

Downsbrook Out of School Club

'Our local Offer for children with Specific Educational Needs and Disabilities'

The purpose of a local offer is to enable parents and carers to see clearly what services are available for children with SEND in their area and how to access them. The following questions and answers forms our local offer and shows how we provide for children with special educational needs and disabilities.

1. How does Downsbrook Out of School Club know if children/young people need extra help and what should I do if I have any concerns that my child may have special educational needs or disabilities?

We are a fully inclusive setting and are committed to ensuring that all children receive the support they need to make the best possible progress.

When registering at the setting we encourage parents/carers to let us know if their child receives additional support when completing the registration form- for example speech and language therapy, or any concerns that they may have or that have been noticed or raised by a previous setting/carer. This information is then used to help us prepare for a child's admission.

We operate a key person system at Club for Reception children/ children with SEND. Their role is to spend time getting to know the children and parents/carers, developing trusting and sensitive relationships.

We have a SENCO (Special Educational Needs Coordinator) and 2 members of staff who are well experienced in varying SEND issues. We are a small team and meet regularly to discuss SEND issues. We work with other/ specialist agencies to support children with SEND, including school teachers/ SENCOs, educational psychologists and outreach workers.

If you have any concerns about your child's development you can ask for time to discuss this in private with the SENCO. If you have further concerns please speak to the manager.

2. How will Club staff support my child?

Each child is offered a play session before their start date to help settle them and develop a relationship with staff. The child will always be at the heart of all we do. We work with the parents and support the child together. We use a range of strategies and resources to meet individual children's needs, including visual timetables and communication books. If the SENCO has identified a possible individual need they will discuss the matter with you, and we will plan together ways to support your child's learning and development.

Our SENCO, with parent's permission, will liaise with other professionals/ school teacher to seek advice and support in identifying, planning and supporting individual needs of the child. Staff will work closely with the schools/ parents and try to implement the same strategies used to offer consistency.

Parents are offered the opportunity to share information about the child's interests, strengths and needs of the child at regular intervals so we can plan activities accordingly. Each child's needs will be individually met, for example some children may work with a particular member of staff in a small group or on a one-to-one basis.

All staff attend training to maintain and enhance their continuous professional development and the SENCO attends relevant training which enables them to support the staff team if any concerns are raised about a child.

3. How will the curriculum be matched to my child's needs?

Meeting the individual needs of all children lies at the heart of the Early Years Foundation Stage (EYFS) and Playwork principles. We ensure that we incorporate the play types for each child and provide a wide range of resources and opportunities both indoors and out.

There is a cycle of observation, assessment and responsive planning for all children. Planning is carried out taking into account children's interests and is appropriate for their stage of development. Planned activities are carefully differentiated so that your child can access them at an appropriate level.

4. How will you know how my child is doing and how will you help me to support my child's learning?

We operate an open door policy allowing parents to consult with staff at any time, about children's needs.

Within the setting there are communication systems in place, for example daily handovers/conversations with the parents when they collect/bring their child to club, newsletters, website, Facebook page and information boards. As a setting we can agree a comfortable form of communication with the parents including verbal, written or email.

The SENCO and key person will discuss with you how they are supporting your child's learning and development within the setting so you can do similar or complementary activities at home.

5. What support will there be for my child's overall well-being?

We consider ourselves to be inclusive, creating a safe, secure and happy environment that is suitable for all children to flourish. We provide a flexible approach to routine and environment which are based around the needs of the children. Open, transparent communication is encouraged from the start. Staff act as good role models for positive behaviour and a continual positive approach to behaviour management is maintained.

We concentrate on promoting the children's skills, building on what they can already do and creating challenges to build their confidence and self-esteem.

We acknowledge the importance of supporting children to learn to get on with others and to make friends, to understand and talk about their own feelings and those of others, to develop an understanding of 'right' and 'wrong' and the importance of making good choices, and to develop personal independence.

Personal care needs, such as changing wet/ dirty clothing are carried out sensitively, ensuring that the child's dignity and privacy are respected.

During the daily routine, visual time tables are used to support children in understanding routine. Children are supported to manage their own personal care and manage risks for themselves. Resources are stored on open and low level units to enable the children to independently access them. There are sensitive, warm interactions between adults and children.

Daily checks/ risk assessments are carried out to ensure all equipment and areas of play are clean and well maintained and Risk Assessments are regularly updated.

Individual risk assessments may be carried out in some cases to ensure we are fully aware of your child's needs and how to support them/ ensure they are safe.

There is always a trained first aider on site and all our staff have undertaken training on Child Protection.

We will ensure that medicines that need to be taken during setting hours are safely kept and properly administered. Should your child require long term medication a health care plan is drawn up and reviewed with yourselves on a regular basis.

We have an extensive range of policies and procedures in place. An information sheet with brief descriptions of core policies is displayed. Some of the policies include admissions, Safeguarding policy, SEN code of practice, Behaviour and Inclusion. A parent's folder which contains all of our policies and procedures can be found in the parent's area.

