

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) LOCAL OFFER

EARLY YEARS EDUCATION PROVIDER NAME:

Busikids Ltd

OFSTED UNIQUE REFERENCE NUMBER: 530408

**CONFIRMATION THAT 'CO-PRODUCTION' HAS TAKEN
PLACE WITH
PARENTS, CARERS, STAKEHOLDERS: YES**

LOCAL OFFER SUBMITTED BY:

Name Charlotte Angel

Date 27/11/14

Signature *C. Angel*

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?

At Busikids we monitor all children's development as part of daily practice, we observe every child regularly to aid us with progressing their learning we do this in conjunction with the Early Years Foundation Stage (EYFS) Curriculum.

All practitioners are trained with knowledge and experience within the early year's sector and with good understanding of the EYFS framework, assess each child's developmental requirements and next steps. This skill and information offers practitioners good indications of whether a child may need any extra support with all aspects of their care and development.

Every child has a key person, an adult they are able to develop a special attachment to, and this adult is responsible for making plans for the child's development and bonds with the child, learning all their little ways and needs.

The key person will liaise closely with the family and encourage two-way communication in order that any information from either party may be shared comfortably. If parents/carers are worried about anything including their child's development, they are encouraged to speak with the key person or management so that we may help. There is always an opportunity to speak with a member of staff before and after every session, at parent's evenings, via email plus the management team always have an open door policy.

The team at Busikids have had experience with helping a number of children with special educational needs and disabilities including autism, speech and language, cerebral palsy, and behavioural difficulties. We have various supports already in place to enable us to begin helping children as soon as possible, from visual timetables, appropriate toys and Picture Exchange Card System (PECS) to the physical environment. Busikids has also worked closely with speech therapists, occupational health and physiotherapists, health visitors, Portage, outreach services and paediatricians.

1. How will early years setting staff support my child?

During their first settling visits, Busikids invites the parent/carer and child into the nursery, the key person introduces themselves and explains what to expect from Busikids and will talk with the parent/carer about all aspects of their child's needs, likes and dislikes and routines, plenty of time is allowed to gain as much information as possible about the child's current development, and any other information relevant to the child which will help them to settle.

If it is thought extra help may be required, staff and management will work closely together to observe and provide for the child. The key person will plan for any help including emotional support, taking into account the child's interests to make any activity enjoyable. We encourage the support of families and ask them to inform us of any comforters or special events, and provide us with photographs of family to keep at the nursery in the form of a book, so that the child may feel completely comfortable and relaxed in the setting.

Busikids has a nominated Special Educational Needs Officer (SENCo) to help staff, families and children. She attends regular training and support meetings to keep up to date with current information and knowledge. Other possible sources for help may be in seeking the Area Inclusion Officer's (INCO) advice, or advice/resources from the Ethnic Minority and Traveller Achievement Service (EMTAS) who can advise with English as an additional language (EAL) too.

The management team at Busikids will sensitively approach any parents with a confidential conversation if they think other professionals may be able to offer more targeted support. The next step would then be to ask for signed permission from the parent/carer for the Area Inclusion Officer (INCO) to come and observe the child. The nursery and family would receive a copy of the resulting report, which would, in turn, lead to a discussion involving the nursery and family about which professionals, if any, the INCO and Busikids would recommend.

Most of the time, the INCO will initiate the first visits from other professionals. The family will be informed of every visit and receive a copy of every report. Most professionals will also visit the family at home.

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

At Busikids we collate a Learning Journey that documents each child's progress cognitively, physically and emotionally. The Learning Journey consists of observations, photographs and pieces of the child's work. From these, staff are able to identify which areas of the nursery the child feels most comfortable in and the types of activities the child most enjoys. We also strongly encourage parents/carers to contribute to the Learning Journey either with their own photos or WOW moments, or by letting the staff know about the child's current favourite game, book, toy or TV programme at home, any special events or particular thing that happened at the weekend for example.

The SENCo will also help staff with suggested activities and may produce Individual Learning Plans (ILPs) for children needing more focussed activities.

All of the above helps the key person to plan activities the children will enjoy and therefore achieve the most learning from.

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

Strong home-nursery links are paramount in helping the child to feel relaxed by identifying similarities between home and nursery. This is important as home can reflect any activities nursery may be doing and vice versa, helping to cement not only the child's security but also aid in progressing their development more effectively.

- There is an opportunity to speak with a member of staff at the beginning and end of every session attended.
- We have parent's evenings twice a year.
- Regular Newsletters keep you abreast of any information that you can use to talk to your child about nursery with. Please see www.busikids.com for our latest newsletter.
- At the age of 2 every child has a development report written which is shared with parents/carers.
- Management have an open door policy and should you wish, you can make an appointment for a more in depth and confidential conversation with any member of staff or management.
- The Learning Journeys belong to the children; therefore you are able to access them at any time to see what your child has been doing in the nursery and take them home when they are complete.
- Parents/carers are invited into the setting to participate in activities with their children.

To help your understanding of how we progress your child's development and to help you support their learning at home, we offer home-link bags that consist of books, games and other resources, together with a suggested activity card linked to the EYFS for parents/carers to borrow. At parent's evenings, we display examples of an area of the EYFS with examples of activities that we may use to support these areas; there is always a member of staff on hand to show you these and to talk about how your child learns from these activities.

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

Each room is led by their Room Supervisor and regular staff team who provide continuity of care for the children. Busikids also has its own supply team of staff to ensure there are familiar faces for the children, the supply team know the children and step in easily to cover when staff are absent. Every member of staff is First Aid and Safeguarding trained.

