

## SEND Local Offer

Childcare providers in England have a duty to set up a Local Offer.

The purpose of a Local Offer is to enable parents and carers to see clear information about the provision and services available in their local area. With regards to education, health and social care for children who have special educational needs (SEN) or a disability, including children who do not have an education health care plan (EHC) show to access them.

As a setting we have created our Local Offer with information about what support our nursery can offer families with children who may have Special Educational Needs or Disabilities. The Mulberry Bush Nursery is committed to offering the highest quality child care accessible to all children.

Please see below for our Local Offer.

### How does The Mulberry Bush Nursery identify individual children's needs? How can parents share any concerns regarding their child's development?

At The Mulberry Bush Nursery all children are assigned to a Key Person. Upon initial registration with the nursery, parents are offered a home visit from a member of the Management Team and the member of staff who will be the child's Key Person. At this visit we will spend time with the child in their familiar home environment and also discuss anything that you may wish too. We will start to gather a picture of the individual child's 'starting point' so that we are able to plan for them immediately within our setting. If the parents' do not wish for a home visit, this will be completed during the first trial session. Throughout your child's time with us, we will be continually monitoring and planning according to their unique interests so that all activities planned are relevant and of interest to the child as this is when they will make the most progress. Next steps are then planned in order to further children's development. The Key Person's role is to develop secure and trusting relationships with both the child and their family. Your child's Key Person will be responsible for helping your child to settle, carrying out any daily care routines for your child, observing and planning for their development along with completing your child's online Learning Journey.

Should your child have any reports from health care professionals we ask that you share these with us to help us to gain a wider understanding of your child's current development and needs along with an overview of their historic care. At the Mulberry Bush Nursery we have in place a trained Special Educational Needs Co-ordinator (SENCO) who will meet with you to discuss your child's needs prior to your child's start date to ensure that appropriate support, resources and training are in place. If necessary and with permission we will seek advice from outside agencies to help support our practice with your child and further their development.

Through careful observations and links with the Early Years Foundation Stage Development Matters it is possible that some individual needs will be identified, these will of course be discussed with the child's parents and a plan will be put in place to best support the child.

Should you have a concern about your child's development we welcome you to discuss this with us so that we can work together to ensure continuity of care to support the child and carefully assess their development and needs.

### **How will my child be supported at The Mulberry Bush Nursery?**

We appreciate that every child is unique and will develop at their own rate, with their own style of learning. With our thorough settling in process we aim to ensure that all children will quickly feel secure and at home within their new environment, however we do appreciate that the time it takes a child to settle in will vary. You will always be fully involved within your child's life at The Mulberry Bush. You will have completed a variety of care forms and also an 'All About Me Booklet' which will give us a greater insight of your child's likes and dislikes.

We will always work with you to support your child together. Your child's Key Person and nursery SENCO will be able to meet with you and agree what together we feel is the best care plan for your child. This may include an Individual Education Plan (I.E.P), where short and long term SMART targets are planned. These I.E.P's are regularly reviewed and new targets planned when the existing ones have been met. These reviews are always organised for a time that is convenient for yourself so that we can discuss and set targets together. All information is stored securely on site.

Through careful observations your child's needs will be planned for and next steps will be actioned to help further your child's development. All of these will be planned around your child's individual interests. Should we require support from external agencies, with your permission, we will share information in order to gain specific guidance. This may include a specialist coming out to observe your child and work alongside us to ensure that their needs are met and to provide information on any additional equipment and resources that your child would benefit from.

### **What adaptations will be put in place to ensure that the curriculum offered will be personalised and accessible to my child? How will their development and overall well-being be monitored to ensure that they are happy, achieving and feeling included within the setting?**

Through our settling in processes and observational techniques we will get to know your child. Each Key Person has daily Key Person time with all of their Key Children. This is special small group time where we will share stories, play group games, have time for

show and tell etc. These sessions also help encourage a close bond to form between your child and their Key Person as well as their key group. Our daily plans are devised from our observations of the children and are therefore unique and relevant to them. This also helps to ensure that the activities we provide can be adapted to suit the varying needs of our children as all children who attend are considered.

We continually monitor the observations and assessments that are carried out to highlight if we are lacking observations in any areas which will then be reviewed and promoted.

Through spending time with your child, we will get to know them including likes and dislikes, preferences etc and this in depth knowledge of your child will help us to plan for their further development and ensure that they feel happy and secure in our environment. Should we have any concerns we will discuss these with you and welcome you to raise any suggestions or concerns that you have with us also. Your child's care and education plans will be shared with relevant staff members to ensure a consistent approach at all times. We ensure that we listen to the children in our care whether it be through observation, verbal communication or physical communication/body language and respond to their needs and suggestions to ensure that they are actively involved in planning for their care and learning. Our approach is flexible and we adapt to meet individual needs.

