

The Local Offer

Name of Setting: Rachel Elizabeth Nicholson

Telephone: 01455 699062 or 07735 066284

Email: prawnsontour@yahoo.co.uk

Name of person to contact: Rachel Nicholson

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

Please contact the setting by telephone, or email to arrange a suitable time to come and visit. This can be during working hours or in the evening / weekend if this would be better for you and your child – I am quite flexible so please say if you would prefer to see me when I am working with other children, or if you would prefer it to be quieter when you come. I will ask some general questions on the telephone to understand your requirements as best I can, and once we have arranged a visit, I will show you around the setting and discuss with you what I am able to offer your child. Before your visit please take a moment to consider any questions you may want to ask me which are specific to your child's needs and feel free to take notes during the visit if you wish to. I have files available to view which outline the policies for my setting – please advise if you would like to see these when you visit. I will give you an information pack which you will be able to take away with you – this generally covers most questions that get forgotten or overlooked during the initial meeting. Please take a look at my Ofsted report on the Ofsted website using my unique reference number (URN) EY391546, and you may also access more details about my setting by visiting my listing on the childcare.co.uk website and searching for childminders in the area using my postcode (LE9 6PN).

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

If you decide that my setting is the right place for your child then we will agree on a settling in period and arrange settling in sessions accordingly. Building a strong and positive partnership with you is one of my main aims as you know your child better than anyone else and your valuable information will support me to care for and help bring on your child's development in the best possible way. I am happy to make home visits to see you and your child in their own environment. This will give me an overall holistic view of your child and ensure a positive transition. I am happy for children to bring a dummy, comforter or favourite toy if they wish, as I know this can help them feel settle better in a new environment. It is extremely important to me that your child feels happy, safe and secure in my setting and I believe this begins with having a strong partnership with the child's family and also other professionals involved in your child's life because working together is essential in supporting your child's successful development. As a childminder I develop close relationships with the children I care for. I recognise that each child is unique and I understand the importance of finding out about their individual needs in order to get to know them better. Before your child starts their childcare with me, I will ask you to complete a set of paperwork in order to provide me with detailed information about your child so I know as much as possible about them from the start; for example their likes / dislikes, current abilities and strengths, dietary or medical requirements, home routine etc; so that I can use this to identify what sorts of activities to provide for them and what sort of support they will need. I will focus on your child's strengths – building on these to boost their self-esteem and self-confidence whilst they settle in and become used to the other children, the setting and our routine.

How accessible are your premises?

My setting is in my own home which is a semi-detached house with a large paved driveway and side path to the main door. There is ample parking on both the driveway and on the road next to my house too. There is a step up into the house from all access points – front and side doors from the front of the property and both patio doors to the rear garden. My setting is usually accessed via the side door. There is a doorbell here. This entrance opens into a small utility room and then passes through an internal door into a large kitchen / diner. Once inside, the childminding takes place using the whole of the downstairs of the property which is all on one level, although please be aware the internal doors are not wide enough for a full sized wheelchair. There is a downstairs toilet. The rear garden is completely secure and laid mostly to patio and lawn. It is more or less flat, with a gentle incline across the lawned area, but no dramatic changes in level. Currently there are small steps providing access into the wendy house and across to the swings, although I can review this layout and make reasonable adaptations if required. Children requiring naps currently sleep in travel cots upstairs, although alternative arrangements can be discussed if this is unsuitable for your child. We also spend a lot of time going out and about in the community, for example visiting local tots groups, visiting other childminders, going to the library, local parks / country parks / farm parks, feeding the ducks and sometimes going to the shops or post office. We walk 5-10 mins to the local school each day.

How will you keep my child safe?

Keeping your child safe - both physically and emotionally is always a main priority. In order to do this I ensure that I adhere to the requirements of my Ofsted registration at all times. I have had a DBS check (formerly CRB), and my husband and emergency assistant have both been checked too. I have had two Ofsted inspections in the time I have been registered and was awarded a

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grade of Outstanding on both occasions. I have a wide range of policies for ensuring the safety of all the children in my care, for example; Accident and Emergency, Behaviour, Child Protection / Safeguarding, Confidentiality, Equal Opportunities / Inclusion, Health and Safety, Illness, Medicine, Outings and Risk Assessment policies. I have considered a wide range of risks including the use of mobile phones and cameras within the setting and aim to work with parents to ensure the children are protected from preventable harm at all times. I will ask you to read and sign my policies and also to sign permission forms allowing your child to participate in various activities with me. I have a paediatric first aid certificate which is renewed a minimum of every 3 years. I have attended and continue to attend other relevant training courses as appropriate. Medication is stored securely; if medication is required you are asked to give written permission and sign my medication book daily. Accidents, incidents and pre-existing injuries are also recorded and require your signature. I have detailed risk assessments for my home, garden and outings, which are updated regularly as an ongoing process and reviewed when a new child joins us. Consideration is always given as to the appropriateness of an activity for all ages and abilities and is risk assessed as necessary. I have a simple set of house rules which all the children are expected to follow to ensure a fun and safe environment for all present at the setting. My behaviour policy outlines these rules and expectations in more detail and discusses how positive behaviour is encouraged through good example, consistency and praise. I have smoke detectors, a fire blanket, a carbon monoxide detector, a fire evacuation plan, regular fire evacuation drills and more common place safety devices such as finger protectors for the doors. Dietary requirements and any allergies are discussed and taken into account prior to child starting at the setting. Action plans can be put in place for allergies if needs be.

