St Andrews Pre-School and Playgroup -

Local Offer

Contact Details

Name of Manager: Kate Jackson (Currently on Maternity Leave)
Name of Contact: Laura Edwards (Acting Manager and SENCo)
Tel: 07972 749344
Email: standrewspreschoolplaygroup@hotmail.com
Address: St Andrews Preschool and Playgroup, St Andrews Methodist Church, Dingle Lane, Winsford, Cheshire, CW7 1AA
Facebook: St Andrews Pre-School and Playgroup
Age Range within Setting: 2-5 years

Our Setting

At St Andrews Pre-School and Playgroup we welcome all children into our setting and have a positive attitude towards identifying and supporting Special Educational Needs and Disability. We comply with the Revised Statutory Framework (2014) for the Early Years Foundation Stage and the Equality Act 2010, and have regard for the Special Educational Needs and Disability Code of Practice (2014).

We have a designated person who has the role of coordinating Special Educational Needs and Disability (SEND) within the setting and a second in charge to provide further support. In our provision our SEND coordinator (SENCo) is our Manager Kate Jackson, supported by childcare practitioner Rachel Josland. Please note Kate Jackson is currently on Maternity leave, so during this time the Acting Manager Laura Edwards will be undertaking the role.

In the past, St Andrews Pre-School and Playgroup has had experience of supporting children with special educational needs and disabilities including speech and language delay, hearing impairment and behavioural difficulties. We have also supported children with English as an additional language. Presently we are working with several children who require additional support to aid their speech and language development and one child with a hearing impairment.

Inclusive Practice

We endeavour to maintain a provision which is inclusive for all children and work closely with parents/carers to ensure all children’s needs are met and opportunities are available to each and every child. If necessary the settings environment can be adapted appropriately to meet children’s particular needs and Individual Health Care Plans can be catered for within our daily routines. Staff work closely alongside the children both in free play and small group activities and if any barriers to learning or involvement are identified these will be addressed accordingly. Where appropriate we will have risk assessments in place for individual children if there a need for staff to be extra vigilant regarding certain activities or to manage particular behaviours or tendencies.
All children with SEND will be included in all activities and trips out and they will be accompanied by their Key Person. If the Key Person is unable to attend a trip then we will have a contingency plan in place so that another member of the team (most likely the SENCo or second in charge) will be assigned the responsibility. Prior to trips out we undertake a risk assessment linked to the specific visit and the children attending the trip, so that any needs of concern can be highlighted and planned for accordingly. We will also ensure any aides or medications children may require are taken along on the trip.

We have a Medication Policy in which staff will administer medicines when appropriate under the instructions of the parents/carers and when relevant forms to be completed for authorisation. Medications will only be administered by managerial staff. We also have a Behaviour Management Policy which includes an Anti-Bullying section that protects all children.

We encourage the children to share their thoughts and ideas and we value their contributions. Children’s interests and thoughts are closely monitored and acted upon, and the children are frequently given the opportunity to voice their ideas in relation to activities and events.

**Identifying Children with Special Educational Needs and Disability**

As a setting we are confident in identifying when a child may be in need of some additional support. On commencing the setting each child is allocated a Key Person and this practitioner has responsibility for monitoring the child’s ongoing development. Regular observations are carried out on a day to day basis to monitor progress and strong bonds are formed to ensure children are happy, settled and confident.

Approximately six weeks after a child has started at our setting we will identify a baseline assessment and this will highlight strengths and weaknesses in development and in turn flag up areas in which children may require some additional support. We also undertake a ‘Progress Check’ at the age of two which supplies parents and carers with a written summary of development. In both cases we will then arrange to meet with parents/carers to discuss their child’s progress.

