

# The Local Offer

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

Please contact me by phone or email to arrange a visit and to have a brief discussion about what you as a family require – days of the week, hours, any special requirements. It is quieter in the evenings and at weekends to look around, but you may want to see me working with other children. When the phone conversation takes place you will be asked to make a note of any questions that you would like to ask me at our first meeting, so that you can gain as much information from your visit as possible. On your first visit you may prefer to come alone or with your child; you may want to visit with a partner, relative or friend. I am a childminder with an 'Outstanding' OFSTED grade and over 20 years of experience working with children. You will have the opportunity to meet my daughter who is registered as my assistant. I have a Welcome booklet with information about my setting, daily routine, policies and procedures which you may like to see either before your visit or take away to look at, I can also email this to you. It is important you read this to see how I work in my setting and promote strong links with parents.

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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?*

I welcome your whole family to my setting and strive to ensure that your individual needs are catered for. I regard each child as an individual and focus on their strengths and interests, I value all that you tell me about your child and ensure confidentiality at all times. I will discuss and record your child's individual needs, interests, favourite toys, games, books, songs, favourite food and drink, special diets, routines, family and pets. I will talk about anything your child dislikes or may fear. This knowledge helps me to prepare for your child's first days by creating an environment full of familiar and comforting things. I ask you to bring items from home; a favourite toy, book and photographs which gives reassurance of home. Children are welcome to bring a favourite toy and comforter. I will talk to you about your child's specific medical needs where appropriate and listen to any concerns you may have. I will seek additional knowledge and training if necessary to be able to care for your child's needs. Once you have decided to use my Childcare service, I will offer flexible settling in periods when your child will meet the other children I care for, these visits will allow you and your child to become familiar with the setting and will continue until you and your child are happy, confident and comfortable with me. Working with a childminding assistant means that during settling in periods I am able to give one to one attention to your child. Home visits are also offered, these allow me to see your family in your home environment giving me a greater understanding of what the child and family needs, and for you to get to know me. I have a folder with lots of photos showing what the children and I do in our setting which you may like to borrow to share with your child.

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## *How accessible are your premises?*

I provide childcare in my 4 bedroomed semi-detached home and although the house is all on one level, there are steps out onto the patio and grassed area in the back garden. I do practice free flow play between indoors and outdoors and this could be challenging specifically to wheelchair users, but could be overcome with ramps. The garden is fully enclosed. I have a gravel drive that can accommodate three cars, which can be used if getting in and out of a vehicle is difficult. There is a concrete path from the drive to the front door. I have a downstairs toilet that is used by all of the children, and contains hand washing facilities, and a step and training toilet seat. I have a dedicated playroom for my childcare where a large selection of toys are at low level so they can be accessed independently by the children in my care, and furniture at different heights. Children play in the playroom or sitting room and outdoors on the lawn and patio; we also spend time outdoors and in the community. We walk down to the school bus stop most days and regularly visit the mobile library van. Small children sleep in a travel cot upstairs and I have another sitting room that can be used for quiet times for older children. The kitchen area is used for cooking and food preparation; also cooking and craft activities with the children. It is also used for eating snacks and meals, with age and stage appropriate seating. If specialist equipment is required that I do not already possess I will work with you to source this, including borrowing yours, hiring or borrowing from the Toy Library or from specialist support organisations.

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## *How will you keep my child safe?*

My childcare setting is OFSTED registered and I was graded Outstanding at my last inspection. I am responsible for the safety and security of your child while in my care as part of my OFSTED registration. My priority is keeping your child safe, physically and emotionally and to help build your child's confidence and self-esteem. I have recently undertaken courses on Risk Assessment in Childcare, Child Protection Safeguarding Children, and Behaving Positively and Having Fun. I have a wide range of policies for Safeguarding children; including Safeguarding, Child Protection, Medication, Sickness and Illness, Health and Safety, Equal Opportunities, Behaviour management, Mobile phones and cameras, and Internet use, Transporting Children and Large Play

