

27th August 2014



Little Harriers response to the Local Offer

When the Children and Families Bill becomes enacted in 2014 local authorities will be required to publish and keep under review information from services that expect to be available for children and young people with Special Educational Needs and Disabilities (SEND) aged 0-25. The intention of this local offer is to improve choice and transparency for families. From the Local Offer parents and carers will know what they can reasonably expect from their local area. It will also be an important resource for professionals in understanding the range of services and provision in the local area. This information will be web based and there is an expectation that all providers share with the council what they can offer.

This document will outline the services that Little Harriers Day Nursery can offer the parents of the setting.

1) How does the Little Harriers know if children need extra help and what should I do if I think my child may have special educational needs?

Staff at Little Harriers may identify that a child may have special educational needs by completing focused observations, summaries, Learning Journey's, room tracking observations and 2 year checks. Staff will also ask parents to share information from the child's previous setting if applicable and engage in conversations with the parents on a regular basis. If any worries come up from the staff or parents then a discussion will be held with the nursery SENCO. If the SENCO feels that the needs of the child require looking into Every Child A Talker (ECAT) audit, an Ann Locke or an Early Help Assessment (EHA) form may be carried out with the parents' permission. After which a meeting is held between the parents and the SENCO. The nursery will also ask for advice from their Early Years Improvement Advisor (EYIA).

2) How will Little Harriers staff support my child?

If a child at Little Harriers needs extra support then it will be the child's key person and SENCO who make sure that there are activities tailored to suit the child's development and the environment is suitable for that child to learn.

The staff may complete an Individual Educational Plan (IEP) for the child and will gain help from either the EYIA or they can contact the Early Years Childcare Services for outside help to make sure the child is getting the best possible support there is.



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3) How will the framework be matched to my child's needs?

The staff at Little Harriers will follow the individual child's development through their personal Learning Journeys, if the child needs extra support in areas then individual activity plans will be tailored to that child. The environment may also be changed accordingly so that child can have as much access to the equipment as all the other children in the setting.

The SENCO can also gain support from their EYIA and any other agencies they feel will benefit the child.

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

There are plenty of opportunities for the parent's and staff to regularly meet for meetings either whenever suits the parents and Little Harriers, open/parent evenings and at handovers.

Parents/Carers will also have the chance every 12 weeks to take home their child's observation books and their individual summaries and plans to read through and make any comments they wish to.

When each family start at the nursery they are issued with a leaflet that explains how Little Harriers uses the Early Years Foundation Stage Framework (EYFS). Each room also have a planning board up so the parents can see what their child will be doing whilst at nursery.

Little Harriers have also started to implement cohort summaries so they can see overall how their children are doing through each prime area of learning.

5) What support will there be for my child's overall wellbeing?

The nursery have many policies put in place to make sure all children's wellbeing is put first. If a child is on regular medicine then the nursery will encourage the parent's to sign a form allowing staff to administer this medicine whilst the child is in their care. Little Harriers also have a nappy changing and a toileting policy put in place so that all children are given the support they need in such an intimate time and staff also help the child with their independence.

If a child has a particular medical/dietary need then a Health Care Plan will be put in place so all staff know what to do in an emergency.

Little Harriers have a strict behaviour policy which is there to help give the children boundaries and to know they are safe and secure within the environment.

Children are also given time to have their own views through choice, circle times and for our older children to join in with a children's questionnaire. This is where staff ask the children questions one on one so they can have their own views of the nursery.



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6) What specialist services and expertise are available at or accessed by Little Harriers?

Little Harriers have their own appointed SENCO and Designated Child Protection Officer (DCPO). They also have a good relationship with the local Surestart Centre and their EYIA. Little Harriers also invites local Health Visitors in to look around the setting and answers any questions the staff may have.

7) What training are the staff supporting children and young people with SEND had or are having?

The SENCO has been on the SEND code of practice training as well as attending regular briefings and network meetings. They have also attended the inclusion and equality of opportunities training given by Surrey County Council. Little Harriers are also signed up to the Early Language Program and ELKLAN which starts in autumn 2014.

8) How will my child be included in activities outside the classroom including school trips?

All children are allowed to attend the trips that are outside of the nursery. Little Harriers tries to keep to a 1:2 ratio when on trips and will always carry out risk assessments before the trip takes place to make sure all children can attend. If necessary Little Harriers will also ask parents to help with ratios and join us on a trip.

9) How accessible is Little Harriers environment?

Little Harriers has a ramp leading up to the main entrance door and into the main garden. There are also double doors at the main entrance to allow wider access. The nursery is on a ground floor only. There are changing facilities accessible to all. The nursery has in the past used visual displays and will use translators through REMA if needed. We can also gain support from our EYIA and the inclusion grant. Little Harriers also have an Inclusion and Equality of Opportunities policy in place.

10) How will Little Harriers prepare and support my child to join the nursery, transfer to a new setting or the next stage of education and life?

Little Harriers will book in a minimum of 5 settling in visits when a child starts the nursery to help them settle in with their new carers. Welcome booklets will also go home for the children to have a look through. Each child will also be given an all about me form so the parents can fill this out before the child starts full time allowing the staff to get to know a bit about the child outside of nursery.



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When a child leaves Little Harriers their Learning Journeys will be complete and the parents encouraged to pass them on to the new setting. With the parents' permission we will also contact the new setting to discuss the child's development. If a child is leaving due to going to school we will invite the teachers into meet the children and where possible take our children to the school for a visit. We have a detailed transitions policy in place.

11) How are Little Harriers resources allocated and matched to children's special educational needs?

If new resources are needed for children with SEND then the nursery can apply for the inclusion grant as well as the proprietors having funds to help purchase new equipment.

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

Little Harriers will get in contact with their EYIA for support and have meetings with the parents, Key Person and SENCO to make sure everyone agrees on what support the child needs.

13) How are parents involved in Little Harriers?

Parents are welcomed each morning and handed over to each evening, parents can also put any comments into the comments box in the porch. Little Harriers also send out parent questionnaires once a year to allow parents to view their opinions. Each room also have a parent whiteboard up so they can jot down what they have been up to at the weekend. This then allows the staff to follow on the child's interest at nursery.

14) Who can I contact for further information?

The parents are more than welcome to speak to; their child's key person, the SENCO, nursery manager, the EYIA or the local authority with regards to their child's needs.