6. What specialist services and expertise are available at or accessed by Club?

All staff have access to child development/ Playwork training and have experience of working with children within the Club's age range.

Our SENCO attends regular meetings with the local authority and cascades relevant information to the staff team. If the child's needs are identified as a specific need then the team with the expertise in this area will take up the support for the child and the setting in meeting the child's needs.

The child / family can access a number of services available in the locality linked to the child's identified needs these would be primarily through the health care service. The setting has good links with local schools and the local children centre. Staff sign post parents to support available

7. What training are the staff supporting children with special educational needs and Disabilities, (SEND) having?

All staff attend Early Years Foundation Stage or Playwork training, and additional training recommended to us by outside agencies/or relevant to current individual needs. We welcome any professional into our setting who can advise and give additional support to the staff. Staff regularly attend training in Including all children, Promoting Positive behaviour, SENCO training and the SENCO regularly attends the SENCO network meetings.

In house or external training will be accessed to ensure the team are able to meet a specific medical need.

8. How will my child be included in activities outside of Club, including trips?

All children have the opportunity to participate in all of our activities. If a child has a specific requirement this would be discussed with the parents and procedures put in place to enable them to participate. Reasonable adjustments would be made where possible, for example the use of wheelchair or provision of an additional member of staff to support a child with additional needs. Risk assessments are carried out on all the activities we provide inside and outside of the Club.

During the holidays we plan day trips out. For these trips we may use our mini bus or use public transport. Parents are required to sign consent forms to enable their child to participate in visits and outings.

9. How accessible is the environment? (inside and out)

The Club is situated in a middle school. We have our own club room, and use of a hall and playground/ field. The layouts of the playroom, hall and playground/field are designed appropriately to be wheelchair accessible. The outdoor surface provides a safe, highly durable

We aim to be proactive in our practice of improving accessibility; We are committed to making reasonable adjustments for disabled children and adults.

10. How will the Club prepare and support my child to join the club or to transfer to a new setting or school?

We recognise that starting a setting can be both an exciting and anxious time for children and their parents/carers. With this in mind, we put in place a number of strategies to enable the child's transition to be as smooth as possible. We invite new children and families to attend play sessions before they start to support the child's settling in to club. These sessions allow the child time to play and become familiar with the environment and for parents and the key person to discuss routines and care plans.

Many club children take on the responsibility of being problem police and junior club leaders- part of their role is to help and look after new starters.

The SENCO will meet with you to gain as much information as possible from you and any other professional involved with your child before the child's start date, enabling us to ascertain the level of support needed.

If a child is receiving additional support, a meeting will be arranged with the school to discuss the best strategies to provide a smooth transition and discuss the support provided.

11. How are the resources allocated and matched to children's special educational needs?

All areas of the club are well-resourced and equipment is age appropriate.

The staff plan activities and equipment around the children's interests and developmental abilities to ensure all children's experiences are full of learning through a play based environment.

We have a delegated budget which is used to provide additional resources or to adapt existing resources. We have purchased a number of specialist resources to support children's learning. If your child has needs that require a very high level of adult support, we may seek financial assistance from the local authority, with the aim of providing additional staffing to help meet your child's needs.

Where a child needs or would benefit from specialist equipment to meet physical needs such as a frame to aid walking, advice will be sought from the relevant service such as occupational therapy or physiotherapy.

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

The key person/ manager will discuss this with the SENCO- both will work closely with the family and outside agencies to ensure your child is receiving all the additional support required.

Staff will make observational assessments and use knowledge of child development to ascertain whether your child will benefit from additional support. We will also liaise with schools/ teachers.

Extra support will be put in place if necessary with the aim of enabling the child to become independent within the environment.

On-going partnership working with parents by the setting and other professionals involved with the child/family will support the decision making process. The SENCO will advise on the process of applying for extra support. The inclusion funding process will identify the level of need based on the evidence submitted to the panel from the setting and other professionals

working with the child/family. Reports from health care professionals or others working with the child and family will be used to plan support within the setting.

13. How are parents involved at Club? How can I be involved?

We value and respect the contribution of the parent to the child's experiences. From the outset we ask you to help us to understand their interests, likes/dislikes and favourite toys/games/places.

This sharing of information will be on going throughout your time at the setting using surveys/questionnaires. We will send you regular newsletters/ emails outlining what activities, outings and events are planned. We encourage parents to come in as volunteers, to accompany us on outings or to join in/ teach activities.

We value the involvement of our parents within our setting, we encourage parents to review a policy each month and answer a question of the month.

14. Who can I contact for further information?

If you would like to know more about how we could support you, please contact the Club Manager on 01903 600577 or 07857735000, or via email afterschool@downsbrook.eu Our SENCO will also be more than happy to meet with you and answer any questions you may have.

Full information about the Club can be found on our website visit our website <http://www.littlerascalsnursery.co.uk/page5.aspx>

To access the Local Authority's Local Offer please go to: <https://westsussex.local-offer.org/>