

# Busy Bees Pre-school Flitwick

## Special Educational Needs and Disabilities (SEND) Local Offer

Busy Bees has regard for the Special Educational Needs and Disabilities Code of Practice and is committed to working with Central Bedfordshire to support families to enable children to achieve their full potential. The 'Local Offer' provides information for children and young people with special educational needs and disabilities and their parents and carers in one place. The Local Offer for Central Bedfordshire can be found at [www.centralbedfordshire.gov.uk/localoffer](http://www.centralbedfordshire.gov.uk/localoffer)

### BUSY BEES PRE-SCHOOL LOCAL SEND OFFER

<p><b>ABOUT US</b></p>	<p>Busy Bees Pre-school Flitwick is an independent setting offering care and education to children 2 years 6 months to 4 years 11 months. Located on the site of Flitwick Lower School we operate during term time, 38 weeks of the year.</p> <p>Our facilities include:</p> <ul style="list-style-type: none"> <li>➤ Busy Bees is on one level with ramped access to both the front and rear of the building.</li> <li>➤ We have large changing facilities with child size toilets to encourage independence.</li> <li>➤ Disabled toileting area for parent use.</li> </ul>
<p><b>POLICIES LINKED TO OUR LOCAL OFFER</b></p>	<p>We comply with the Disability Act (2010) in making reasonable adjustments for children with SEND. The following policies apply to our commitment of inclusion:</p> <ul style="list-style-type: none"> <li>➤ <b>Special Educational Needs and Disabilities</b></li> <li>➤ <b>Admissions</b></li> <li>➤ <b>Settling in Pre-school and Transitions</b></li> <li>➤ <b>Behaviour</b></li> <li>➤ <b>Toileting and Personal Care</b></li> <li>➤ <b>Health and Hygiene (medication)</b></li> <li>➤ <b>Parental Involvement</b></li> <li>➤ <b>Recording and Discussing Progress</b></li> <li>➤ <b>Safeguarding Children</b></li> <li>➤ <b>Equality and Diversity</b></li> </ul>
<p><b>IDENTIFYING CHILDREN WHO NEED ADDITIONAL SUPPORT</b></p>	<p>We are committed to early identification of children's special educational needs and use a graduated response to meet these needs in line with the <a href="#">Special Educational Needs and Disabilities Code of Practice 2015</a>.</p> <p>The three stages of graduated response are as follows:</p> <p>Stage 1 - Extra or different support is provided to that of children of a similar age.</p> <p>Stage 2 - Professional intervention is requested to support the child for example:</p> <ul style="list-style-type: none"> <li>➤ Speech and Language therapist</li> <li>➤ Health professionals</li> <li>➤ Behaviour professionals</li> <li>➤ Early Years Support Team</li> </ul> <p>Stage 3 - If a child needs are complex or severe, an education health and care (EHC) assessment to be carried out by the Local Authority will be requested to determine how the child's needs are to be met in an EHC Plan.</p> <p>A child who needs additional help may be identified following concerns raised by their parent or carer, or within the setting by the child's key person who will then liaise closely with our Special Educational Needs and Disabilities Coordinator (SENCO).</p> <p>We use observation and assessment to enable identification of children who may need additional support or intervention.</p>

	<p>Children are assessed using developmental milestones taken from <a href="#">The Early Years Foundation Stage Framework (EYFS)</a> and The Department of Education document '<a href="#">Early Years Outcomes</a>'.</p> <p>For further information we refer to the Central Bedfordshire Draft <a href="#">Guidance on SEND in the Early Years: A Graduated Approach</a></p> <p>Parents/carers are kept informed throughout the process of identification and assessment and invited to participate in discussions linked to the support planned for their child and the role they can play at home.</p>
<p><b>KEY PEOPLE WITHIN OUR SETTING</b></p>	<p>Parents/carers can discuss concerns regarding their child's well-being or progress both formally and informally with their child's key-person or the Play Leader/SENCO.</p> <p>We will endeavour to make ourselves available for discussions at the beginning or end of session but where this is not possible an appointment for a more suitable will always be arranged.</p> <p>Our dedicated Special Educational Needs and Disabilities Coordinator (SENCO) can be contacted on:  Tel: 01525 719 222  Email: <a href="mailto:contact@busybeespre-schoolflitwick.co.uk">contact@busybeespre-schoolflitwick.co.uk</a></p>
<p><b>PARENTS/CARERS INVOLVEMENT AND LIAISON</b></p>	<p>Working in partnership with parents/carers is of paramount importance to Busy Bees. Our Special Educational Needs and Disabilities (SEND) Policy recognises the valuable contributions parents/carers make which enable children with SEND to achieve their potential.</p> <p>We encourage parents/carers to provide information about their child which we use alongside practitioner observations and knowledge of child development to assess the child's development levels.</p> <p>In partnership with parents/carers, the key person and SENCO will consider the child's needs and progress using the Central Bedfordshire SEND Support Plan which will include:</p> <ul style="list-style-type: none"> <li>➤ The long and short term outcomes that everyone is working toward.</li> <li>➤ Date for next progress meeting. Usually held half termly these meetings will involve contributions from the parents/carers, SENCO, child's key person and where appropriate outside agencies or staff who may be supporting the child. During the meeting we will review the SEND Support Plan and ongoing needs of the child; setting new outcomes as appropriate.</li> </ul> <p>A child's medical needs are addressed as required. A care plan will be devised in partnership with parents/carers and relevant Health Professionals. Medicines are administered in line with the 'Medication' section of our Health and Hygiene Policy and where necessary staff will receive relevant training.</p> <p>Where it is felt further support would benefit the child/family with parent/carer consent the SENCO will make a referral to the Central Bedfordshire Early Years Allocation Team requesting an Early Years Initial Assessment by one of the Early Years Support Team (EYST).</p> <p>As stated in the <a href="#">Special Educational Needs and Disabilities Code of Practice 2015</a>, in a very few exceptional cases where there are severe and complex needs an Education Health and Care Plan (EHCP) needs assessment request may be necessary.</p>

