

## **Our offer for children with special educational needs and disabilities**

### **Frequently asked questions**

#### **How does Brookfield day nursery know if children need extra help and what should I do if I think my child may have educational needs or disabilities?**

At Brookfield nursery each child has a designated key person. Their role is to develop trusting sensitive relationships with parents and children to enable respectful sharing of information. If you have any concerns about your child's development you can discuss these with our Special Educational needs Co-ordinators (SENCO), Nicola Webber and Davina Sinclair.

Reports from health care professionals, such as health visitors, speech and language therapists, will identify your child's needs. We welcome parents and professionals sharing these reports in order to plan appropriately to meet these needs.

We regularly observe, assess and monitor individual needs, progress and development. This informs our planning for the children's individual needs identify any area that a child may need further support. If your child's key person has identified a possible individual need, they will discuss this with you and plan with you to support your child's learning and development.

#### **How will Brookfield staff support my child?**

On the first introductory session the manager will discuss with you your child's needs and any concerns you may have. An 'All about me booklet' is given to parents to complete. The booklet contains information about your child's routine, other people in their life, what they like playing with at home, dietary requirements and another area to complete if you have any concerns about your child. This information is then used by the Keyworker to ensure the child's requirements are met.

The nursery will work with you to support your child together, listening to you and your child. Your child's Keyworker and SENCO will explain how children's individual needs can be met by using an individual Learning and provision plan and advise will be sort from the FIRST team. We all work together to ensure the best outcomes for your child.

Observations, assessments and evaluations all contribute towards individual learning play plans, your child's Keyworker will over the targets of the ILPP.

Your child's Keyworker will be in the sessions your child attends, fostering a relationship with and understanding your child. Together we will identify individual needs and plan next steps, accessing additional support from other professional where necessary.

The Keyworker will maintain an overview of experiences and progress and the SENCO will work with all staff to ensure we are providing the relevant and appropriate support.

We will work in partnership with you, reviewing the ILPP targets, planning new steps together and suggesting ideas to support your child at home.

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

We follow the child's interests and use this as the baseline for planning their next steps. Your child will have an 'All about me book', with lots of photographs of them at play. The children have access to this book throughout the day. It supports the child to feel valued and supports the development of their confidence and self esteem. Ongoing observational assessment link into the Early years foundation stage curriculum and support planning to meet the needs of individual needs and learning goals.

Your child's key worker and our SENCO will work together to make sure that the environment, routines and activities support your child's needs and they will communicate with the rest of the staff to provide consistency and understanding within our team.

We will ask for copies of assessment from other professionals that are supporting your child. Advice is sought with your prior permission from the FIRST team in West Sussex.

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

You will have daily opportunities to talk with your child's key worker and share progress. Assessment systems are in place to ensure children's progress is being monitored. The 2 year progress review, under 3 next steps and over 3 next steps are all linked into the EYFS ages and stages of development, these inform us how your child is progressing. Parents are involved in contributing there ideas of what your child is doing

at home. Your child will have a home / nursery contact diary, this gives the opportunity for you to share up to date information with the nursery.

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

Brookfield nursery provides a warm, friendly, home from home environment, where every child comes first. This is provided by welcoming, friendly, qualified practitioners that provide a sensitive, inclusive positive approach. Practitioners spend time with your child supporting their emotional development. We are flexible in our routine, providing a positive environment for your child's needs and provide personal care at nappy changing time.

Personal health plans can be adopted if necessary and staff will be trained in giving the appropriate medication for your child if required. Should your child require regular prescribed medication then you will be required to complete and sign a medication permission form. You will be informed of the administration of the medicine and be asked to sign the form according with our medication policy.

Activities will be adapted to ensure your child is able to interact fully with the environment. Visual time tables are used to help children understand the routines. Our book area is welcoming and provides a quiet area to retreat to if your child is tired, or needs some quiet time.

Children can show undesirable behaviour when they are frustrated and unable to express their needs.

Practitioners are experienced with managing behaviour and will provide a consistent, planned approach to improve behaviour. Further details can be found in the behaviour management policy.

### **What specialist services and expertise are available at or accessed by Brookfield day nursery?**

All staff are experienced with working with the Early Years age group and have a very good understanding of child development.

Staff have accessed specific speech and language courses and various other courses that extend the practitioners knowledge.

We have links with our local children's centre and can sign post you to support for speech and language. We have experience with setting up CAF's which is now being replaced by 'Holistix' ( Early Help Plan). Ensuring that professionals involved in your child and family are sharing important information for the welfare requirement of your child.

