

# The Local Offer

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Name of Setting: Lynne Carol Smith

Telephone: 01455 284881

Email: lynnsmith60@yahoo.co.uk

Name of person to contact: Lynne Smith

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

Please telephone my setting to arrange a visit, and to have a brief discussion about what you as a family require regarding days of the week, hours, and any specific requirements. My name is Lynne Smith, I am a registered childminder with an "Outstanding" Ofsted grade and over 36 years of experience working with children and 28 years' experience as a Registered childminder. I welcome and encourage all new parents to make several visits at different times to my setting to ensure that you and your child will not only feel safe and secure but get an overall impression of my play ethos and philosophy. I will show you around and discuss yours and your child's needs. I have a portfolio with information about my setting, my daily routines, policies and procedures which you may like to see either before your visit or take away to look at. It is important that you read this to see how I work within my setting and how I promote strong links with parents. You can also have a look at my policies within my portfolio to see what is in practice. If there are things that you need to specifically ask about it may be a good idea to have a list of questions at hand. This will obviously depend on any specific needs that your child may have. If you feel that your child will benefit from a place in my home environment then we can fill in the relevant forms that are needed before a placement commences and arrange times that are convenient for you to visit whilst I am working so that you can see how I interact with children and what activities are taking place.

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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?*

believe in building a strong partnership with parents and other professionals as I feel this is essential and paramount to aid your children's successful learning and development. I welcome the whole family to my setting and strive to ensure that individual needs are catered for. Prior to starting we will discuss your child's individual needs including specific medical needs, interests, favourite toys, games, books, songs, favourite food and drink, special diets, routines, family and pets. We will talk about anything your child dislikes or may fear. You will be asked to record this on an All About Me document, this knowledge helps me to prepare and make it easier for your child to settle in. You may want to come to visit with your child for a few sessions before starting, gradually building up to a full session without you to ensure a seamless transition. I encourage parents to bring their child's dummies and comforters, as this will make your child feel safe and secure. If your child has an Individual Education Plan, I would like to share this with your permission to see the targets that have been set and how to take them forward. I will access any and all information and special training to ensure that your child receives the relevant support and care. I will be your child's key person, I will be caring and developing your child in the best way I can. Planning, observing and recording what they have done in their Learning Journey and with you to ensure your child is happy, safe and secure.

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## *How accessible are your premises?*

I provide childcare in a homely setting. The whole house and garden have been registered. All areas, both indoors and outdoors, are checked on a daily basis to ensure the safety of your child. A small step to the entrance of the property and also at the side and back door may be a challenge for access specifically for access by wheelchair could be overcome by the provision of ramps. The garden is flat and fully enclosed and is part patio and a large grassed area. I have a downstairs toilet and hand basin. Babies and young children sleep in travel cots upstairs. I can discuss your child's sleeping requirements when you visit. Children have free play downstairs and outdoors on the grassed area and patio. My garage cannot be accessed by the children as it is locked at all times. I have a 25 minute walk to pre-school and school every

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

Keeping your child safe, physically and emotionally is my priority. I will keep your child safe from any kind of physical harm and help build your child's confidence and self-esteem. I am responsible for the safety and security of your child while in my care as part of my Ofsted registration. I have a wide range of policies for keeping your child safe including Safeguarding Children, Medicine, Sick Child, Health and Safety, Accident and Incident, Behaviour Management and Use of mobile Phones and Cameras which enables me to safeguard your child. I have a current paediatric first aid certificates which I renew every 3 years. Medication is stored securely. If medication is required I ask you to give me prior written permission and sign my medication book daily. Accidents, incidents and pre-existing injuries are recorded. I have a CRB to confirm that I am legally able to look after children. My husband is CRB checked too as are my two sons and daughter-in-laws who occasionally visit in working hours. A Behaviour Management Policy is in place to aid children to manage their feelings and behaviour in line with their individual development. Challenging behaviour is addressed in partnership with parents and other professionals and steps can be put in place to help everyone affected by this behaviour according to the child's individual needs. Risk assessments are completed and updated regularly to ensure the safety of all within this setting.

# The Local Offer

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These risk assessments also cover when we leave the setting for example for park visits, day trips and using the car. Risk assessments will also be carried out on the setting prior to a child with SEND attending; this is to ensure their safety and wellbeing. The setting is Ofsted registered and was given "Outstanding" grading at the last inspection. All visitors to the setting have to sign in and out of the premises. All visitors will be supervised at all times. Dietary requirements and any allergies are taken in to account and discussed prior to child starting at the setting. Action plans can be put in place for allergies if needed. I have had Safeguarding training and followed a Child Protection course as well as a Food Hygiene course. In working in partnership with parents I ask for various written permissions to be given by parents before their child starts.

