



SEN and Disability

Local Offer: Early Years Settings

Name of Setting: Munchkins Village Nursery



The Special Educational Needs and Disability (SEND) Reforms will place a statutory requirement on settings from September 2014 to make information available to parents about how the setting supports children with SEND. The information you make available will form the main basis of your setting's Local Offer.

| | | | | |
|---|---|------------|-------------------------------------|---------------------------------|
| Setting Name and Address | Munchkins Village Nursery | | Telephone Number | 01704 807 202 |
| | 31 Junction Lane Burscough | | Website Address | www.munchkinsvillage.com |
| Does the settings specialise in meeting the needs of children with a particular type of SEN? | No | Yes | If yes, please give details: | |
| | | * | | |
| What age range of pupils does the setting cater for? | 0-4 years and holiday club 4-8 years | | | |
| Name and contact details of your setting SENCO | Joanne Duff | | 01704 807 202 | |

We want to ensure that we keep your information up-to-date. To help us to do this, please provide the name and contact details of the person/role responsible for maintaining details of the Local Offer for your setting (this may be the SENCO, manager/supervisor or owner of the setting).

| | | | |
|---------------------------------|--|--------------|-------------------------------------|
| Name of Person/Job Title | Joanne Duff Nursery Manager | | |
| Contact telephone number | 01704807 202 | Email | munchkinsvillage@hotmail.com |

Promoting Good Practice and Successes

The Local Offer will give your setting the opportunity to showcase any good practice you have around supporting children with Special Educational Needs/Disabilities to achieve their full potential. If you have any examples of good practice or success stories, we would encourage you to include these on your Local Offer web pages. For reasons of confidentiality, please ensure you do not use any personally identifiable information when using case studies to illustrate your setting's experiences of supporting children with SEND.

I confirm that our Local Offer has now been published on the setting website.

| | | | |
|--|---------------------------------|-------------|--|
| Please give the URL for the direct link to your Local Offer | www.munchkinsvillage.com | | |
| Name | | Date | |

Please return the completed form by email to:

IDSS.SENDReforms@lancashire.gov.uk

| The Setting |
|--|
| <ul style="list-style-type: none"> What type of setting is it? What age group does the setting cater for – 0-4, 2-4 0-4 and before/after school clubs etc? How many children are you registered to take in which age groups? How are the age groups organised? Who are the key staff? (room leaders, manager/supervisor, SENCO, person with responsibility for behaviour, PICO, ENCO etc.) |
| <p>What the setting provides</p> <ul style="list-style-type: none"> Munchkins Village Nursery is a private nursery and is situated just off the A59 in Burscough. The building is based on two floors with a large secure outdoor play area which is separated into two sections; the under twos have their own access to the garden. The under two children are based on the first floor, whilst the 2-4 year olds are on the ground floor with access to the outdoor play area in a free flow system. <p>Access to the building is via the front entrance for the 2-4 year children which is also wheelchair accessible.</p> <ul style="list-style-type: none"> The under two entrance is situated on the side of the building with a ramp for easy access for both wheelchairs and prams for parents, parents gain access to the building via a secure intercom system. |

- We are able to accommodate 19 under twos and 56 over twos.
- We have the following key staff:
- **Claire Ainscough:** Nursery Owner.
- **Joanne Duff:** Nursery manager safeguarding officer, SENCO and behaviour co-ordinator and EYPS.
- **Gezz Finch:** Deputy Nursery Manager, Second Safeguarding Officer, SENCO and Behaviour co-ordinator.
- **Allan Maxwell:** Early Years Teacher Status.
- **Charlotte Stretch:** Toddler Room Supervisor.
- **Joely Cunningham:** Baby room leader.
- **Gemma Andrews:** Baby room supervisor.

Accessibility and Inclusion

- How accessible is the setting environment?
Is the building fully wheelchair accessible? Do you have accessible parking spaces? Have there been improvements in the auditory and visual environment? Are there accessible changing/toilet facilities? How do you improve access to the setting?
- How accessible is your information - including displays, policies and procedures etc.
Do you have information available in different font sizes, audio information, Braille, other languages etc. How does the setting communicate with parents and families whose first language is not English? How is information made accessible to parents and families with additional needs?
- How accessible is the provision?
How is the room organised, how can it be changed to meet the needs of children with SEND? How do you make use of resources such as symbols, pictures and sign graphics to support children's access to resources? Do you have furniture such as height adjustable tables or alternative ways of presenting activities so that children can access them?