Daily observations will then continue to take place to monitor children’s development, and staff will help support children in working towards next steps in their learning. Assessment will then be tracked termly to show whether development is progressing. This process, as well as having an excellent knowledge of the children in our care enables staff to establish any areas of learning where a child may require some extra support, or where there has been a change in behaviour or a delay in the development of some skills. If this is the case, and a need is identified, then staff members will then conduct long observations on the children, and subsequently parents will be invited in to discuss their child’s development and whether any further support is required.

If it is determined with the agreement of parents/carers that a child requires some extra support then the SENCo will formulate an Individual Play Plan which will detail key areas of development to be targeted each week. Areas of development may be supported through a chosen consistent practice or though varying games and activities. In each case a Play Plan will be tailored to the individual child and their particular needs. In most cases strategies/targets will additionally be determined for the home environment in order to ensure consistency of care. Logs of meetings are always recorded as are next steps to support the child and family. Play Plans are reviewed termly and then continued or altered depending on the outcome. In some cases, with the agreement of the parents/cares it may be deemed necessary to seek some support from an outside agency.
Staff will work as team together to support children with SEND, and whilst the SENCo and a child’s Key Person will have certain responsibilities regarding a child with SEND, we ensure that all staff are aware of children’s specific needs so that practices remain consistent for the child. Staff are fully supported by the manager and SENCo in the setting and encouraged to bring any concerns relating to additional needs or welfare of a child to the attention of the SEND coordinator.

**Working in Partnership with Parents/Carers**

We strive to have positive partnerships with all families who access our setting and will always endeavour to support children and their parents to the best of our ability. We will always make time to meet with parents to discuss their child’s progress and ensure that they feel supported and that any strategies put into place are consistent between home and the setting. We encourage parents/carers to bring any worries to our attention so that we can work together to ensure any issues are resolved, or plans put in place to support any concerns.

Prior to starting with us at the setting we will ask parents/carers to inform us if their child has a known additional need or a Health Care Plan and, if so, to provide copies of any reports and assessments from health care professionals to our attention. We would then work alongside parents/carers and the outside agencies to ensure a smooth transition into the setting and that individual plans are put in place to support the child.

Once children attend the setting we encourage parents/carers to liaise with us during drop off and collection times in order to share any relevant information regarding their child and their needs. We welcome parents/carers into the setting to meet with their child’s Key Person every few months to discuss progress and provide the opportunity for parents/carers to view their child’s development file. Regular meetings also provide the opportunity for parents to share any updates regarding their child’s development or welfare. We endeavour to arrange parent/carer meetings around convenient times for both parents and practitioners.

Positive partnerships are extremely important to us within the setting so we encourage parents/carers to share information regarding their child’s development at home by completing our ‘Star Moments’ documents, which detail successes, achievements and favourite activities which have taken place outside of Pre-School and Playgroup. Within the setting we share information through daily feedback at collection times, as well as termly newsletters and a Facebook page which shows photos and details of events and activities.

**Working with Professionals**

As a setting we are supported by an Early Years Consultant who is available should we wish to ask advice or be given assistance in making a referral for external support. Please be aware we will only liaise with an Early Years Consultant and other agencies if written permission has been granted by a parent/carer. We will make direct referrals to the appropriate agency dependent on the needs of the child. External agencies may include the Speech and Language Team, Educational Psychologists, Social Workers, the Safeguarding Board and local Health Visitors. Where necessary we will participate in multi-agency meetings and Team Around the Family meetings. If a child attends another setting we will share information across the settings as long as permission has been given by the parent/carer.

We encourage parents/carers to keep us informed of any advice or guidance plans given by external agencies, so that we can then implement the same or similar practices within the setting. Such information will be taken into account when formulating a child’s Individual Play Plan and targets.
This will ensure we are up to date with current support and are able to ensure consistency of care and education. If a child requires an Education and Health Care Plan then this will be formulated with the parents/carers taking into account the guidance of external specialist agencies.

