



## Green Roots 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?

- The children in our setting are observed and the milestones from the Early Years Foundation Stage (EYFS) are consulted to review where the child is developmentally for their age.
- Each child will be assigned a Key Person who will work closely with the child and their family. The Key Person will learn to recognise what a child is able or unable to do.
- If there are any concerns about the child's development then the settings Inclusion Co-Ordinator (INCO) will be informed along with the child's parents and a meeting will be held to consider what next steps to be taken.
- Depending on the nature of the disability/SEN relevant help and support will be put in place in the setting by the team. This can be done through practitioners attending training courses to acquire the appropriate skills needed for supporting the child's needs. This will lead to different strategies being put in place in the setting to support the child's development. External professionals maybe invited into the setting to observe the child and advise practitioners as to resources that could be used to support the child.
- The setting has links with agencies such as the Inclusion team who support practitioners to meet the individual needs of a child with disabilities and children who have additional needs to ensure they are fully included in the setting. They offer training and advice with the view to developing inclusive practice.

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

- Each child will be assigned a Key Person who will form a good attachment with the child. The child will have a strong relationship with their Key Person who knows and understands the child and gives the support and care needed. The Key Person will also have a good relationship with the child's parents so they are able to share information and support.
- The setting has an Inclusion Co-Ordinator (INCO). Their job is to oversee the day-to-day operation of the Special Educational Needs and Disability Code of Practice, and to contribute towards implementing changes relating to relevant legislation. To co-ordinate provision in the setting for children with SEND and to monitor the observation, identification, assessment and support of children with SEND. The INCO

will collate all the information on the individual children and ensure that all records are maintained and kept up to date. This information will be passed on to any other settings the child may attend, if they change early year's settings or for when they move on to school. The INCO is also there to provide support and advice for parents if they should need it. They will also be there for the team to advice on strategies to help the child they are caring for and any relevant in-house training. The INCO will also be responsible for liaising with any relevant agencies on the delivery of provision and the individual needs of children with SEN.

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

- Continual observations are carried out on the child during their time in the setting. This allows Practitioners to gain insight into the child's preferences and dislikes and to see where there may be gaps in their learning and help us to plan specifically for their development.
- The Early Years Foundation Stage is followed and the milestones are referred to, to ensure the child is able to get the best possible outcome. Next steps are generated through our online observation system, which give Practitioners clear and concise goals to be working towards with their Key Children.
- Individual Plans (IP). The IP builds on the area of the curriculum that the child is following and implements strategies for the child to follow to meet their specific needs. It acknowledges what level the child is already at and how that can be built upon.
- Each plan is reviewed approximately every six weeks which ensures that plans are current and focus on how the child is progressing.

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

- Each morning, (with the exception of Practitioner illness or holidays) the child and parent/carer will be greeted by the child's Key Person when possible which provides an opportunity to discuss progress and the same at pick up time.
- The system we use for the children's daily diary, allows Practitioners to input daily observations which are shared with parents/carers. This also electronically stores the children's progress, the Key Person reviews the child's progress every six-eight weeks when they will highlight area's requiring further support, they will then plan next steps using the child's interests to support these areas. The next steps will be shared with the child's parents/carer, the Key Person and Parent/carer will continue to support the child and use the next steps, making observations for the following six-eight weeks when the next steps and development will be reviewed and the process repeated.

- Green Roots follows the milestones set out in accordance with the EYFS which allows Practitioners to identify any areas the child is not developing as expected. This will be discussed with parents/carers and strategies to address this will be agreed.

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

- Members of the team are first aid trained.
- There is a INCO on the team overseeing the children with SEN and disabilities, ensuring their needs are being provided for.
- Only members of the team who have been trained to do so are allowed to administer medicine, which is kept safely.
- The setting is secured through a fingerprint system which parents/carers will be registered onto when they bring their child for a settle session. The inside doors are operated by a swipe card system that are only given to members of the team.
- The team receives training to ensure all policies and procedures are followed.

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

- The team are able to contact the Inclusion team when they require support or advice about a child. If the child had got a known disability or SEN when joining Green Roots the INCO will liaise with professionals relevant to the child such as Speech and Language Therapists, Occupational Therapists, Physical Therapists to ensure that the setting has everything in place that will enable the child to be fully included.

7. What training are the staff who support the children with SEND have or having?

- The team will receive specialist training to meet individual needs, as and when required.
- The team continually attend a variety of courses such as Promoting Positive Behaviour and Let's Talk to ensure that all children's needs are met.