What the setting provides

- The accessibility to Munchkins Village Nursery is excellent. The nursery is on two floors, the under two children are based on the first floor, whilst the 2-4 year olds are on the ground floor due to accessing the outdoor play area in a free flow system.
- Access to the building is via the front entrance for the 2-4 year children which is also wheelchair accessible. The under two entrance is situated on the side of the building with a ramp for easy access for both wheelchairs and prams for parents, parents gain access to the building via a secure intercom system which can be operated from the inside the building by a member of staff from upstairs.
- We have a large clearly marked car park with plenty of room for parents to park whilst dropping off or collecting their child, even at the busiest times.
- On the ground floor we have three separate bathrooms for the children. Two sets of bathrooms are accessible for children who need additional support via staff members. We also have a nappy changing room with a disabled toilet within the room.

- Munchkins Village Nursery have parent display boards that have copies of some policy and procedures, menus, staff pictures and lots of other information for parents to read.
- We have a Safeguarding and SENCO board with all information for parents on both floors.
- When parents start their child at Munchkins Village Nursery we send all parents an email containing our Policy and Procedures, if parents don't have an email address then we will give the parents a hard copy of our policy and procedures.
- Parents will be able to see their child's work displayed around the nursery and all levels as we believe that it is important for children to be able to touch their work and to be able to proudly show off their work to their parents/carers at any time.
- We have a variety of areas for different activities and these are at different levels.
- We pride ourselves on our ability to accommodate the needs of our children and parents. We would invite parents to discuss their requirements and how we can fulfil their needs.
- All areas are well resourced; equipment and toys are child height and clearly labelled.

Identification and Early Intervention

- How does the setting know if a child needs extra help and what should a parent do if they think their child may have special educational needs?
How do you identify children with special educational needs? (Refer to how you monitor children's progress - including the 2-3 year check)
How can a parent raise any concerns they may have?
How do you access additional advice and support? (Make reference to the setting's SEN/Inclusion policy and how this identifies the graduated response the setting follows).
- How are decisions made about how to support a child?
How do you determine and plan for additional support from within the setting? Describe the decision making process. Who will make the decision and on what basis? Who else will be involved? How will a parent/parents be involved?

What the setting provides

- Parents are able to approach staff / key person at any time if they have any concerns about their child or child's development.
- On starting the setting every child is given a key person and their parents are informed of their name and their role as key person.
- Parents are also made aware who the safeguarding and SEND officers are in the setting, this information can also be found on the nursery notice board on both the first floor and ground floor level.
- Staff monitor the children's progress by doing weekly observations, planning and termly tracking. The manager / SEND also puts the children's data on a spread sheet to identify children who may need additional help.
- Staff are fully confident in completing children's 2 year checks.
- If a staff member has concerns about a child's development, they seek support from the nursery SEND officer. The SEND officer will undertake observations and look through the child's tracker sheet to what age band the child is falling in.
- Once a child is identified as needing extra support the SEND will follow the nursery additional needs policy and speak to the parents, plans will be drawn up and parents involved at all times, if progress is not being made, the SEND will speak to the parents about the next steps to take.
- Once this has been discussed and agreed with the parents the SEND will fill out a 'Request for guidance' form with the child's parent.
- A Key person will continue with the child's play plan and will await for the Inclusion teacher to become involved. Further assessment will then be done and other professionals involved if needed for example, speech and Language therapist, physiotherapists etc.
- Parents will always be involved at all stages.

Teaching and Learning Part 1 – Practitioners and Practice

- How is teaching and learning developed in nursery?
Provide a brief overview of the context of the EYFS and the requirements within it – SEN requirements within the EYFS. Organisation of the setting – areas of provision, enhancements to areas of provision etc.
How is children's progress and development monitored? (Baseline assessments?, termly reviews?, parent & key person conferences?, 2-3 year development check)
What is the role of the key person for all children.
What are the setting's approaches to differentiation generally and for children with SEND?
- How will the early years setting's provision and staff practice support a child?

What is the role of the key person where children have additional needs/SEND and senior staff i.e. room leader, the role of the SENCO?

What is the setting's provision map and how is it used to support children learning and development? The use of TLPs to support children at Wave 2/3 of the provision map.

How will you match provision to the learning and development needs of a child with SEND?

- How will you help parents to support learning?

How do you explain to a parent(s) how learning is planned and how can parent(s) help support this outside of the setting? Which staff have a role in this and what is that role? i.e. PICO, SENCO, Key person?

Do you offer any parent training or learning events?

How do you find out about events provided by others and how do you let parents know about them?

