

Little Acorns Pre School

SEN Policy and Procedures



Prepared by the Management Committee
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1. SPECIAL NEEDS POLICY

Little Acorns aims to have regard to the DFEE Code of Practice on special educational needs and also to the guidelines supplied to private and voluntary providers of pre-school education. We aim to provide a welcome, and appropriate learning opportunities, for all children.

- Children with special needs, like all other children, are admitted to Little Acorns after consultation between parents, supervisor and deputy supervisor.
- Our aim is to provide for the developmental needs of each child in the group.
- Our high ratio of staff to children and delegated area care system will ensure that each child receives plenty of adult time and attention.
- All children in Little Acorns, irrespective of their special needs, are encouraged wherever possible and appropriate to participate in all of the group's activities.
- Our system of observation and record-keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.
- The needs and progress of children who have special educational needs are monitored by Little Acorns special educational needs co-ordinator.
- Our key person system ensures that each adult is specially responsible for, and close to, just seven or eight children, so each child receives plenty of adult time and attention.
- We work closely with the parents of all the children in Little Acorns to ensure that.
 - the group draws upon the knowledge and expertise of parents in planning provision for the child,
 - the child's progress and achievements are shared and discussed with parents on a regular basis,
 - parents know the identity of the group's special educational needs co-ordinator,
 - parents are aware of the arrangements for the admission and integration of children with special educational needs.
- If it is felt that a child's needs cannot be met within Little Acorns without additional personnel and/or equipment, funding will be sought to ensure that provision is appropriate to the child's needs.
- We work in liaison with relevant professionals and agencies outside the group in order to meet children's specific needs.
- Our staff attend whenever possible in-service training on special needs arranged by the Surrey Early Years & Childcare Service and other professional bodies.

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and updated on 29th November 2010.

Signed on behalf of Little Acorns Pre School

Supervisor

Chair

2. SPECIAL NEEDS PROCEDURE

- We will have a named Special Educational Needs Co-ordinator, SENCO, at all times. At present the role is held by Jenny Dickens.
- The role of the SENCO is to act as co-ordinator and liaison between parents/carers, key persons, supervisor and outside agencies as required.
- Observations will be carried out by key persons on all children every half term. Each key person is allocated a week to complete their observations, however, if more frequent observations are required for whatever reasons, these will be undertaken as necessary.
- Observations will be kept in each child's Learning Journey file and will be available to parents at any time.
- Confidentiality will be maintained at all times.
- Staff will watch and listen to children at all times, any concerns will be raised in the first instance with the child's key person.
- Parents will be consulted when any concerns are raised and we will work with them at all times to provide the best care and education for their children.
- Where a concern is raised, either by parent or staff, the SENCO will keep a separate, confidential record and/or observations. These will be shared with parents, supervisor, key person and, where necessary, other staff.
- A register of any children with special needs will be kept by the SENCO.
- Children with special educational needs will be offered a broad and balanced curriculum by ensuring that they have access to all toys and equipment and can experience the full range of opportunities available.
- If specialised equipment is required we will endeavour to acquire it.
- We will keep a list of addresses and telephone numbers of outside agencies and, where possible, contact names within those agencies.
- We will arrange regular visits from representatives from Surrey Early Years and Childcare Services, who are available to guide pre-schools through the Special Educational Needs procedures.
- Policies and procedures relating to special needs will be reviewed on a regular basis along with others.

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Signed on behalf of Little Acorns Pre School

Supervisor

Chair