

Policy 10:

Special Education Needs, Disability and Inclusion Policy

Updated: April 2021

Section 9: What is the procedure for identifying a child with SEND needs

What if you have a concern regarding an aspect of a child's development or behaviour pattern?

- Key worker should refer this to nursery SENDco.
- Parent may speak to a key worker/staff member. Staff member should then refer to nursery SENDco themselves.
- Invite parents to speak with nursery SENDco if needed.



What will the nursery SENDco do?

1. Nursery SENDco will spend time with the child's key worker to conduct observations on this aspect/behaviour. They will also speak with parents to gather further information from home. In all cases where the child is able to understand the SENDco will speak with the child about this – the SENDco will be sensitive to not make the child feel awkward or negative regarding the concerns.
2. The information gathered will then be shared with the parents and key worker. At this point the SENDco will make the decision if further support is needed for the child, and what extent.



SENDco feels further dedicated support IS NOT needed

The SENDco will explain to parents and key worker that they feel the existing education, behaviour and care plans will be supportive for the child. No further actions are needed.

The child has met all targets set, any cause for concern has been successfully supported. The SENDco will continue to visually monitor the child for as long as needed.



SENDco feels further dedicated support IS needed

The SENDco will create a gain written permission from the child's parent/carers for additional support to be offered.

The Area SENDco will be requested to visit the nursery to observe the child and assess the support needed.

If the Area SENDco feels support is required, a meeting should be called with parent/carers and Local Authority paperwork should be completed as detailed by the Area SENDco. This will detail specific aims for the child to work towards with support at nursery and home.

If the Area SENDco feels external support is not required, but the setting wishes to provide in-house support then an Education Place should be drawn up in collaboration with parent/carers.



What will happen next?

1. The SENDco will monitor the implementation of the agreed paperwork with the child's key worker. Feedback to parents should be given as progress is made or additional support is given.
2. A review of the paperwork should be completed when needed, ideally every 6 weeks.
3. In cases where the SENDco feels the nursery needs further support than they can presently offer, the SENDco will seek support from the specialist Local Authority teams once gaining parent/carer permissions.

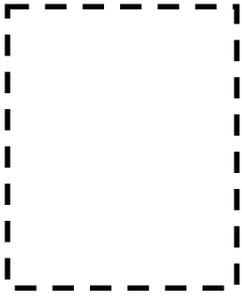
Any further steps?

External agencies may recommend an application to get an 'Education and Healthcare Plan' (EHCP) submitted. This can be applied for by parents (preferably) or the setting. If accepted, the child will be issued with an agreed EHCP for their SEND, which may enable them to access further resources, funding or support through the local authority.

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My One-Page Profile:

Child name:

Date of birth:

What people appreciate about me:

Empty rounded rectangular box for writing.

What is important to me:

Empty rounded rectangular box for writing.

How to support me:

Empty rounded rectangular box for writing.

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SEND register:

<u>Child name</u>	<u>Date of Birth</u>	<u>Start date of support</u>	<u>Details of SEND</u>

Multi-Agency Permission Form

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Child name:

Date of Birth:

Detail of SEND:

<u>Name of professional</u>	<u>Job role</u>	<u>Contact details</u>	<u>Parents permission to share information on child</u> (signature to be gathered for each professional involved)

Document Log Form:

Child name:

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Date of Birth:

Detail of SEND:

<u>Date</u>	<u>Type of document added to file</u>	<u>Name of professional</u>	<u>Document shared with parent?</u> Please tick to confirm

My name is:

I am in

I am ___ years old.

My parents/carers names are:

I live at:

I like and am good at:

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What is important to me?		What's important for me (these things help and support me)?
What's working for me?		What's not working for me?
Things I want to do in the future (Outcomes)		

All about me

Plan Number:

Date:

SEND Targets:

Date	Target	Intervention	Persons involved	Emerging	Developing	Secure

