



Ladybird Butterfly Caterpillar Grasshopper Honeybee  
 Day-care Settings.

Earlybird  
 Breakfast Clubs

Seahorse Starfish Jellyfish Lionfish  
 After School Clubs.

Turtle  
 Easter & Summer Club

## **SEND Local Offer.**

### **Out of Borough Breakfast and Afterschool Clubs**

The Children and Families Act 2014 requires the Local Authority to have a single place of information, this is known as the '**SEND Local Offer**' the purpose is to enable Parents/Carer's to see clearly what services are available for children with SEND and how to access them. Parklanes Wykeham Childcare Ltd (**PWC**) has regard for the Special Educational Needs and Disabilities Code of Practice: 0 – 25 Years 2014.

The following informs you of how we provide the '**SEND Local Offer**' for children with Special Educational Needs and Disabilities.

### **Overview**

- Parklanes Wykeham Childcare Limited (**PWC**) is based at Parkhill Infants School and St Augustine's Primary School within the London borough of Redbridge. Both settings have free flow access to the outside area from the main hall. Both settings are fully accessible and offer a safe, welcoming and stimulating environment for all children to grow in confidence whilst enjoying themselves, enabling them to fulfill their full potential, whatever their needs may be.
- The outside area offers a range of stimulating activities for the children and inside, the hall is set up to cater for all areas. All children are given the opportunity to be included an opportunity to achieve.
- The hall is set up and arranged to accommodate all children and can be adapted for children with mobility difficulties. All activities are planned but subject to change to ensure everyone is included. A range of floor activities are set out and can be moved to suit. Risk assessments are completed at the beginning and end of each session to cater for individual needs.
- At **PWC** we recognise that some children with SEND may require extra support to access some of the activities provided and we are therefore committed to work alongside parents/carers to share information to support their child's development while they are at the Out of School club.
- **PWC** believe in early identification of difficulties so that we can work with the parents/carers to plan for the support needed with their development.
- Toilets and hand washing facilities are accessible and children are supported by a member of staff.
- The school's SENDco is available to give advice on any strategies they already have in place to accommodate children's needs within the Out of School Club, we do this with written consent from parents/carers.
- **PWC** work closely with the Foundation Stage teachers.
- **PWC** also have regard to Educational Health Care plan (EHC).
- Children are at the heart of everything we do and together we will work with you to support your child by listening to you as well as your child.

## **Safeguarding:**

- **PWC** have a statutory responsibility to the Safeguarding of the children and may at times have to work with various Safeguarding Agencies i.e. Early Intervention Team, Social Care & CAF Team.
- When a child has a recognised condition or ongoing medical needs, we will source the relevant information from parents/carers at the time of the child being registered. **PWC** adhere to the current guidelines for data protection and all paperwork is securely locked away for confidentiality.
- The settings owner and Senior Manager are both trained SENDco's and have the overall responsibility of SEND in the setting and they are responsible for ensuring that all legalisation is being met. Our role is to develop a trusting and sensitive relationship with parents and children to enable respectful sharing of information.
- The Owner (Beverley Nicholls) and Senior Manager (Teresa Patrick) SENDco – (The Special Educational Needs Coordinator) have the responsibility for the day-to-day management of the SEN procedures and have undertaken all relevant SEN training and continue to update their knowledge whenever training is available. We work closely with the school SENDco and have the advantage of LSA (Learning Support Assistants) who work within the school supporting the children and also work for PWC and we recognise that they have firsthand knowledge of the children with SEN.

## **Parent Information:**

- Once you have registered your child with us and before they start with us, you will be able to share information about your child's strengths, needs, likes and dislikes. Early intervention is paramount to support your child's learning and development and individual needs. This will also be a time to discuss with SENDco and Owner/Manager any concerns or requirements your child may have within their learning environment.
- Meet with the parents/carers and School SENDco. At the meeting the Owner/SENDco in consultation with parent will discuss the EHC (Education Care Plan) and agree the support required/needed.
- Liaise with any outside professionals in regard to their individual needs.
- Advice and support other practitioners/LSA's in the setting.
- Ensure all appropriate learning resources are in place to support their individual needs.
- Appropriate training is sourced for all staff prior to child starting.
- Ensure that all information is collected and recorded and is up to date.
- Owner/SENco will take the lead in monitoring and reviewing any action taken to support the child while the child is in the setting.
- And to ensure that all appropriate records are kept for all the children with SEND who require outside agencies support.