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Equipment, which I follow to enable me to safeguard your child. A Behaviour policy is in place for children to manage their feelings and behaviour in line with their individual development. Challenging behaviour is considered in partnership with parents and other professionals, steps can be put in place to help us all with behaviour according to child's individual needs. We have simple house rules written with the children, which we share with new families and children. Positive behaviour is praised. A Safeguarding policy is in place to protect the children, DBS (Disclosure and barring service) checks have been completed for all people who live and work in my setting. Risk assessments are completed for my home and garden daily and updated regularly and when a new child joins us to ensure the safety of all within the setting. These risk assessments also cover when we leave the setting, for example park visits, day trips and using the car. Risk assessments will also be carried out on the setting prior to a child with SEND starting; this is to ensure their safety and wellbeing. We safety check resources and equipment daily and carry out regular evacuation drills with the children. Dietary requirements and allergies are taken into account and discussed prior to a child starting at my setting. Action plans can be put in place if need be and specialist equipment can be sort to assist with your child being fed or to help them feed independently. Medication is stored securely. If medication is required parents/carers must give written permission, these forms will state times, dates and medication type to be given, and these will be checked by parents and signed for to ensure that everyone understands what medication has been administered. Accident, incident and pre-existing injuries book is used to record any accidents your child may have and incidents they are involved in, or any pre-existing injuries they arrive at my setting with. Information from these forms is used to risk assess how the accidents or incidents may be prevented in the future, these are shared with parents. My daughter and myself have current Paediatric First Aid certificates which we renew every three years, and we independently refresh our knowledge at least three times a year. I have attended a variety of courses and training to enable me to keep your child safe, including Safeguarding, Child Protection, Food Hygiene, Risk Assessment.

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

I believe communication between Childminder and Parent should be two way and I encourage you to talk about your child's experiences at home so we can build upon them and extend their learning and development. I make time to give you feedback on a daily basis, and share your child's day with you. I will celebrate achievements, however small and will always tell you about special milestones or exciting things we have done. Sometimes this can be difficult with your child present so I can speak to you on the phone or meet at a mutually convenient time to discuss any issues, or for an informal chat. I also communicate with parent via text and emails. Regular meetings can be set up for you to discuss your child's care and their needs. Your child will have their own Continuity of Care Book. In here I will write down what meals they have had and a brief description of what they have done that day. Parents/carers and other professionals that regularly see the child are encouraged to add to the book on the child's day off, this gives us all an insight into what your child has been doing elsewhere, and also allows me to plan effectively for your child. I compile a Learning Journey for each child; this is full of photos, works of art and observations of what your child has been doing and this is linked back to the Early Years Foundation Stage showing that I follow the curriculum. It is sent home termly for you to share with your child but I am also happy to share it with you at any time. There are areas within the Learning Journey for Parents to add information about their child's learning and development at home. I display photos of the children and what we get up to, and works of art on the walls in my playroom which helps all children to feel included and can be viewed at any time.

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## *How do you work with other professionals?*

I am happy to liaise with other professionals and outside agencies who may be involved with your child. I share any concerns with you as parents and after an initial discussion with you I am happy to speak to other professionals for advice and guidance and to help support your child's learning and development needs. I can work with your Health Visitor, who can refer you for additional support if required, by assisting them to make this process smooth and offer them as much information as I can to aid their form of support given. I work closely with Old Dalby and Abkettleby Schools and Pre-schools, we share information when necessary to ensure your child has continuity of care and for me to keep up to date with what is expected of me as a childcare provider. I have a close relationship with the local children's centre, I use them on a regular basis for activities that we attend and information, and I access their services to help both myself and the families that I work with.

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

I have been a childminder for over 20 years and gained a lot of knowledge from experiences and training courses over those years. These include: NVQ Level 3 Early Years Care and Education; Cache Level 3 Certificate in Childminding Practice; Menphys SOS – Disabled Children and Young People; Paediatric First Aid; ECAT; Safeguarding Children; Advanced Equality and Diversity; Enabling Environment; Makaton taster sessions; Confident Communicators. These courses cover a lot of information regarding all sections of childcare; some of the areas that were covered on these courses were – inclusion, equality, diversity and culture. I continue to attend training courses, research on the internet and read regularly to update my knowledge. I am aware of the importance of understanding the needs of Special Educational Needs and Disabilities and I would access any relevant training to meet the needs of your child and develop my knowledge further. I attend Leicestershire County Council support meetings for provider and Childminding Networking sessions regularly, which can include updates from the Government, OFSTED and Leicestershire Local Safeguarding Board. I have had training in the use of an epipen, and I am happy to access specific training by the medical profession if required to provide the best care for your child.