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

- Every trip planned will have every child in mind so any extra needs they have will be accounted for.
- The parents/carers will be involved in the planning of the trip to ensure all factors have been assessed
- Full risk assessments are done for each trip.

9. How accessible is the early years setting environment (indoors and outdoors)?

- The ground floor of the building is fully wheelchair accessible.
- There is a toilet specifically wide enough for a child in a wheelchair.
- Our changing tables are big enough to accommodate all children.

- There are pictures in the nursery which shows which toys are kept in which box so that they are easy to find.
- Appropriate funding for the child with SEND will be sought and, after liaising with parents/carers and professionals, equipment that is necessary will be purchased.
- The accessibility is reviewed to meet each child's, parents/ carers individual needs.

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

- If a child has a Special Educational Need, Disability or the parents feel the child will need additional support to transition to Green Roots a Pre-Entry meeting will be held where we will discuss what support needs to be put in place for the child to join. The meeting can be held at Green Roots or the child's home and the parents will inform us of whom they wish to attend the meeting. During the meeting a Transition to Green Roots form will be complete and if necessary a Health Care Plan, Risk Management Plan, Multi agency record, (a Medication record, One Page Profile and a Individual Plan could be completed at a following settle).
- Depending on the child's needs training may be organised, a Targeted Setting Support may be requested and an Inclusion funding claim may be made. The child will be able to start once everything is in place.
- Each child will be given a number of settle in sessions so they have a chance to get used to the setting before starting full time. A Key Person will be assigned to the child so that they have a familiar face to welcome them at each session.
- A child's transition to another group will be planned in advance and in consultation with the child's Key Person, Inco and child parents/carers. To begin with whenever possible the child will spend time in the new group with their Key Person, they will spend time getting used to the room and the new people in it. The child will be assigned a new Key Person who will spend time with the child alongside the current Key Person. The new Key Person will have a meeting with the current Key Person and the child's information will be shared, the new Key Person will be introduced to the parents/carers. Once their confidence has developed and they are ready to spend time in the new group with their new Key Person they will make the transition to the new group. After approximately six weeks the parents/carers will be asked to meet with the new Key Person to discuss the child's transition and development.
- When preparing for a child to join school or another setting we may arrange a Transition meeting at which the new Teacher/Key Person/INCO, Parents/Carers and current Key Person will complete 'Look How I've Grown' and Transition plan. They will also be given a copy of the child's EYFS Tracker along with the Next Steps that they are currently working on. When a child leaves the setting to go to school, they will also have a School Readiness Tracker, this is where that child will be encouraged and supported in developing a range of skills that would be beneficial for their transitional

and settling process. Their Key Person may accompany them to settle sessions at the school and pass on relevant information to their new Teacher.

- If a child attends more than one setting Practitioners in each setting will communicate with one another to ensure that there is a consistency in their learning and care.

#### 11. How are the early years setting's resources allocated and matched to children's Special Educational Needs?

- We are able to secure funding for a child with specific needs through an evaluation with the Inclusion team. The money can be represented by having an extra member of the team to support the child, specialist equipment such as wheelchairs purely for use in the setting and/or specialist training.
- Equipment to enhance the child's time in the setting may also be purchased, such as projectors, lights and tactile equipment. This equipment will be bought with the specific child in mind, but things that all children will benefit from.

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

- If Practitioners in the setting believe a child requires extra support we would discuss our thoughts with the child's parents/carers and ask for their consent to contact the Inclusion team.
- The Inclusion team will come to the setting to observe the child and offer advice about how the child can be further supported in the setting. If it is needed, we will also liaise with relevant health care professionals and any strategies received from them and the Inclusion team will be put in to place.

#### 13. How are parents involved in the early years settings? How can I be involved?

- In our parents area we have forms that parents/carers can fill in if their expectations where exceeded or unfulfilled. The feedback from these provides us with ways on how to build on existing ideas and ways in which Green Roots can be improved.
- Parents are able to voice their concerns or opinions during the regular review meetings.
- Parent/carers Questionnaires are available and are sent out to parents/carers yearly.
- There is always a senior member of the team to take any calls or answer any questions.

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

- The nursery is contactable via telephone on: 01243 373931
- Our email is: [hello@green-roots.com](mailto:hello@green-roots.com)
- The Nursery Manager and SENCO, will be happy to discuss any enquiries towards a child joining the setting.

- All members of our team are reachable on the above mentioned information.
- This setting is fully inclusive.