- How is a child able to express their views?

How are children encouraged to express their views?

What resources or activities do you use that allow children to express their views?

What do you ask children for their views about?

How are children involved in the planning of their own learning and in reviewing their progress?

What the setting provides

- At Munchkins Nursery the teaching and Learning is developed through the children's individual planning, observations and assessments.
- The nursery has all the areas of provision is available for children to access and enhancements are provided to develop the child's/ Children's development and learning on a daily basis.
- Children's progress and development is monitored by their key person on a monthly basis and by the nursery manager, the toddler room will also complete the 2 year development checks and will involve the parents at all time on their child's development.
- Each child will be allocated with a key person before starting the nursery. It is usually decided on who the child bonds with on their settling in sessions.
- The role of the key person is to assist the child with settling into the setting and to closely monitor the child's progress and Learning. The key person will be a point of contact between home and the nursery and to build relationships with the child and parents.
- All parents are given a letter explaining the role of the key person and who the child's key person is.
- For children with additional needs the Key person, room supervisor and SEND co-ordinator will have regular meetings and will communicate and support one another with activities, plans etc.
- We have some children in the setting who are on a wave 2 and wave 3 on the provision mapping and the staff/key person will tailor individual learning plans to meet children needs and ensure that extra resource enhancements are available to help them progress to the next level.
- We provide parents with home link sheets to enable them to continue with their child's interest and for them to participate with feedback on what activities are beneficial to them at home as well as the nursery.
- We also offer activity sheets for parents to take home and to take part in with their child.
- Parents are made aware of planning and how staff plan for their child. Parents can view their child's planning on the planning boards that are based in their child room. Planning remain in confidence as only children's initials are placed on the planning sheets. Individual planning and targets can be view and these are kept in a separate individual file.
- If there are events that can be accessed by parents and their child the key person or manager will email the parents informing of the events that would benefit their child. We also give leaflets, newsletters and flyers to parents of upcoming events in the community.
- Children are able to express their views during circle time, and through activities with their key person.
- Staff will involve the children in their planning during circle time and through observations, especially photographs as children are able to recall the activities and are able to give their views.

Teaching and Learning Part 2 - Provision & Resources

- How are the setting's resources used to support practitioners to meet children's special educational needs?
How does the setting determine what resources are available to support them in meeting the needs of children with special educational needs and disabilities?
How is the setting's funding allocated? If resources are required how are they sourced and purchased?
If additional staffing is provided, how is this organised?
How do you work with other professionals e.g. making key staff available to meet with/spend time with other professionals visiting the child? Provision Mapping
- What specialist services and expertise are available at or accessed by the setting?
Are there specialist staff working at the setting and what are their qualifications?
What other services does the setting access including education, health, therapy and social care

services?

- How is a child included in activities outside the setting including trips?

What adjustment will you make to ensure a child is able to access the activities of the setting and how will you assist him or her to do so?

How do you involve parents/carers in planning activities and trips?

What the setting provides

- The staff at the setting are very experienced and use all resource available to them to meet the needs of individual children.
- If resources or additional staffing is need to support the development of individual children with additional needs, the nursery will make enquires and see where funding is available to purchase the required resources and staffing, the nursery will also use the additional needs funding money that the nursery receives from the nursery grants.
- Staff have excellent relationships with working with other professionals.
- We have experienced and trained staff in the following areas.
 - Peg feeding
 - Micky Button feeding
 - Febrile convulsions
 - Oxygen – changing, weaning off etc.
 - Epi Pen training
- All activities in the setting are adjusted and tailored to meet every child's individual need so every child is inclusive.

Reviews

- How do parents know how their child is doing?
 - In addition to the normal reporting arrangements what opportunities are there be for parents to discuss their child's progress with the staff?
 - How does the setting know how well a child is doing?
 - How will parents know what progress their child should be making?
 - What opportunities are there for regular contact about things that have happened at in the setting e.g. a home nursery book
- How will parents be involved in discussions about and planning for a child's education?
 - How and when will parents be involved in planning a child's education?
 - How are parents/carers involved in the setting more widely?

What the setting provides

- Parents are provided on a daily basis verbally or through their individual daily diaries about their child's progress and information about what they have achieved through the day.
- Parents are able to look through their child's file as and when they wish to see what their child has been doing and their child's key person is available for parents to speak about their development.
- Staff at Munchkins track every children's progress through observations and planning to ensure that they are developing in their learning and development. The management team also collect data from the each child's
- Home link sheets are given to parents with activities that their child is interested in.
- We hold a parents evening every year where parents are able to discuss their child's Learning and development. During this meeting parents are informed of the age band that their child is working at and parents are explained by the key person about what the key person has in place to support the child to the next level and what parents can do at home to support their child.
- On the observation sheets there is a comment box where parents can add their own information and put down their views or ideas following the observation; enabling them to have an input on their child's development.