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

I will first discuss with you the individual needs of your child and how your child enjoys play, and ensure that I am well prepared by risk assessing and adapting my home to ensure a safe and stimulating environment in which your child can play safely and explore. I will work with you to identify specialist equipment/toys that would be beneficial to your child, either borrowing from you, hiring or source these items from other professionals and supportive organisations. I will adapt activities so that your child can take part. I would also consider what other professionals are involved with your child; they may have an individual educational plan in place and this can be woven into my settings play structure for the benefit of your child. I believe in child led play/activities and will use my knowledge and the information I have gathered from first visits, home visits and Development Matters in the EYFS to help support and plan for your child's individual interests, learning and development. I aim to provide an inclusive, stimulating and challenging environment with places to relax and rest, I believe that free flow, indoor and outside, is very important for allowing children to explore and for learning and development opportunities. I provide a variety of sensory experiences to stimulate and interest your child from natural materials, sensory baskets, homemade sensory experiences, outdoors muddy kitchen, with a variety of different textures, noises and colours. I encourage participation of all children in all activities and experiences within my setting. I offer open ended play and encourage children to take the lead. I model play opportunities as a way of encouraging a child to become involved allowing them to become curious and join in. Both indoors and outdoors are used equally for the children.

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

I work closely with Old Dalby and Ab Kettleby School and Pre-school. I go to pre-school and school for drop offs and picks ups, and attend school events such as sports days and assembly's, so your child will become familiar with the routine, staff and building which help to develop confidence. I will aim to find out about each settings daily routines so that I can help your child to adjust to these, this ensures that we have a consistent approach and helps make the transition smooth for each individual child. I talk about what happens at school and pre-school, share books, stories, and play. I teach the children about eating from their lunch box and changing for P.E, and help them to become independent. We share photographs of pre-school and school to aid familiarity. I will gain your permission to share information with any new setting; this information will include your child's Learning Journey, their learning and development needs, as well as their dietary and meditational needs. I will also share what your child enjoys and how they are made to feel comfortable in the setting. With your written permission I am happy for pre-school and school staff and their SEN coordination to visit my childminding setting. When it is nearly time for the child to move to a new setting, visits can be made with your child and myself to see the setting and allow the child to make the move as smooth as possible, extra visits can be arranged to ensure the child settles comfortably and care provided becomes consistent. A photo book of the setting can be helpful, allowing the child to take this into a setting to show one setting what they enjoy doing at another setting and how it is adapted to suit the child's needs. I will stay with your child at pre-school until they are happy and confident in staying by themselves. I will help your child get to know their key person, and talk to their key person at the beginning and end of each session. I will be available to go to pre-school if I am needed for any reason.

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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 starts attending my childminding setting I will spend a short period of time establishing what they can do; I use this as a starting point so I can see individual progress and record this in their Learning Journey. I will continually observe and assess your child while they are playing, this helps me see what they likes doing, what they can so and how I can develop their learning. This information is recorded in their Learning Journey through written observations and photographs and shared with parents periodically. Observations will be linked to Development Matters in the Early Years Foundation Stage and supported by my own knowledge of child development, used to evaluate your child's progress. Between the age of two and three a Two Year Progress Check will be completed and this too can be shared with relevant professionals. I give each child small achievable steps, and plan these around their needs, strengths and interests. I will produce planning for your child based on their 'next steps' to help them to progress in my setting. These plans will also contain ideas of how you might support your child's next steps at home. I have some resources that you will be able to borrow to help your child at home. I continually work with parents by sharing what I plan to do next and include parent's ideas. I ask parents to contribute towards their child's Learning Journey, sharing what their child has experienced at home, new and developing interests and discussing how we can work together on your child's next steps. likes working together is beneficial in promote learning and support. I will produce a written summary of your child's progress each term and share with parents and any other professionals that are involved with the child; this shows the progress your child is making and helps identify areas where your child may need support. It is important that all children in my setting have a voice and that they are listened to and respected. I encourage children to have input into their Learning Journeys and they are encouraged to help with compiling them. Each term I will ask you to complete an updated 'All About Me' form telling me about new things your child can do, say, eat etc. and about any plans you have, for example a holiday or special day out.