



# Treetops Nursery

## **Special Educational Needs and Disability policy**

Our Special Educational Needs Co-ordinators (SENCO) are Emily Offord (Main) and Michelle Welch (Support). They will work closely with all staff to make sure there are systems in place to plan, implement, monitor, review and evaluate the special needs policy of the nursery, always making sure plans and records are shared with parents.

We recognise that all children have the right to access a broad and balanced curriculum allowing them to progress and learn at a pace and level reflective of their individual abilities. The nursery believes that all children have the right to gain experience and develop their knowledge and understanding alongside their peers no matter what their individual needs, and are committed to the inclusion of all children.

We have regard to the Special Educational Needs Code of Practice. We will ensure we have an up to date copy of the Code of Practice and will make this document available to parents if required. We will also have regard to [www.norfolkearlyhelp.org.uk](http://www.norfolkearlyhelp.org.uk) and Norfolk County Council's 'Early years and special education needs panel' guidelines, also available to parents.

We will work closely with parents/carers and listen to their views, so we can build on children's previous experiences, knowledge, understanding and skills and provide opportunities for them to develop in the Prime and Specific areas of learning and development.

We will observe and monitor individual children's progress throughout the Foundation Stage and where a child appears not to be making progress either generally or in a specific area, through planning we will present them with different opportunities or use alternative ways of learning.

If we identify that a child may have a special educational need, we will discuss our observations with the parents/carers in a way that encourages them to contribute their knowledge and understanding of their child and allows them to raise any concerns they may have about their child's needs and the provision that is being made for them.

We will discuss next steps with the parents/carers and we will support them in contacting external support services where applicable e.g. health visitor, GP etc. If we are unsure of the appropriate action to take, with the parent's permission, we will seek advice from our Early Years Advisor and/or the Children's Advice and Duty Service (CADS) team on 0344 800 8021.

The benefits of early identification are widely recognised; identifying need at the earliest point and then providing good interventions, improves long-term outcomes for the child or young person.

We are also aware that a child may start the setting where an additional need has already been recognised, e.g. they may have an existing Education, Health and Care plan already in place.

The nursery recognises the Disability Discrimination Act 1995. Since September 2002 the Disability Discrimination Act 1995 (DDA) has applied to all providers of early years services. The Act states that it is unlawful to discriminate against a disabled child in the provision of any service. There are two main duties set out in the Act.

- We must not treat a disabled child less favourably
- We must make reasonable adjustments for disabled children

We will do everything practically possible to implement any measures necessary to meet a specific child's needs, such as changing our practice, the environment or undertaking any additional training needed. We will also undertake a risk assessment to ensure that the setting is well prepared to support any additional needs of the child.

We will be actively involved in monitoring and reviewing progress with the parents/carers and external support services. We will liaise with other settings/schools where applicable and will maintain records regarding special educational needs, such as support plans, and will transfer these on when a child leaves our setting.

We aim to enable all our children to have equal access to the curriculum in an environment where every child is equally valued and respected. If parents/carers have any queries or concerns about our policy or practice they are welcome to arrange a meeting with the SENCO or Nursery Manager.

**Author: Andrew Didwell**

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