

# SEN and Disability Local Offer

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Morecambe Day Nursery

POULTON NEIGHBOURHOOD CENTRE | CLARK STREET | MORECAMBE | LA4 5HT

## The Setting

Morecambe Day Nursery operates out of Poulton Neighbourhood Centre in Morecambe. We have exclusive use of a securely fenced outdoor area. The outdoor area has a safe play surface, and also incorporates a sensory garden. Morecambe Day Nursery is open 8:00 – 17:30, 51 weeks of the year (excluding bank holidays) and accommodates children aged 3 months to 5 years.

We have the capacity for 52 children per session, and a key person system is in operation in the setting. Morecambe Day Nursery does not specialise in meeting the needs of children with a particular type of SEND, however we will make any reasonable adjustment to ensure all children are able to come to Nursery to play and learn.

Helen Wylie, Morecambe Day Nursery Manager and SENDCO can be contacted on 01524 415223 or at [info@morecambedaynursery.co.uk](mailto:info@morecambedaynursery.co.uk) for further information or guidance. This, our Local Offer, is available to view on our website at [www.morecambedaynursery.co.uk/quality-childcare](http://www.morecambedaynursery.co.uk/quality-childcare).

## Accessibility and Inclusion

The car park is shared with families and workers from the Neighbourhood Centre. There is ample parking. The car park is accessible to the main building via ramps, the main door to Poulton Neighbourhood Centre is a pull door, however there is a buzzer/intercom to communicate with Reception should assistance to gain entry be required.

Morecambe Day Nursery is located on the ground floor of Poulton Neighbourhood Centre. Both indoor and outdoor areas are wheelchair accessible. There is a disabled toilet within the main nursery, and separate toilets for children and staff.

The rooms are open plan, however age ranges are separated with the use of gates. The furniture is freestanding and can be moved where necessary.

Policies and further information can be made available where necessary. We encourage families with EAL to work with us and the Neighbourhood Centre to get further support if needed.

## Identification and Early Intervention

We monitor the children's progress, learning and development through Early Years Foundation Stage tracking, by completing the 2-year progress check and termly WellComm screenings. This ensures that staff are aware of any children not meeting or exceeding their early learning targets. Should a child be falling behind their targets, certain steps will be taken to help that child. Steps include:

- Speak directly to the Parent/Carer and raise concerns.
- Seek permission from Parent/Carer to liaise with other professionals and dependant on perceived need we may complete a Request for Guidance. Other professionals include but are not limited to health visitors, speech and language therapists and the IDSS Inclusion team.
- Parents/Carers may be signposted to Speech and Language drop in sessions. Here the child's need will be assessed, and further help offered if necessary.

- Should a Request for Guidance be submitted, a CAF will be completed in partnership with the Parent/Carer, Targeted Learning Plans will be created, and the CAF will be submitted to the Early Years Panel where a decision will be made on what support can be offered.
- Through the report that the Inclusion Teacher creates for the Early Years Panel, a decision will be made regarding whether the child requires a visit from an Educational Psychologist and an Education, Health and Care Plan needs to be written.
- Throughout this process TAF (Team around the Family) and TAC (Team around the Child) meetings will be organised, and all relevant persons invited to attend.

Our SEND policy is available for parents/carers to view in the setting, which details further the graduated response system. We use provision mapping in the setting:

- Wave 1 – Identifies what the setting provides for all children
- Wave 2 – Is for children who require extra input for children in a specific, targeted area
- Wave 3 – For children that require a more specialised or intensive approach

## Teaching and Learning – Practitioners and Practice

Practitioners are sensitive to the individual needs of all children and activities are differentiated accordingly. The key person system enables good relationships to be built between the setting, the children and their families. On entry into the setting, baseline assessments are completed on the children to give us a starting point this enables us to plan future progression for each child. We use Tapestry, the online learning Journal for all our observations and tracking.

## Teaching and Learning – Provision and Resources

Reasonable adjustments are made to accommodate children with special educational needs and disabilities. Key persons are supported by the settings SENDCO and other staff. AIS funding is sometimes made available to children who are at Wave 3, however this cannot be guaranteed and is subject to decisions made by the Early Years Panel.

We liaise with other professionals to access extra support needed for the children, their families and the setting. Reasonable adjustments are made in the planning to ensure that all children can access the activities on offer.

## Reviews

Parents/Carers have access to the Tapestry Online Learning Journal. Tapestry allows parents/carers to comment on the progress their child is making, and they are also able to add observations of their own. Each child is assigned a key person, and parents are able and encouraged to speak to the key person regarding their child's progress and any concerns they may have.

We encourage parents to look at 'What to Expect When' which provides an overview of a child's development progress. This can then be discussed with the key worker if the parent/carers has any concerns.

## Transitions

### Settling In

We adapt our settling in procedures to suit each individual child. The general settling in procedure is as follows:

- Parent/Carer calls or emails the Nursery to arrange an initial visit to the setting with the child.
- Parent/Carer brings the child to the Nursery and is shown around by the Manager, Deputy Manager or a Director. Any questions or concerns regarding the Nursery or the child can be discussed at this visit. The Parent/Carer completes an application form which the Nursery keeps on file until the child's settling in session.
- A settling in session is arranged to take place. This is a 1-hour session, where the child is brought in and left. The Parent/Carer must complete the Registration Form during this time.
- The child then begins their sessions.

Should further settling in sessions be required, this can be discussed, however we are committed to ensuring the children in our care are happy, and should your child be struggling to settle you will be contacted. It can take children time to settle at Nursery, especially if it is their first time attending a setting, and although it can be difficult we encourage parents/carers to persevere in the first few weeks to establish a routine for the child and to ensure they have time to form friendships with other children in attendance.

If your child is moving from another setting to Morecambe Day Nursery, we would expect to have a transition meeting (where possible) with the current setting. If this is not possible, any information that can be provided regarding their previous experiences at Nursery and any professionals involved is helpful in ensuring they settle in well.

### Moving On

If your child leaves Morecambe Day Nursery, whether that be to go to school or move to another setting, we aim to ensure their transition is smooth. A transition meeting will be arranged (where possible) which will involve the sharing of knowledge and information with their new setting.

## Staff Training

Staff are generally qualified to Level 3 or may be working towards gaining a relevant qualification. All staff have a current DBS check. All staff are trained in Safeguarding and we have two Level 2 Safeguarding Officers; Helen Wylie (Manager) and Amanda Hall (Deputy Manager). The majority of the staff at Morecambe Day Nursery hold a current Paediatric First Aid and Food Hygiene certificate and we send staff on further training where necessary.