

## JACK AND JILL PLAYGROUP

### WHAT WE OFFER Children with SEN and/or disabilities Policy

#### How does Jack and Jill Playgroup know if children need extra help and what should I do if I think my child may have special education needs or disabilities?

At Jack and Jill Playgroup every child is treated as a unique individual and each child has a key person. Their role is to develop a trusting sensitive relationship with parents and children to enable sharing of information. If you have any concerns about your child's development you can ask for a time when you can discuss this in private with them.

Alternatively, you can discuss this in private with our SENCo (Special Educational Needs Co-ordinator) - Mrs Lisa Holtum, Ms Sally Howarth our Supervisor/Manager or Ms Delia Bryan Administrator/Manager.

Reports from health care professionals, such as health visitors and speech and language therapists identify your child's individual needs. We welcome parents and professionals sharing these reports in order to plan appropriately to meet these needs.

Ongoing observational assessments during your child's sessions and throughout the term which are linked to the EYFS, which is a framework covering the education and care of all children in the our early years provision including children with special educational needs and disabilities and expected stages of development. This in some cases can lead to identifying a child's individual needs.

We also undertake a 'progress check at 2' which supplies parents/carers with a short written summary of their child's development in the 3 main prime areas;

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

If your child's key person has identified a possible individual need, they will discuss it with you in private, and plan together with you to support your child's learning and development alongside our SENCo who will offer advice to your child's key person and liaise with other professionals to seek advice and support if necessary.

## How will staff support my child?

Every child at Jack and Jill Playgroup has a key person. On starting at playgroup you will be given an 'Entry Record' sheet to fill in about your child. This will help us to share information from you about your child's strengths and needs when they start with us.

We will work with you to support your child together, listening to you and your child.

We will explain how children's individual needs can be met by planning support using an Individual Education Plan (IEP) and advice from their Early Years Area SENCo, Early Years Specialist Teachers, what this involves and their roles.

Observations, assessments and evaluations all contribute towards IEP'S and your child's key person would oversee the targets on the IEP.

Your child's key person will be in most sessions your child attends, fostering a relationship with and understanding your child. They will identify individual needs and plan next steps, accessing additional support from other professionals where necessary.

We will work in partnership with you, reviewing the IEP targets, planning new ones together and giving you ideas to use at home to support your child.

We promote an 'open door' policy to ensure we are welcoming and respectful to all.

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

Your child will have an IEP (individual Education Plan) made for them by the SENCo and key person based on the child's needs. They will also have a 'Tracking Grid' which shows their development within each area of learning. In addition each child has a Learning Journey which contains observations, individual plans, targets and photographs of your child's progress and development.

You are welcome to see your child's learning journey & grid at any time.

We will endeavour to involve your child, enabling them to make choices and engage in activities/experiences that are of interest to them. Through ongoing observations and knowing your child, we will have a clear understanding of what your child likes and the level of their involvement.

We will create support within the environment, such as the use of a visual timetable to support the child to understand the routine as appropriate.

The SENCo will aim to seek additional training for staff, if appropriate, to meet your child's needs.

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

Assessment systems are in place such as the 2 year progress check, tracking grid and learning journey which are all linked to the Early Years Foundation Stage (EYFS) ages and stages of development.

Every key person plans for their termly activities based on the individual child's targets and needs - this can be discussed informally at playgroup and at regular review meetings are held to discuss the child's IEP targets and how the parent can support their child at home.

Our open door policy means you are always welcome to tell us how your child is doing on a daily basis and provide ongoing two way communication between us.

Newsletters are sent home on a half termly basis to keep you up to date with what is happening at playgroup.

### **What support will there be for my child's overall well-being?**

Our practitioners are welcoming and friendly, providing an inclusive, sensitive and positive approach.

Practitioners provide good role models for positive behaviour and are consistent in the day-to-day care of all our children. Should your child display unwanted behaviour we will work with you and your child to provide a consistent and planned approach to improve behaviour.

Personal health care plans can be adopted if necessary and staff will be trained in giving the appropriate medication for your child if required. Should your child require regular prescribed medication then a named member of staff will be responsible for the administering of this and you will be required to fill out and sign a 'medication administered form'

Activities will be adapted to ensure your child is able to interact fully with their environment, and visual strategies-such as a visual time table can be used to help them understand our routines.

The book corner provides a safe, quiet area to retreat to if your child is tired or needs some quiet time to themselves.

The playgroup is able to undertake personal care such as nappy changing.

Activities will be adapted to ensure your child is able to interact fully with their environment and visual strategies, such as the 'now and next' board to help them to understand our routines. Flash cards are also available for your child to express how they are feeling about a particular activity/event.

### What specialist services and expertise are available at, or accessed by, Jack and Jill Playgroup?

All staff have accessed child development training and have experience working with the Early Years age group.

