

# The Local Offer

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Name of person to contact: Joanna Neill

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*My child has SEND. I would like to look around. What do I need to do?*

Please give me a call or e-mail and we can set up a convenient time for you to visit.

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*How will my child and I be made to feel welcome and how will you get ready for my child coming?*

When you first visit my setting I will show you and your child around my home and chat about the needs of your child. I will provide information about the care, and show you all relevant documents, policies etc. If you decide to use my provision, we can organise settling in visits, and I will ask you to fill in a form giving details of your child's likes and dislikes. I will also ask you to fill in all paperwork required by Ofsted,.

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*How accessible are your premises?*

My premises are accessed through the front door which has a small step. Pushchairs can be brought in this way. In the lounge there is a space for playing and a dining area which leads out to a fully enclosed garden.

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*How will you keep my child safe?*

To safeguard the children in my care, I have detailed policies covering such areas as child protection, anti-bullying, confidentiality and behaviour management. I keep a medical file which covers the administering of medication, accident and incident records and I also take into account food allergies and diets.

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*How will you communicate with me what my child has done, enjoyed and learnt?*

I keep parents informed of our activities and their children's progress through a number of methods. I can provide a notebook that passes between home and the setting which can be used by both myself and the parent to detail the child's daily routine, any comments etc. I also use the "Tapestry" application to create a learning journey for your child- this can be accessed on your devices anytime with a password which is unique to each child. When your child reaches the age of two, I will complete a progress check to ensure that all milestones are met. And I am always happy to have an informal chat face-to-face or via the phone to discuss issues or concerns.

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*How do you work with other professionals?*

I am happy to liaise with other professionals involved in the care of your child.

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*What training have you/your staff had in SEND?*

I have recently attended paediatric first aid training which included use of the epi pen.

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*How will you adapt play opportunities for my child?*

I always observe the children closely before planning for their learning, based on their individual interests and needs. Over the years I have built up a large range of resources to encourage all areas of learning and development from birth to school age. I use the outdoor area as much as possible and regularly take the children to toddler groups, music sessions and local parks.

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*How will you get ready for my child going to his/her new school?*

At times of transition I will obtain as much information as possible from the parent to ensure a good outcome for the child. I will share learning journeys and medical information with parental permission.

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*How will you and I know how my child is doing and how will you help me to support my child's learning?*

When your child first enters my setting I will perform an initial observation which gives me the starting points. I can then plan to encourage development, taking into account the child's interests and individual needs. I provide newsletters to keep you informed and update the learning journeys on a regular basis. I

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