

Special Educational Needs and or Disability (SEND) and Inclusion Policy

Our Aim:

Our aim is to provide an environment to give every child the opportunity to learn through play by developing an environment that is inviting and exciting all children regardless of their needs or family background.

Legislation:

- Equality act 2010
- Code of practice 0-25 years 2015
- Special educational needs and the disability discrimination act 1995
- Early Years Foundation Stages Statutory Framework
- Children and Families act 2014

Contacts:

- Little Learners Day Care SENCo: Jazzmine Bridger
TEL: 02392756104 Email: senco@littlelearnersdaycare.co.uk
- Little Learners Day Care SENCo Deputy (temp): Sophie Howard and Millie Giles TEL: 02392756104
Email: senco@littlelearnersdaycare.co.uk
- Portsmouth Early Years INCo Team: Sue Bowler, Ella Harbut, Hannah Ripley
- Manager: Vicky George manager@littlelearnersdaycare.co.uk

Policy:

Little Learners INCO (inclusion coordinator and SENCO (special needs coordinator) is Jazzmine Bridger, We also have Sophie Howard, Millie Giles and Vicky George who are accredited SENCO's.

Our aim is to provide a welcoming, calm environment and appropriate learning opportunities for all children.

We have our own local offer which can be found in our policy pack.

- Little Learners refer to the DfES code of practice on special educational needs and the disability discrimination act 1995, children and families act 2014 and the equality act 2010
- All employees will be aware of any child's special needs and will be sensitive to the child's needs when with them.
- Four staff members has an accredited SENCO level 3 qualification.
- The Senco (Special needs co-ordinator) INCO (inclusion co-ordinator) will be responsible for co-ordinating special needs provision and liaising to work in partnership with parents.
- Parents will be kept fully involved through conversation/record keeping/ASAP (additional support action plan) and we will support parents through every process.
- All children attending Little Learners will have individual records to show their progress, which will be used to identify any areas of specific needs or gaps in the children's development.
- Each child has a key person whom parents/guardians can liaise with.

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- The nursery manager/Senco/Inco/keyworker will liaise and work in partnership with other professionals and outside agencies for guidance i.e. speech therapist, health visitors, behaviour support also all referral forms and guidance are found on the Portsmouth Local offer website.
 - We ensure the privacy of children with SEN/disabilities when providing intimate care.
 - The equipment and toys provided has been selected to suit all ages/stages of development and child's individual needs.
 - Information and all records will be passed on to your child's school or other settings to support transitions and extra visits to the school can be arranged or for the school teachers to visit us.
 - One to one time with your child's key person can be arranged to discuss your child's progress or to update any changes to your child's plans.
 - Children with special needs include Physical disability, Sensory impairment, speech and language, behavioural, medical needs, any additional needs.
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- To identify a child 's developmental gaps or additional needs we: monitor the children's progress from observations, assessments, ASAP's, plans from other agencies, activity plans. We revisit each plan to ensure targets are achievable for the children and if they are not, we adjust them to make them more suitable.
 - We will support parents with outside agencies and during the referral processes, this includes any form filling that may arise.
 - We can initiate any referrals i.e. EHCP (education and health care plans) from 3 years old, EYP (early years panel), speech and language. Parents are involved with every referral and we must have their permission.
 - We have our own local offer.
 - We use what is called the Ordinary available provision alongside any specialist agency involvement.
 - We can host meetings for smaller groups, and will attend all meetings around the child and their families.
 - SENCO's will attend the regular termly briefings (SECO forums/cluster meetings) hosted by the local authority, to keep up to date with common knowledge and any changes that are forthcoming.

Our SENCO/INCO (special educational needs/inclusion co-ordinator) is: Jazzmine Bridger

Reviewed and updated January 2025 by Vicky George Manager *V. George* Proofed By Elaine Burnett

Managing Director

Next review: January 2026