We will work alongside the specialist services involved with your child and they are welcome to visit the playgroup. Working closely with you and your child will enable us to build stronger relationships and understand your support needs better.

We are supported by the Medway Early Years and Childcare and Individual Children`s Supports Service (ICSS) who aim to help early years and childcare practitioners provide the best possible experience for all children in our setting. The team will support practitioners in meeting children`s individual needs through offering phone advice, observing individual children in their setting, suggesting ways to support individual needs, planning next steps with practitioners and parents and sign posting to training.

Parental agreement will always be obtained before outside agencies become involved with any individual child. The Early Years Advisory team will support settings in working together with other agencies that may already be involved with a child.

Our SENCo attends termly network meetings to keep up to date with the latest information and news.

We have regular contact with the following professions;

- \* Speech and Language Therapist.
- \* Paediatric Occupational Therapist
- \* Paediatric Physiotherapist.
- \* Health Visitors
- \* Specialist Teachers/Outreach/Portage

### How will my child be included in activities outside Jack and Jill Playgroup?

All children are welcome to attend trips. We will endeavour to include parents/ carers in the planning of the visit to identify the needs of your child and parents are welcome to join us on our trip.

A risk assessment would be carried out prior to the visit.

We would also take along any aids or medication - along with consent forms, that your child may need.

All visits or trips would be planned to include all of our children.

### How accessible is Jack and Jill Playgroup environment (indoors and outdoors)

If you are a parent/carer who has English as an additional language, we can arrange to get another family member involved who may speak English.

We have toilets that are integrated within our playrooms which are wheelchair accessible and our doors leading out to the garden are wide enough to accommodate a wheelchair - although there is a small lip, a ramp can be put in place to allow free flow outside into our outside play area. The garden is flat and suitable for all children to access.

Signs, posters and pictures can be translated or use dual languages.

Visual cues may be used to support understanding.

We can explain the limitations of the building and would make adaptations to existing resources to ensure all children can access them, if possible.

### How will Jack and Jill Playgroup prepare and support my child to join the playgroup or transfer to a new setting/school?

We will meet with other professionals meeting e.g. health care professionals to put in place transition planning/health care plan, or to seek relevant training before your child starts.

If your child should attend another setting whilst with us or leave to go to another setting we would invite your child's new key person/teacher and SENCo to attend sessions with your child to help them become familiar with them and to discuss your child's strengths and needs.

We will hold a transition meeting with you to plan transition for your child into their new setting or school, giving the new setting time to make necessary plans for any

changes they may need to make, sharing targets on your child's IEP's, and minutes of review meetings along with any other information that may be relevant to your child.

It may also be possible to arrange for your child's key person to attend settling in sessions at your child's new setting with them, to help promote a smooth transition.

All necessary documentation will be passed onto the receiving setting/school. The grids and learning journeys will be passed onto the parents.

### **How are Jack and Jill Playgroup's resources allocated and matched to children's special educational needs?**

As a non-profit making organisation we have limited funds. Inclusion funding can be applied for from the ICCS team at Medway Early Years to support your child in our setting.

We can also apply for discretionary funding for 1:1 support, if required.

Funds will be made available in our budget for staff to attend specific training.

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

Through the observation process linked to the EYFS ages and stages of development, and in discussion with you, the key person, the Manager and SENCo will identify what support is required.

Extra support will be put in place if necessary with the aim of enabling your child to become independent within the environment.

Ongoing partnerships with you, other professionals if they are involved, and us will support the discussion making process.

Our SENCo will give advice on meeting your child's needs within the playgroup in consultation with you and other professionals where necessary with your permission.

Our SENCo will advise you on the process of applying for extra support.

Reports from health care professionals and other professionals, who are working with your child, will be used to plan support within the setting.

The Early Years team and or other professionals working with our SENCo will support the decision making process to plan targets on the IEP. The IEP will be written with you and will include how you can support your child at home.

Staff meetings within the setting will ensure all staff working with your child know your child's strengths and needs and how to support them.

### How are parents involved at Jack and Jill Playgroup? How can I be involved?

You are involved in identifying needs, information sharing, identifying targets and next steps to focus on at home and in the setting and in reviewing progress towards these targets at IEP review meetings.

Your permission will be sought before involving outside agencies.

### Who can I contact for further information?

You are welcome to discuss concerns or progress with your child's key person, the Manager or SENCo at any time.

Family Information Service  
Gun Wharf  
Dock Road  
Chatham  
Kent ME4 4TR  
Tel: 01634 335566

For more information on Medway's Special Educational Needs & Disability (SEND) offer, see the following website.

[www.medway.gov.uk](http://www.medway.gov.uk) Local offer or telephone 01634 306000

**This policy was adopted at a meeting of Jack and Jill Playgroup held on:**

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**Signed on behalf of the pre-school:**

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**CHAIRPERSON**

**Safeguarding and Welfare Requirement: Equal Opportunities**