time we actively encourage it.

### **What support will there be for my child's physical and emotional well-being?**

Upon arrival you will be given a welcome pack which will include our policies, contact information sheets, and a routine form for your child where you can give information about them as an individual.

As a setting we have daily routine, but are fully adaptable to follow a routine your child is used to.

We use visual timetables from the toddler room up to pre school, also a certain amount of Makaton.

We encourage the children with personal care, washing faces and hands, finding and putting on their own clothes.

We promote exploring the world around them and taking risks, outside for example we have a climbing frame and walking beams to explore.

We encourage kind hands and space awareness.

All our staff are first-aid trained

the giving of medicines is recorded and overseen by management

### **What specialist services and expertise are available at or accessed by Mulberry Kidz?,**

We have access to contact with a range of professionals including speech and language therapist, occupational therapists, physio therapist. Our settings SENCO Annabel is also supported by the local area SENCO.

Our SENCO attends training meetings as well as team around the child meetings to keep the team up to date on a child that needs more support.

### **How will you help me support my child's learning?**

Your child will have a daily communication book where we record what they have been doing that day as well as verbal feedback at the end of the day. You will receive regular letters and emails.

Your child's learning journals can be seen by you and discussed any time you wish.

We encourage you to share information with us.

Our baby room are trialling our first iPad where we can update you with photos of your child through out the day, privacy being paramount in our policies.

Your key person and our SENCO will discuss with you on a regular basis your child's development and how to help them progress.

If your child has particular needs our SENCO will support you and the key person in planning carrying out and recording an IEP this is when we plan up to four targets your child needs to achieve and activities to help do this this is discussed and signed by you as the parent.

### **How will I be involved in discussions about my child's education?**

Communication is key throughout your child's time with us. We encourage you to share with us your child's strengths, routine, needs likes and dislikes. It is of great importance to us that you are involved in each stage of your child's development. Staff are available at all times to discuss your child's development and you will be kept informed vocally as well as having access to your child's learning journal.

### **How will the learning and development provision be matched to my child's needs?**

Each child's key worker plans activities for their children individually on a weekly basis.

The planning is visible and can be seen by you on our display board in each room. Your child will be observed right from the start as an exercise to help your child bond with their key person. This will also help the key person to get to know your child's strengths and abilities and again their likes and dislikes. Your child's development is also summarised every few weeks and will be shown and discussed with you.

### **What training have the staff supporting children with SEND had or are expected to have?**

Our SENCO attends regular training meets with other SENCO's to ensure they are up to date with all procedures. Our team have access to different areas of training including communication and language, behaviour management, physical development and creative play activities.

### **How will my child be included in experiences away from Mulberry Kidz?**

In the event of trips outside of the nursery the activity and destination are risk assessed by management or the person in charge of the event. This includes available access and facilities. The event will be discussed with you and we will ask for signed permission from you.

### **How accessible is the setting environment?**

There is full access to toilet and changing facilities. The garden can be accessed from the bottom, we are currently gaining access from the rear of the garden. This will be so we can have easier access to the newly renovated top area of the garden. Any parts of the building that cannot be adapted can be explained. If you are educating your child to be bilingual, we encourage and support this. The children have access to a wide range of multi sensory toys and activities.

How are the settings resources allocated and matched to children's special educational needs?

You can apply for two year old funding. The SENCO will also support you in gaining access to inclusion funding. We also budget for additional or specialised resources.

**How is the decision made about how much support my child will receive?**

Using the EYFS framework, observations of your child will be made and recorded. By doing this your key person, our SENCO and management with knowledge of child development can assess if your child needs extra support and what that support may be. We will then plan activities for your child so we can observe an concerns more closely. It then may be possible that your child will need extra support outside of the setting from other professionals. It is at this stage the SENCO will explain and support you in referring you child to the appropriate provision. We then build a team around your child all professionals communicating with each other and you and will focus on IEP targets and activities keeping close observation. This will keep you involved at every point, we will also give you any support and advice you will need for home as well.

**For all enquiries and advice on how we can support and welcome your child to Mulberry Kidz please contact us**