All of our staff hold full and relevant childcare qualifications along with First Aid, Food Hygiene and Safeguarding Children qualifications which are updated regularly as required. Many of our staff are extremely experienced child care practitioners who have been working in the sector for many years. All staff are subject to vigorous vetting to assess their suitability to their role, including updated DBS checks which are maintained on a yearly basis. Staff also receive a full induction into our setting covering all aspects of the nursery including all policies and procedures, routines and health and safety.

Should your child require specific care or medication whilst at our setting we will happily work with you to ensure that any necessary training is delivered to our staff so that all parties feel confident in the care that is being given. Our setting has cared for a number of children with additional needs and we are experienced in doing so, however we do appreciate that all children are unique.

**Will you ensure information is shared with other professionals involved with my child's care?**

At The Mulberry Bush Nursery we work together as a team to provide the best possible care for the children who attend our nursery. Our nursery SENCO and Deputy SENCO work together with the child and their family, the staffing team and individual Key Person to ensure that all information is shared and ideas and views are gained. We

have a great deal of experience with children with additional needs and are always willing to embark on further training necessary in order to meet a child's needs. All children, both with and without additional needs thrive in our setting and we take pride in watching them grow and develop. All of our staff share our commitment to provide outstanding care to all children and we work hard as a team to achieve this. We are experienced in liaising with a variety of different professionals in order to best support children's needs. Before any contact is made however, this will of course be discussed with the child's parents/carers in order to gain consent. Full details of reports, plans and such information are stored securely on site with your child's file. This information is accessible to yourself at any time.

We also have strong links with our local Children's Centre who we can signpost you to for further information and support.

### **How will The Mulberry Bush Nursery ensure that all environments are accessible for my child?**

The Mulberry Bush Nursery is an inclusive setting and we adapt our activities and environments as necessary to ensure that they are accessible for all children. There is a ramp for wheelchair access to the main nursery as well as disabled toilet facilities. The nursery is on one level and we have large open playrooms allowing easy access and mobility. Parking is available immediately outside the nursery building. We have 3 fully enclosed and secure outside play areas.

The nursery resources and equipment are signed with both words and pictures in order to help the children to identify resources and activities.

Regular risk assessments are carried out and safety sweeps are performed twice daily to ensure that the environment remains safe for all of our children.

Any outings are thoroughly risk assessed and our staff:child ratio is greatly increased. Parents are welcome to attend on outings should they wish.

If you are a parent/carer whose first language is not English you are welcomed to nominate a representative to support translation or if possible we will endeavor to seek an external interpreter.

### **What does The Mulberry Nursery do to ensure continuity of care between shared settings or within school transitions?**

We are committed to ensure continuity of care for your child whether it be nursery to home, setting to setting, or from nursery to school. We will always keep you fully updated regarding your child's life at nursery right from the initial registration,

offering home visits and short trial sessions. Your child's Key Person get to know your child so that they can best support them within the setting and will also make contact with any other setting or professionals whom your child or yourself have contact with. We will liaise regularly and share information from both our knowledge of your child and also from their online Learning Journey. We will discuss with you the best method for settling your child whether it be at the beginning or if it becomes necessary after a period of time with the nursery. We can offer to create photo booklets of the nursery for you to discuss with your child. You can also borrow resources from the nursery such as story sacks or colour bags to share with your child at home.

When your child is ready to move on to school we welcome their new Teacher/Assistant/Key Person into our nursery to see your child in familiar surroundings. Your child's Key Person will be available to meet and discuss your child's needs and development. We also welcome the school to forward any photographs or items such as book bags and water bottles which your child will be using so that we can talk about these and use them in the role play area for your child to access. The development pages of your child's Learning Journey will be passed on to the school before they start in order for the new Teacher to plan with immediate effect and ensure continuity of practice. Any professionals who may have been involved with your child will be asked to support the transition also.

### **How am I the parent involved with my child's care and education at the setting?**

We appreciate that as your child's primary carer you know your child best and we support and promote parental involvement in the setting through day to day communication and meetings and sharing resources.

### **Who can I contact for further information?**

If you would like to discuss any of your child's care and education in further detail, please do not hesitate to contact the nursery:

Phone: 01379 871412

Email: [eye@mulberrybushnursery.co.uk](mailto:eye@mulberrybushnursery.co.uk)

Your child's Key Person and a member of the Management Team are always available during the nursery day to meet with families to discuss their child's needs.

All of our policies and procedures are available to view on our website:

[www.mulberrybushnursery.co.uk](http://www.mulberrybushnursery.co.uk)

They are also available in our nursery cloakroom.