## **Our mission to you:**

- **PWC** will seek parents' advice at all times.
- **PWC** will have regular contact with parents/Carers and the school.
- **PWC** will attend planning and review meetings, when required.
- **PWC** offer a range of support and with parent consent we will work in partnership with the school and other professionals.
- We offer additional support and strategies which include:
  - ❖ Health Care Needs
  - ❖ Communication Needs
  - ❖ Visual timetables
  - ❖ Object of Reference
  - ❖ Makaton

### **Behaviour:**

Our SENDco attends regular SEN training and network/cluster meetings throughout the year. Planning of topics is adapted to suit individual needs and are subject to change.

### **Staff training:**

- All staff are expected to continually update their training.
- All SEN training is attended on a regularly basis.
- All training is fed back to staff at Staff meetings and supervision.
- Owner's & SENDco are trained in Makaton, Elklan, Speech and Language, First Aid, Safeguarding and the 5p Approach, Wellcomm, Attention and Listening Bucket, PEC's and Workstation.
- Owner Beverley Nicholls is **ELSA** and Mental Health Level 3.
- Owner Andrew Nicholls Mental Health 3.
- Teresa Patrick Mental Health Level 2 & Communication Champion.
- Our SENDco attend regular SEN training and network/cluster meetings throughout the year.

### **Accessibility to Out of School Club:**

- Accessible toilets are available within the Out of School Club areas.
- Daily risk assessments are completed to ensure health and safety is maintained at all times.
- Resources are placed at child level, and these are clearly labeled for self-selection.
- Resources are allocated on the needs of the child, for example, an additional adult may be sourced to support a child who has an additional need.

### **Medicines:**

- Our Managing Medicines guidelines enable us to administer on-going medication to your child and a Health Care Plan will enable us to cater for their personal needs as and when required.

### **First Aid:**

- All staff at **PWC** are First Aid trained, this also includes EPI Pen and Defibrillator, these are updated every three years.

### **Inclusion:**

- One to One support is provided for those children who may require it, this could be just to help them access activities. All activities are adapted according to children's level of development.
- Risk assessments are carried out before any outside activities take place. This is for the safety of all the children in our care and also to ensure accessibility for all. All activities are planned around children's Individual needs and abilities.

### **Transition:**

- An agreed transition into Club is pre-arranged with parents/carers and the school.

### **Supporting parents/carers:**

- We will work in partnership with you as parents and other professionals to meet your child's individual needs and this will be reviewing once every term.
- We work closely with parents as they know their child the best and that is why it is important that we listen when parents' express concerns about their child.
- All Interventions will be monitored by the SENDco, this will include support for play, interaction, social skills, Speech & Language.
- **PWC** will help and support all parents/carers and signpost them to any relevant services to help support them and their child, this could be: -
  - ❖ Links with children centre's
  - ❖ Makaton
  - ❖ Behaviour
  - ❖ Sleep clinic

### **Health Care Plans:**

- If your child has a Health Care Plan, then we will need to arrange for staff to attend training related to your child's needs before they start, and the parent and key person will agree a consistent approach to ensure continuity of care from home into the setting. Meetings with Health Care professionals will help transition into the setting ensuring all relevant documentation is shared.
- Times can be arranged for you and your child to visit before they start.
- Reports from health care professionals, such as health visitors, speech and language therapists, will identify your child's individual needs. We welcome parents and professionals sharing these reports in order to plan appropriately to meet those needs for further development. **PWC** will work with the school SENDco to ensure all children's needs are being met.

All Staff at Parklanes Wykeham Childcare have also received Safeguarding training and our Designated Safeguarding Officers are:

**Designated Safeguarding Lead Officer**

Beverley Nicholls (Owner)

**Deputy Designated Safeguarding Lead Officers**

Andrew Nicholls (Owner)

And

Teresa Patrick (Senior Manager & SENDco)

Our policies are reviewed on a regular basis and are updated regularly in line with legislation changes.

Parklanes Wykeham Childcare operates an 'Open Door Policy' and will always be happy to talk to you about your child and any worries or concerns you may have who will do their best to resolve any issues or worries you may have.

Information about our complaints procedures can be found in our Complaints policy which is available in our prospectus and on our website and a poster is displayed on the parent's notice board .