



*Safeguarding and Welfare Requirements: Equal Opportunities  
Providers must have and implement a policy, to promote equality of opportunity for children in their care,  
including support for children with special educational needs or disabilities.*

## C6: Supporting Children with Special Education Needs

### Policy Statement

We provide an environment in which all children, including those with special educational needs, are supported to reach their full potential.

- The Cabin pre-school have regard for the DfES Special Educational Needs Code of Practice (2014).
- The Cabin pre-school will ensure our provision is inclusive to all children with special educational needs and disabilities.
- The Cabin pre-school will support parents and children with special educational needs (SEN) or SEND
- The Cabin pre-school will try and identify the specific needs of children with special educational needs and meet those needs through a range of SEN strategies.
- The Cabin pre-school will work in partnership with families, children and other agencies in meeting individual children's needs to ensure best outcomes.
- The Cabin pre-school will monitor and review our policy, practice and provision and, if necessary, make adjustments.

### Procedures

- The Cabin pre-school will designate a member of staff to be the Special Educational Needs Co-ordinator (SENCO) and give his/her name to parents. Our SENCO is Jayne Cole and Sharon Rumsey
- The Senco role will have its own Job description and acknowledgement for each individual case as other agencies are brought into advise and monitor individual case loads.
- The Cabin pre-school will ensure that the provision for children with special educational needs is the responsibility of all members of the Cabin pre-school.
- The Cabin pre-school will ensure that our inclusive admissions practice ensures equality of access and opportunity.
- The Cabin pre-school will use the graduated response system for identifying, assessing and responding to children's special educational needs.
- The Cabin pre-school will work closely with parents of children with special educational needs to create and maintain a positive partnership.
- The Cabin pre-school will ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education. We will complete a daily dairy whenever possible as the child attends sessions, these to be completed by Senco and Key worker if different. These are a two way form of communication for both Parents and Cabin pre-school.
- The Cabin pre-school will provide parents with information on sources of independent advice and support. (website for parents with children under 5 with additional needs – [www.oxfordshire.gov.uk/cms/content/supporting-children-under-5-sen](http://www.oxfordshire.gov.uk/cms/content/supporting-children-under-5-sen)). Local Offer.
- The Cabin pre-school will liaise with other professionals involved with children with special educational needs and their families, including transfer arrangements to other settings and schools.



- We have systems in place to refer children for further assessment e.g. SSAP (Support and achievement Play Plan)
- The Cabin pre-school will provide a broad, balanced and differentiated curriculum for all children with special educational needs.
- The Cabin pre-school will use a system of planning, implementing, monitoring, evaluating and reviewing individual educational plans, Support and achievement Play Plan (SSAP) for children with special educational needs. Where ever possible these will be reflected in the routine and planning of all sessions.
- The Cabin pre-school will ensure that children with special educational needs are appropriately involved at all stages of the graduated response, taking into account their levels of ability.
- The Cabin pre-school will have systems in place for supporting children during SSAP, my educational health and care plan
- The Cabin pre-school will use a system for keeping records of the assessment, planning, provision and review for children with special educational needs.
- The Cabin pre-school will provide resources (human and financial) to implement our Special Educational Needs Policy.
- The Cabin pre-school will provide in-service training for parents, practitioners and volunteers.
- The Cabin pre-school will raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff.
- The Cabin pre-school will ensure the effectiveness of our special educational needs provision by collecting information from a range of sources e.g. Individual Education Plan reviews, staff and management meetings, parental and external agency's views, risk assessment, inspections and complaints. This information is collated, evaluated and reviewed annually.
- All staff will be made aware of all children we are supporting and will work together to meet that families needs.
- The Cabin pre-school will provide a complaints procedure.
- The Cabin pre-school will monitor and review our policy annually.

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| This policy was adopted at a meeting of the Pre School Committee |                   |
| Date of Meeting  | 14/02/2017        |
| Signed on behalf of the Management Committee                     | H Baker           |
| Role of Signatory (e.g Chairperson/owner)                        | Trustee/Treasurer |
| Review Date  | 14/02/2018        |

(Date last amended November 2015)