**Transition**

When children join the setting we ensure transition is smooth and that there is lots of communication between parents/carers and practitioners regarding the child’s needs, abilities and development. Parents/carers and children are invited in for several stay and play sessions, providing the opportunity for the children to familiarise themselves with the environment and to meet their Key Person and other staff. Parents/carers are asked to complete documentation regarding their child’s likes, dislikes and interests. They are requested to inform the setting of any additional or specific needs and/or disabilities the child may have, or any additional support the child/family may have received in the past. If additional needs are identified then the SENCo will liaise with the parent/carer to ensure plans are in place to support the child’s needs within the setting.

Our provision is based in one room so there are no transitions within the setting itself. If a change of staff occurs then we will always ensure parents/carers and children are informed and that new team members are welcomed and made aware of the specific needs of each individual child. If a child leaves our setting to attend another early years provision then we will ensure necessary information and any SEND documentation is shared, as long as parental consent has been given. With regard to transition to school we will forward their learning journey and a summary report of their development and invite prospective teachers into the setting to meet the children. Where appropriate, copies of children’s Individual Play Plans and any necessary SEND documentation will be passed onto schools. Please note parental consent is required to release this information. If a multiagency transition meeting is required to support a child moving from our setting to school then we will work with professionals to attend such meetings and share our knowledge as required.

**Staff Skills and Training**

Our Special Educational Needs Coordinator has previous experience from another setting of working with a range of professionals including educational psychologists, speech and language therapists, occupational therapists and portage. She has completed courses including ‘The Role of the SENCo’ and Understanding Autism, and regularly attends local SEND Cluster Meetings. Other staff have attended courses including Understanding Autism, Communication and Language Training, and Cochlear Implant Training.

Information gained from training courses is then dispersed to all the team during inset days so that knowledge and practices are shared.

**Accessibility**

Our provision is based in one story building and we have a ramp and handrail to access the setting entrance. The doorway into the building can accommodate wheelchair access however the doorway into the playroom itself would need to be assessed to determine if spacious enough for wheelchair to pass through. Within the playroom there are two child sized toilets. There is also a disabled toilet and nappy changing facilities however this is based outside the playroom itself but still within the Church building where the provision is located.

The playroom is spacious and all play resources are at the children’s height so that they are easily accessible. Storage boxes are labelled with pictures enabling children to familiarise themselves with
items and where they belong. Activity areas (ie. sand, water, art) are in fixed positions around the room so that children know where to go to access different materials, thus providing continuity and familiarity. There is a cosy area for children to have some quiet time and relaxation. We have resourced this area with cushions, sensory bottle shakers, feely books and puppets. In a separate part of the room with have a quiet reading area where we have a range of books promoting inclusion and multiculturalism. The equipment in the room is movable so the room layout could be easily adapted should it be necessary to have more space for use of specialist equipment.

We follow routine practices so children are familiar with what will happen at different times of the day and use a visual timeline to additionally support this. Our timeline includes photographs of key events such as snack time, group times and physical play, thus enabling children to manage changes in activities/routine with ease and understand what will be happening next.

We would recommend parents/carers considering sending their child to our Pre-School and Playgroup to come for a visit prior to enrolment to determine whether the setting would be suitable for their child’s individual needs. We are aware that we can apply for funding for specialist equipment and resources should a child with SEND take a place within our setting.

Concerns/Complaints

If the parent/carer of a child already attending the setting has a concern regarding their child their first point of contact should be either the child’s Key Person or a member of the Management team. Staff pride themselves on being approachable and always happy to help and will give guidance of external support agencies which may be able to assist and how to access these.

If the concern is in regards to a complaint then we advise parents and carers to speak directly to the Manager, who will then proceed to follow our complaints policy and complete the necessary paperwork. We will endeavour to resolve the situation to the best of our abilities.

Further Information

- If parents/carers are interested in their child starting the setting please contact St Andrews Pre-School and Playgroup on: 07972 749344

- If you should need to speak to the settings SENCO please ask for: Laura Edwards

- For further information regarding the Local Offer and services available to children with SEND please access via www.westcheshirelocaloffer.co.uk