

## CARTWHEELS CHILDREN'S CENTRES

### Special Educational Needs - Policies and Procedures

Our Centres aim to have regard to the DFEE code of practice 2001 on special educational needs and also to the guidelines supplied to private and voluntary providers of pre-school education. We aim to provide welcome and appropriate learning opportunities for all children.

- P Children with special needs, like all other children, are admitted to the Centres after consultation between parents, playgroup supervisor and keyworker.
- P Children, irrespective of their special needs, are encouraged wherever possible and appropriate to participate in all the group's activities.
- P Our system of observation and record keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.
- P If a child is placed on the SEN register, staff will liaise closely with the SENCO on setting appropriate targets.
- P The emphasis of our SEN policy is on the early identification of any difficulties a child may have, and on offering an appropriate learning environment in which we provide a range of differentiated activities to meet individual need.
- P The needs and progress of children who have SEN are monitored by our group's special educational needs co-coordinator who has relevant training (SEN Code of Practice).
- P Our keyworker system ensures that each adult is especially responsible for, and close to, a small number of children, so each child receives plenty of adult time and attention.
- P We work closely with the parents of all children in the group to ensure that:
  - The group draws upon the knowledge and expertise of parents in planning provision for the child.
  - The child's progress and achievements are shared and discussed with the parents on a regular basis.
  - Parents know the identity of the groups special educational needs co-coordinator.
- P Parents are aware of the arrangements for the admission and

integration of children with SEN.

- P If it is felt that a child's needs cannot be met in the Centres without additional personnel and/or equipment funding will be sought to ensure that the provision is appropriate to the child's needs
- P We work in liaison with relevant professionals and agencies outside the group to meet children's specific needs
- P Our staff attend whenever possible in-service training on special Educational Needs arranged by the Pre-School Learning Alliance and other professional bodies
- P If parents/carers have any queries or concerns the SENCO will be happy to discuss these with you.
- P Information about your child's development will be treated in a sensitive and confidential manner and will only be passed on to other professionals with your written permission.