Transitions

- How does the setting prepare and support a child to join the setting, transfer to a new setting or the next stage of education and life to ensure his/her well-being?
What preparation is there for the setting, parents and the child before he/she joins the setting?
How will a child be prepared to move onto the next stage?
What information will be provided to a new setting?
How will a new setting be supported to prepare for a child? (Use of access action plans when children have known needs that may require more significant planning)

What the setting provides

- New children and parents joining the setting are given an 'all about me booklet', before their first settling in session, as this gives the staff in the room an idea of the child's interests and they are able to have toys set out of the child's interest. Settling in sessions are booked in with the parent. The first visit is with the parent and they will complete a questionnaire of the child's likes, interests and other information e.g. sleep patterns then further sessions will be arranged between the parents and key person.
- If the child has been to a previous setting we will ask the parent for the child's learning journey to enable their key person to see where their Learning and development is at.
- If children have additional needs e.g. Peg feeding we will contact the community nursery with the parents' permission to arrange training of staff before the child starts the setting.
- If children require additional support or equipment the SEND will contact the relevant professionals in advance in order to get support and training of using the equipment before the child is due to start.
- For children transferring to a new setting, their key person will make contact with the nursery or school setting for their new key person / teacher to come and visit the child. The child's key person will complete a transition report that will be given to the child's parents alongside their Learning journey to give to their new setting.
- For Children who have additional needs, copies of 'Play plans', target reviews etc. will be given to the parents for them to give to the new setting so their new key person will have an understanding of where their child is up to.

Staff Training

- What training have the staff supporting children with SEND, had or are expected to have?
What number of staff hold what level of qualification?
How many staff are in training to move up to next level?
What level are the manager, SENCO, room leaders trained to?
Do you have any/how many staff with EYPS?
What experience does the staff team have of children with SEND? This should include recent and future planned training and disability awareness. In house and external training and 'on the job' experience including input from external professionals that has resulted in staff being 'skilled up' in particular areas.
Are there any staff (e.g. within chains of nurseries) that are available to support you? What qualifications/experience do they have?
Do any staff have any specialist qualifications?
Is the setting recognised/accredited as, for example, an 'I Can' nursery or does the setting have other quality assurance recognition related to SEND?

What the setting provides

The Nursery Manager has been trained in SEND for over 6 years and the Deputy Manager is the deputy SEND.

Within the setting the staff team have the following qualifications:

- The Manager is trained to BA Hons Level 6, advance baby practitioner, EYPS, NVQ Level 3 Speech and Language and undertaking NVQ Level 3 SENCO.
- One staff member holds an EYTS (Early Years Teacher Status)
- 3 staff members are trained to a degree BA Hons Level 6
- The deputy manager has a Level 3 and is completing her NVQ Level 3 in Speech and Language.
- One member of staff is a Level 4.
- 7 staff are trained to a level 3.
- Two members of staff trained to Level 2, and one is undertaking training for her Level 3.
- We have one apprentice training Level 2
- Four members staff are trained in Micky button feeding and 11 staff trained in using Epi pen.
- We have a member of staff trained in helping and assisting children on oxygen and children who suffer with febrile convulsions.

Further Information

- Who can be contacted for further information?
Who should a parent contact to discuss something about their child?
Who else has a role in the education of each child?
Who can parents talk to if they are unhappy?
Does the setting have an open door policy?
What opportunities exist for discussions at drop off/pick up times?
Can appointments be made to see specific staff at specific times?
How can contact be made with specific staff (eg: Phone, text, email, notes, home-nursery diary etc)

What the setting provides

- Here at Munchkins we have an open door policy, Staff are also available to speak to parents when dropping and collecting their child from nursery.
- If parents wish to speak to their child's key person we will do our best to make arrangements for that day for the key person to be available to have a discussion with the parents.
- Parents are informed on starting the setting that they can call, email or write messages in their child's daily diary to pass messages onto their child's key person.
- Parents are given copies of the settings policy and procedures when starting the setting. Parents are informed of who the management team are and who they can talk to if they are unhappy, have concerns or complaints.
- For further information please call Joanne Duff (Nursery Manager) or Gezz Finch On 01704 807 202.