



## Special Educational Needs and Disabilities (SEND) Policy

At Toddington Childcare & Forest School, we believe that all children have equal rights to education and each individual child has the opportunity to achieve their best outcomes. We understand that all children need to have access to a broad, varied, balanced, relevant and stimulating curriculum. It is important for our staff to build positive and trusting relationships with parents and carers from the start, so we are able to develop strong partnerships and are able to work collaboratively to support the individual needs of all children.

Play is an essential part of every child's life - "It is essential for physical, emotional and spiritual growth; intellectual and educational development; and acquiring social and behavioural skills". (The Charter for Children's Play). Children within the setting are offered opportunities to play that stimulate and stretch each child's learning. Where relevant, reasonable adjustments are made to enable all children within the setting to access the full curriculum.

Children with SEND may experience greater restrictions in their lives than their peers. Therefore, within the setting we will do our utmost to ensure that all children receive relevant support needed. We work in partnership with parents and other outside agencies and professionals such as our Local Authority Early Years SEND Advisory Team and Inclusion Professionals, Speech and Language Therapists and our Local Authority Health Team to bring together expertise to support our children.

We operate a welcoming environment in which parents of children with SEND are encouraged to have regular meetings with the setting SENDCo to update and share information and any worries or concerns they may have. The child will have an individual EY SEND Plan which is based around the needs of the child and will

have short-term outcomes to work towards with the support of the SENDCo and their own Key Person.

In cases where Stage 2 SEND Support and Enhanced and Targeted support have been identified and it has been advised that one-to-one support is needed, funding will be sought to employ an additional member of support staff to provide this.

At Toddington Childcare and Forest School, we have two qualified SENDCo's. These are the Setting Manager Rachel Turner who holds a SENDCo Level 4 Award and Marisa Perrini who holds a Level 3 SENDCo Qualification.

The Setting Manager has ultimate responsibility for all children within the setting, however, the Key Person is able to devote more time to each child he/she has responsibility for.

### **Objectives -**

To ensure equal entitlement for all children we will:

- Ensure equal opportunities at all times, making reasonable adjustments for children with SEND so they are able to access a varied, broad and inclusive curriculum of play and learning experiences with their peers to reach their full potential and achieve their best outcomes.
- Value the importance of recording and sharing information with appropriate staff.
- Liaise with other professionals involved using the graduated approach of 'assess, plan, do, review' to support decisions.
- Monitor the child's progress through regular observation and evaluate accordingly.
- Ensure staff receive regular training to help them support children with SEND.
- Work in partnership with parents and work collaboratively with other professionals.
- We will work collaboratively with parents and other professionals to ensure smooth transitions to new rooms or schools, liaising with schools and

arranging visits beforehand with children to help them settle into new environments and meeting new staff.

- Maintain confidentiality and respect each family and situation.
- Review and update the SEND Policy regularly in line with current advice, guidance and Legislation. This Policy has regard for the SEND Code of Practice 0 to 25 years (2015) and the Equality Act (2010).

### **Parental involvement -**

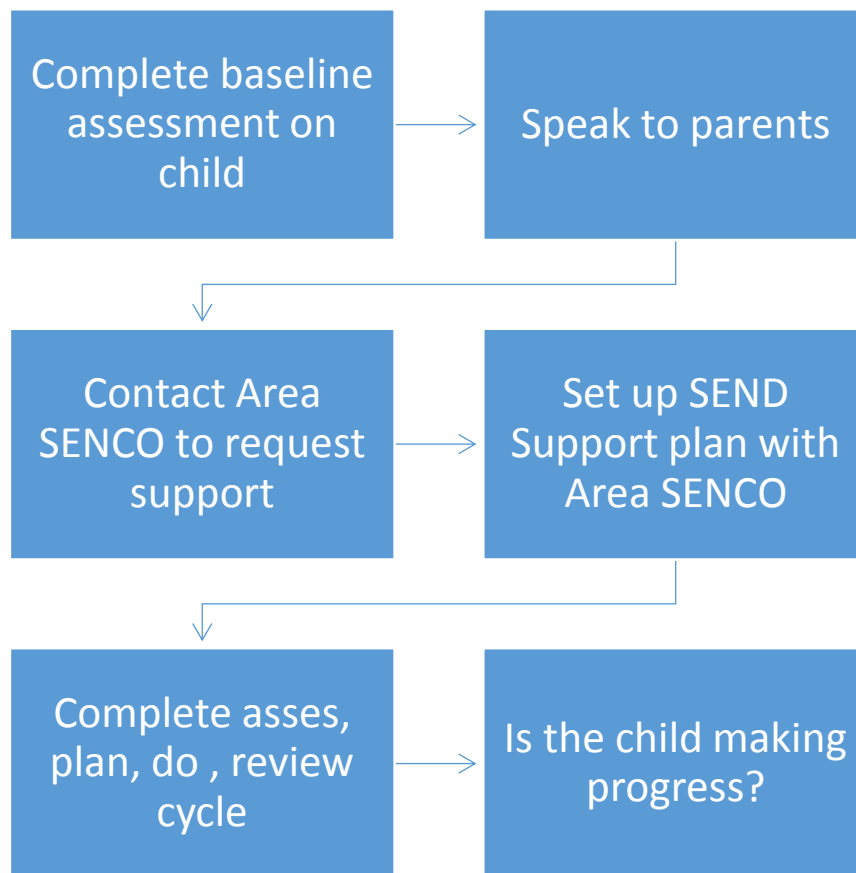
We will:

- Recognise the importance of information shared to us about the child from the parent.
- Ensure that staff work in partnership with parents giving due regard to the SEND Code of Practice 0-25 years 2015.
- Ensure that there is regular feedback between staff, the setting SENDCo and parents, providing information and working towards the best outcomes for the child.
- Ensure that there are regular updates of the child's SEND Plan incorporating advice given by professionals involved with the child's care and development. These will be at least once half-termly.
- Make parents aware of the Local Offer provided by Toddington Childcare and Forest School, available on our website; and the SEND Local Offer provided by the Local Authority (Central Bedfordshire Council).

If any staff member has concerns about a child, it must be reported immediately to either the Setting Manager who is also the Lead SENDCo and Designated Safeguarding Lead and/or our SENDCo and DDSL Marisa Perrini, in order for the appropriate pathways to be followed. In the first instance this will be a discussion with the child's parents. Once a child has been placed on a EY SEND Plan with the parents' agreement, and consent is given to share with other professionals and outside agencies, a referral to the Early Years SEND Advisory Team may be made to obtain advice and guidance on appropriate action to be taken.

No agencies, without the parents' permission will be contacted to discuss a child. We do however, have communications with other professionals regarding SEND to gain further information.

The EY SEND Support Process is shown below;



No-submit a referral to 'E & T pathway of support.

Yes- continue to support child's development.

Our Setting Manager/Lead SENDCo works closely with Room Leads to ensure curriculum planning is inclusive to ensure that children with SEND have full access to all play and learning activities and experiences, making reasonable adjustments where needed.

This policy was accepted at a Committee Meeting of Toddington Childcare & Forest School held in April 2026.

Signed on behalf of Toddington Childcare & Forest School

Sarah Malcolm

Chair to the committee of Toddington Childcare & Forest School