

**SUNNY SKIES NURSERY**  
**OUR POLICY FOR CHILDREN WITH ADDITIONAL NEEDS (POL7) rev. 08/17[v.7]**

In line with our Local Offer, in our Nursery we aim to provide an environment in which **all** children, who are at the heart of all we do, are supported to reach their full potential. Where any child has additional needs, we will aim to ensure that they are happy, confident, safe and valued, and support them by:

- Having a member of staff, designated as Special Educational Needs and Disabilities Coordinator (SENDCo). Our SENDCo is Cheryl Danckert (Nursery Manager)
- Always following the SEND Code of Practice 2014 through our graduated approach – assess, plan, do and review

Where a child enters our Nursery with a need which has already been identified the SENDCo will:

- liaise closely with parents/carers and professionals already involved
- discuss with the Nursery Manager/Room Leader and assigned Key Worker, how the child will be included, valued and supported and any reasonable adjustments needed to do this
- continue with any targets already set
- \*contribute to and/or continue with Education, Health and Care [EHC] Plan
- \*liaise with the Key Worker and other relevant professionals in planning activities and developing targeted support in the form of an Action Plan or as part of EHC Plan
- \*participate in, and arrange for other staff, specialist training if required
- \*ensure appropriate resources are available
- \*regularly review progress
- \*arrange periodic review meetings with the key worker, parent/carer and any external agencies involved
- \*assist the child's transition into school or alternative childcare facilities flexibly and appropriately

If a Key Worker or other team member identifies an individual need, they will

- record the need in the child's individual assessment records along with any strategies/interventions developed and inform/discuss with Room Leader, and SENDCo
- apply the strategies and monitor progress for an agreed period of time
- re-assess the situation after that time. If there are no longer any concerns, no further action will be taken
- if there are still concerns, along with the SENDCo, and after further consultation with and permission from the parent/carer, set further targets for the child
- work closely with the child's parents/carers, planning targets together, which will always be 'child centred', promoting 'shared ownership' to work through points of difference and agree outcomes, keeping them regularly informed

The SENDCo or other appropriate person will then

- contact Sandwell Inclusion Support Early Years [ISEY] for the Area SENDCo and team to assist with any interventions, plans, advice and support
- follow the same procedures as above indicated with an asterix \*

All information remains confidential and is shared on a 'need to know' basis and in the best interests of the child concerned. Records are kept in both the Additional Needs and the child's personal files.

**HELPING CHILDREN ACHIEVE MORE**

This policy forms part of our commitment to the Unique Child, Positive Relationships, Enabling Environments and partnership working.