



### **Little Harriers Ltd. 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 Ltd. Day Nursery can offer the parents of the setting.

#### **1) How does the Little Harriers Ltd. 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 Ltd. 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 concerns 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 some additional support then tools such as the Early Language Monitoring Tool, an Ann Locke or other resources dependent on their needs will be completed. These will be complete once consent is given by the parent. Parents will sign a consent to share information. A meeting can be held between the parents and the SENCO. The nursery will also ask for advice from their Early Years Advisor.

#### **2) How will Little Harriers Ltd. staff support my child?**

If a child at Little Harriers Ltd, 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 SEN support plan for the child and will gain help from either the Nursery SENCO 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.



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

The staff at Little Harriers Ltd. 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 SEN Advisor 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 Ltd. open/parent evenings and at handovers.

Parents/Carers will also have the chance every 12 weeks to take home a copy of their child's individual summaries and plans to read through and make any comments they wish to. They have access to Tapestry so are able to check and see what their child has been doing at the setting.

When each family start at the nursery they are issued with a leaflet that explains how Little Harriers Ltd. 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.

### **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 Ltd. 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 Ltd. 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.

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

Little Harriers Ltd. have their own appointed SENCO and Designated Safeguarding Lead (DSL). They also have a good relationship with their Early Years Advisor. We request information through West Sussex County Council. These are the following:

- SALSS – Speech and language support service
- TSS – Targeted setting support
- EYPARM – Early Years Planning and review meeting
- Portage Service
- Think Family and Early Help

We may also signpost to other relevant support agencies.

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

The SENCO will have attended the relevant training as offered through our local authority. This includes network meetings.

**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 Ltd. Keeps to the legal ratio as a minimum 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 Ltd. will also ask parents to help with ratios and join us on a trip.

**9) How accessible is Little Harriers Ltd. environment?**

Little Harriers Ltd. has no steps 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 Early Years Advisor. Little Harriers also have an Inclusion and Equality of Opportunities policy in place.



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

Little Harriers Ltd. will book in a minimum of 7 settling in visits when a child starts the nursery to help them settle in with their new carers. 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.

When a child leaves Little Harriers Ltd. the parents are given the opportunity to download the child's records through Tapestry. With the parents' permission we will also contact any potential 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 EIF funding as well as the proprietors having funds to help purchase new equipment. Any funding will be considered for spending, through discussions with any agencies, the child's carers/parents, the staff involved with the child and the child's interests and opinions if verbal/able to communicate them.

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

Little Harriers Ltd. will get in contact with their Early Years Advisor for support and have meetings with the parents, Key Person and SENCO to make sure everyone agrees on what support the child needs. We can also apply for any relevant funding if eligible.

**13) How are parents involved in Little Harriers Ltd.?**

Parents at the child's first settling in sessions are asked to provide details about their child and their development through, all about me form, what to expect when and the pre-visit forms. Parents are welcomed each morning and handed over to each evening. Little Harriers Ltd. also send out parent questionnaires once a year to allow parents to view their opinions.



**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 with regards to their child's needs.

To find out more on what West Sussex has to offer please go to  
<https://westsussex.local-offer.org>