	<p>Where appropriate, to support families, we will sign-post parent/carers to outside agencies and support groups such as The Parent Partnership.</p> <p>At all times we will have regard for Safeguarding and protecting children in our care.</p>
<p><b>TYPES OF SUPPORT AVAILABLE</b></p>	<p>Support for children will vary according to their individual and/or medical needs and may include:</p> <ul style="list-style-type: none"> <li>➤ Participation in small group activities which address their particular needs e.g. Lift Off to Language groups or specific programmes as devised by Speech and Language Services or the Early Years Support Team (EYST).</li> <li>➤ Adapting routines and activities to meet individual needs, which may include providing a visual timetables or alternative communication systems e.g. photographs or picture references.</li> <li>➤ Visits from the Early Years Support Team (EYST) for advice and support.</li> <li>➤ Time incorporated into daily routines to work on outcomes specified in the child's SEND Support Plan either on a 1:1 or a small group.</li> <li>➤ Following advice given by other professionals, e.g. Physiotherapists and Occupational Therapist reports.</li> <li>➤ Risk assessments where applicable for individual children and particular activities, in conjunction with the SENCO.</li> </ul> <p>Busy Bees may be provided with additional funding at the Central Bedfordshire Early Years Allocation meeting following an Early Years Assessment. The funding will be used to support the child as appropriate and will enable staff to spend time applying strategies as recommended by professionals.</p> <p>We recognise that some children behave differently in different environments. It is our intention to work with parents/carers, informing them of any changes in their child's behaviour and our concerns as they occur. Equally we encourage parents/carers to discuss their concerns so that we can develop a consistent approach to supporting children's individual behavioural needs.</p>
<p><b>STAFF KNOWLEDGE AND TRAINING</b></p>	<p>Busy Bees staff have encountered a range of children with special educational needs, some with medical conditions and/or disabilities. In most cases the child's needs have been met through additional support and a differentiation of activities.</p> <p>Our SENCO has attended the Local Authority three day mandatory SEND training and further professional study days.</p> <p>Staff access training through Central Bedfordshire Academy Training and Development.</p> <p>Training completed by staff include:</p> <ul style="list-style-type: none"> <li>➤ Safeguarding</li> <li>➤ Paediatric First Aid</li> <li>➤ Epipen, in line with our insurance we are required to receive this training before the child joins the setting</li> <li>➤ We have two staff members who have completed Level 3 training in Speech, Language and communication.</li> </ul> <p>To support the individual needs of children with SEND Busy Bees will seek advice and relevant training.</p>
<p><b>AGENCIES AND SUPPORT NETWORKS</b></p>	<p>We liaise closely with outside agencies and welcome the support of external professionals to ensure we meet the needs of children with SEND. This support may include providing observations, reports, advice for staff and parents and where necessary attending professional meetings.</p>

	<p>Agencies who may be involved include:</p> <ul style="list-style-type: none"><li>➤ Local Authority Early Years SEND Advisory Teachers (Psychology and Advisory Support Service)</li><li>➤ Early Years Support Team (EYST)</li><li>➤ Speech and Language Therapy Service (SALT)</li><li>➤ Health Visitor</li><li>➤ Child Bereavement, Trauma and Emotional Wellbeing Service (CHUMS)</li><li>➤ Child Development Centre which may include support from:<ul style="list-style-type: none"><li>○ Physiotherapist</li><li>○ Speech and Language Therapist</li><li>○ The hearing Impaired Team</li><li>○ Visually Impaired Team</li><li>○ Occupational Therapist</li></ul></li></ul>
<p><b>FURTHER INFORMATION</b></p>	<p>For further information please contact us at: Busy Bees Pre-school, Temple Way, Flitwick, Bedfordshire MK45 1LU Email: <a href="mailto:contact@busybeespre-schoolflitwick.co.uk">contact@busybeespre-schoolflitwick.co.uk</a> Tel: 01525 719222</p>