We work alongside specialists services involved with your child, they are most welcome to visit the nursery. Working closely with you and your child will enable us to build stronger relationships and support your child's needs.

The FIRST visiting team are Early years advisory teachers( EYATs). The aim is to help early year practitioners provide the best possible experience for children in the nursery. They observe your child in the setting and offer advice in supporting your child's individual needs and next steps in their development. If necessary suggest training programmes for practitioners to ensure they develop their knowledge and offer the support that is going to support the development of your child. Parental agreement will always be obtained before the FIRST team become involved with any individual child. The FIRST visiting team will support the nursery in working together with other agencies that may already be involved with a child.

### **What training are the staff, supporting children with SEND, had or are having?**

The practitioners at Brookfield nursery have attended various child development training and have experience working with the Early Years age group. All have attended first aid training, child protection training and relevant child care qualification. Practitioners have accessed communication and language training: 'Let's get talking', 'talk, talk', supporting early communication. Some practitioners have also attended training on signing, supporting children within the autistic spectrum. All training is cascaded to the staff during team meetings. We are supported with advice from FIRST, speech and language therapists, teachers and health visitors. Further training will be sought and accessed to support and a child with Special education needs and disabilities.

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

All visits or trips would be planned to ensure that all the children are included. Risk assessments are carried out prior to the visit. We ensure that parents/carers are included in the planning of the visit off site to identify the children's needs.

We would take along any aides or medication your child requires.

### **How accessible is Brookfield nursery environment? (Indoors and outdoors)**

Brookfield will work with parents to identify and address needs in collaboration with other services if necessary. The outside area has a large garden area for the children to play in.  
If you are a parent/ carer whose first language is not English, we will endeavour to translate or use visual aids to communicate.  
Visual timetable are displayed on the playroom, to support children make choices.  
We provide multi-sensory activities as part of our planning. We will adapt equipment and facilities to support children with special educational needs.  
Policies are updated regularly and available to parents on the notice board.

### **How will Brookfield nursery prepare and support my child to join the setting and transfer to a new setting/school?**

Brookfield nursery offers introductory sessions for the child and their parents before the start date. The sessions give us the chance to get to know you and your family and provide the opportunity for you to share with us, details of your child's needs and the involvement of other agencies, ensuring a consistent approach to ensure the continuity of care for your child.  
We offer a flexible settling in period, should your child have difficulties settling in.  
When transferring to another setting, we would organise a transitional meeting to discuss your child's strengths and needs. We invite the teacher/Keyworker and SENCO to attend your child's sessions to help them become familiar with your child. If the first visiting team has been involved they will help with the transition to school and remain involved until the end of the first term at school.  
Your child's learning journal, ILPP's and any other information that may be relevant to your child will be passed on to the new setting, allowing them time to make necessary plans for any changes that may be necessary.

### **How is Brookfield nursery resources allocated and matched to children's special educational needs?**

A dedicated budget is available to train staff and Inclusion funding can be applied for to support your child in our nursery if required.

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

Through the observation process linked to the EYFS ages and stages of development and discussions with parents, the key worker, the SENCO will identify what support is required.  
Extra support will be put into place if necessary.  
Ongoing partnerships with you, other professionals- including FIRST if they are involved and ourselves, together with our SENCO they will support the decision making process in planning targets on the ILPP. The ILPP will be written after consulting with you and will include how you can support your child at home.  
Through regular observations we can track your child's progress.  
Reports from health care professionals and other professionals, who are working with your child, will be used to plan support within the setting.

### **How are parents involved in Brookfield nursery? How can I be involved?**

Parents are involved in identifying needs, information sharing identifying targets and next steps to focus on at home and in the setting.  
We value all parent's contributions to the nursery. Some parents help on the annual outing for the older age group children. Parents are invited to parent workshops and to share knowledge about their work or hobbies to the children.  
Parents permission will be sought before involving outside agencies and you are welcome to volunteer in helping during a session.  
Parents are invited to a summer barbeque, firework party, various fundraising events and a annual sports day.

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

The nursery manager, deputy manager, SENCO or your child's key person is available during the day to discuss your child's needs. We are able to offer advice about other professionals who will be able to support your child, such as the Family information service, health visitors, speech and language therapists, Local Children's centre and can access support from FIRST with your permission.

The manager and deputy are trained practitioners for behaviour management and can offer advice and strategies to cope with undesirable behaviour.

The Local Authority's Offer can be found on the West Sussex County Council Family Information Service website.