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

I believe it is of paramount importance that parents share and are involved in their child's day. I ensure that feedback is provided everyday through face to face meetings at drop-off and pick up times and through individual Daily Diaries. I also communicate by phone and by text. I compile an Individual Learning Journey for each child which contains photographs of a child's learning and development, children's work and observations of what your child has been doing and this is linked back to the EYFS (Early Years Foundation Stage). It shows all the milestones and achievements that your child has reached. To compile the Learning Journey I complete progress summary forms, individual trackers and two year old check forms, these allow me to follow and track your child's progress and allow me to plan effectively for their needs. I welcome and encourage your comments in your child's folder. You will also be asked to complete a 'Knowing Me ,Knowing You' form every two months to help me understand what your child's particular interests are at this time, and any family news you wish to share. Regular meetings can be set up for you to discuss your child's care and their needs. We have a display board of activities and children's work in the hallway which can be viewed at any time. If your child attends another setting such as pre-school, with your permission, we would like to share their experiences and have a two-way communication.

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

The most important partnership is with you as a parent. I aim to build an outstanding relationship with you. It is important that we communicate in an open and friendly way to ensure we can support each other to provide the best care and development for your child. In partnership with parents, I am happy to liaise with professionals / outside agencies who may be involved with your child. As a childminder I have a network of local childminder's, pre-school teachers at Thomas Estley pre-school and early year's teachers at Old Mill Primary that I collaborate with on a regular basis. We share training days and new ideas allowing 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 which I attend on a regular basis for information and support and I access their services to help both myself and the families that are part of the setting.

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

I have 28 years childminding experience and 36 years' experience in professional childcare. I worked in an inner city day nursery with children with special needs when I first qualified as a nursery nurse with an NNEB qualification. I have also cared for a child with Downs Syndrome and hearing loss. I have attended and hold certificates in Paediatric and Infant First Aid, Anaphylaxis and Epi-pen training. I have completed the Child Protection Awareness Programme. (NSPCC). I have attended and hold a level 2 Food Hygiene certificate. I have completed a Health and Safety course. I have attended Menphys Outreach and Makaton workshops. I attend support meetings for childcare providers. I am happy to access specific training to benefit the needs of your child and develop my knowledge. I am happy to access training by 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 discuss with you the individual needs of your child and how they enjoy their play and learning. I will 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 adapt my activities to suit your child on a one to one basis or small groups. It is important that your children's play is supported and that your children's interests are taken on board. Open ended play is encouraged and children are encouraged to take the lead in their play. Both indoors and outdoors are used for the children. I will work with you to identify specialist equipment/toys that would be beneficial to your child. When your child starts in my setting I will make observations on your child to identify what your child can do and what next steps we can take to promote his/ her development. An Early assessment Review will be completed within the first six weeks based on observations of your child in order to give me a starting point. Your child's language and communication will also be observed and recorded on an Early Communication and Language form. This will be updated every six months. This information will ensure that all parties involved in your child's care and learning will be able to give your child the relevant support and target aid in any specific areas and so benefit the development of your child. I will liaise with you and other professionals involved with your child's learning and development.

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

I will obtain parental permission to share key information with any new setting; this information will include the child's specific

# The Local Offer

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dietary, medication and specific needs as well as their learning journey and development needs, their likes and dislikes. A Transition Summary of your child's progress will be completed and their Learning Journey will be shared with the new setting. A meeting can be arranged for both settings to discuss your child's developmental needs as well as what your child enjoys and how they are made to feel comfortable in my setting. Just before your child moves to a new setting, visits can be made by your child and myself to see the setting and allow the child to make the transition as smooth as possible. Extra visits can be arranged to ensure the child settles comfortably and care provided becomes consistent. I would encourage the new key person and SENCO to visit the child in my setting. I will talk to your child and share books on starting pre-school and school, explaining to your child about the new experiences that they are about to face.

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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 joins my setting I spend the first six weeks observing your child. This gives me a starting point to what your child can do and where to take his/her development next. This information is recorded on an Early Assessment Review and Early Communication and Language sheet. Your child's progress is then tracked through observations during play, these are both photographed and narrative, these make up the child's individual Learning Journey, these observations are linked to the EYFS and tracked on a developmental tracker sheet and then used to provide a progress summary every six months for your child. This will show the progress and the milestones being reached by your child and if any extra support is needed in any areas of development. The Early Communication and Language form is also completed every six months, this tracks your child's language and communication skills. Your child is given small achievable steps. I plan around a child's needs, strengths, interests and likes. I continually work with parents sharing a child's next steps and include parent's ideas from a Knowing Me Knowing You sheet completed by parents/carers. Regular discussions with all professionals involved with your child are encouraged and planned for. I will follow individual education and support plans that are written by other professionals involved in the care of your child. After your child's second birthday a two year progress check will be completed recording his/her development, which can be shared with the health visitor. Each child is unique and has individual needs. All children learn and develop at different rates and reach milestones at different times and this process continues throughout lifelong learning.