Only designated senior staff are permitted to administer medicines, with parental consent. For any bumps or scrapes an accident form is completed, a senior member of staff informed and the parent/carer informed upon collection. Courtesy telephone

calls are made to parents/carers if we feel you need to know about an accident, or something that has happened during the day. We have policies regarding all aspects of health and safety, including safeguarding and nutrition. We also have policies regarding equal opportunities, behaviour, and special educational needs.

At Busikids, we place a lot of emphasis on emotional and social development with adults and children alike. We encourage independence, self-worth and positivity through pastoral care as well as providing fun and enjoyable activities and resources.

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

Every member of staff is trained to level 3 or above in a relevant child care qualification and regular staff are trained in the delivery of the EYFS and attend regular updates. We have a nominated staff for safeguarding, special educational needs, behaviour, health and safety and equal opportunities. These staff attend regular training and meetings to keep their knowledge as up to date as possible.

All staff at Busikids have experience in helping children with special educational needs and disabilities. However, as well as training, the setting's SENCo can help provide focussed activities and targeted knowledge. We also have staff trained in Makaton signing.

Busikids works closely with the INCo for support and advice and has worked closely with many other professionals including speech therapists, occupational health and physiotherapists, health visitors, Portage and Outreach services and paediatricians. However, The INCo or health visitor would usually initiate contact with other professionals, if the child was not already registered with them. If already registered with them, we would ask for contact details for the agency in order that we may work closely with them and support any activities we can within the setting.

Regardless of which professionals or type of support a child receives, we ensure that the family is involved every step of the way.

6. What training have the staff supporting children with SEND had or are having?

All Busikids staff are trained to level 3 or above in childcare, and the Manager has Early Years Professional Status. All staff are also Safeguarding and First Aid trained and attend regular training to maintain their knowledge. Most staff also have basic Makaton training. Management and the SENCo attend regular meetings and training to keep up to date with current legislation and new ideas.

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

Busikids arranges regular outings into the local community. We always ask for parental consent prior to the outing. We have plenty of pushchairs and a walk-o-dile to keep the children together and we encourage parents to help us on walks whenever possible. We maintain high staff to child ratios enabling plenty of adult support. We will walk to the farm shop to buy fruit and vegetables to eat or to use in activities, walk to the post box to post letters we have written, walk to one of the many parks nearby or the local library. All children are assured a trip out as we stagger the outings on different days to make sure we include everyone.

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

All playrooms at Busikids are located on the ground floor apart from the baby room. The ground floor level is completely flat and one of our front doors has slightly wider access. We have a disabled toilet and spacious nappy changing facilities. Resources promote a variety of skills and there is easy access to low level sand and water trays. We have a visual timetable in every room and resources to aid transitions to help children prepare for any slight change. We have dual language books and resources to represent all walks of life.

Access to the rear garden is via patio doors. We have an all-weather play surface patio on the same level as the ground floor of the nursery and the grass area can be accessed from the patio by one of two ramps with banisters. The garden is large and offers a variety of play from climbing to swinging to balancing to calmer activities. There are dens made from shrubs and a vegetable plot children can help care for.

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

Busikids invites children and their parents/carers to come along for two settling visits initially. The first visit involves meeting your key person, other staff and familiarising yourselves with the playroom and surroundings. The key person will chat with you to gather information on anything we would need to know from a practical point of view and anything that would help your child settle easier. Questions may be asked about comforters, any words for the potty, routine at home, sleep times, allergies and dietary requirements, etc. The second visit would involve you leaving your child for about an hour to see how they and you get on. If you are not yet comfortable, further visits can be arranged. This is entirely a personal choice and we find that some families book more visits prior to their start date and some do not. We are flexible as it is important to us that everyone feels comfortable before they start at Busikids.

When your child is ready to move on to the next age group the transition is managed by introducing you and your child to the next key worker and regular visits to the next room again when the child is happy they will move through permanently.

When transferring to another setting, we will liaise with the new setting and send a current overview of the child's stage of development. If the child attends two different settings, we liaise with the other setting to establish current goals to try and work together on targets if appropriate. When transferring to school, Busikids works closely with the surrounding feeder schools to ensure as smooth a transition as possible. We invite the teachers into Busikids to meet with the children in a familiar environment and go with parents and children to the school on some visits. We provide school role play with school uniform for dressing-up and have photographs of the schools and places within the schools they will be seeing, e.g. hall, library, playground, coat hooks, etc. to be available for the weeks running up to the end of summer term time.

9. How will the early years setting's resources be allocated and matched to children's special educational needs?

Resources are provided based on the child's needs, resulting from input from the key worker and other professionals involved in the support for each individual child. This could focus on physical, emotional or cognitive ability in particular. We also include resources from all walks of life in the setting so that the specific resources are not exclusive to the child or particularly highlight any individual needs. Should funding be allocated, then we would normally provide 1:1 staff support for your child. The key person and SENCo will be there to support your child in any case.

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

Your child's key person will observe and bring questions to the SENCo if they feel your child may benefit from extra support. The SENCo will then put appropriate resources in place, e.g. ILP or visual support and liaise with you regarding the types of support we are implementing and the progress together with anything you can do at home to help. If the SENCo feels it would be beneficial for the INCo to come and observe your child, they will discuss this with you.

11. How are parents involved in the early years setting? How can I be involved?

We encourage parents to be an active part of our nursery. We value any contributions you may have towards your child's learning journey or current interests/activities at home. We invite parents into the setting to take part in

activities in the playrooms. We hold parents evenings for time to have a proper chat with your key person and discuss their progress at Busikids too.

12. Who can I contact for further information?

If your child attends Busikids then your first point of contact should be their key person. Parents/carers are also very welcome to discuss any matters with the management team who have an open door policy. You are also very welcome to contact us by telephone on 023 8047 0797, or by email at enquiry@busikids.com . Further details can be found on our website www.busikids.com .