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

I will communicate with you directly in person at drop off and collection each day. Any questions or concerns you may have will be addressed as soon as they are mentioned or I will contact you later in the day for a private chat if necessary. Your child will have a daily diary in which I will record what your child has done in terms of eating, sleeping, toileting, participation in activities and other general comments each day. You are encouraged to use this book to give me messages about your child too, and it may also be used by other settings your child attends if you wish. For example, if your child has had a bad night and is unusually tired you could write me a note if you think you might forget to mention it at drop off. It may be that your child has really enjoyed a topic and has been talking excitedly about it before bedtime, if so you could let me know in the daily diary so I have the opportunity to extend their learning on this topic further. Your child will also have a learning journey file in which I record observations and photos of your child linking them to the EYFS; which are then used to track your child's development and to plan for future activities in order to progress their development further. The learning journey is usually sent home termly with a progress summary, but I am happy to share it with you at any time. Again, I encourage parents to contribute towards their child's learning journey and to add comments as appropriate. I am happy to talk on the phone, by text, by email or to meet on a regular basis in addition to the above communication methods if you ever feel you want to discuss your child's progress in more detail. As your child's key person, I always praise achievements however small, and will tell you about special milestones or exciting things we have done. If your child attends another setting, with your permission, I would like to share your child's experiences, learning and development and have a two-way communication with them.

How do you work with other professionals?

As previously mentioned it is paramount to me to establish a strong partnership with all people involved with your child including other professionals. I will aim to support you and your child through open communication, regular meetings and sharing information as and when needed. I have a close relationship with the local Sure Start Children's centre, using their facilities fortnightly for our childminding support group which we attend along with the children in our care. I am able to access their advice and services confidentially with your permission, enabling them to offer information or other links that may be of benefit to your child / family. I have a dedicated development officer at the local County Council who is on hand for advice and support and who is also able to sign-post me to the local SENCO officer or other professionals who can assist me with caring for and developing your child to his / her full potential. I am also taking part in a pilot scheme working in partnership with the local council and local health visitors to review how we can implement an integrated health review as proposed by the government to be in place for 2015 to replace the current 2 year health check. Through partnership working with health visitors using the 2 year health check process I have been able to help support families struggling with behavioural or other health issues such as delayed speech, enabling referrals to appropriate sessions like toddler talk for example. I work closely with the local pre-schools which the children I care for attend, liaising with them appropriately regarding each child's learning and development.

What training have you/your staff had in SEND?

Whilst I have 5 ½ years childminding experience and a qualification as an Early Years Teacher, I do not have any specific qualifications for caring for children with special educational needs or disabilities but I access training as the need arises to ensure my professional knowledge and development is continued. Relevant training I have previously accessed includes Beginners Makaton; Letters and Sounds; Inclusion Development Programme – Supporting Children with Behavioural, Emotional and Social Difficulties; Creating a Multisensory Environment; Supporting Individual Children; Supporting children with SEN; Communication Friendly Spaces; Advanced Equality and Diversity; Working with Vulnerable families; Child Protection / Safeguarding; Early Years Professional Status; Anaphylaxis and Epi-Pen training; Food Allergy training. I also have some knowledge and experience of blindness, diabetes and

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epilepsy through helping to care for my siblings with these conditions when I was growing up. However, when it comes to your child, you are the most valuable source of information regarding your child's specific needs and I am happy to discuss with you any training requirements you think I should undertake in order to fully meet the needs of your child whilst they are in my care. I am happy to access and participate in specific training – whether to develop my knowledge or to access medical training to support particular conditions and ensure the best care for your child.

How will you adapt play opportunities for my child?

My setting is child centred and child led. This means I will use what I know about each child's interests and abilities to plan what activities and resources I need to provide to best support each child individually. All children will be encouraged to experiment, explore and investigate using the wide range of toys and resources (both indoors and out and also on excursions) which support them in all EYFS areas of learning and will be available for them to choose from independently each day. I will also set up specific activities or resources that I feel will best support and interest the child depending on their age and developmental ability. I will start by making observations on your child to recognise what your child can do and where next I can take his/her development. I will discuss with you the individual needs of your child 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 note and record your child's individual needs, find out about your child's condition, the need for specialist equipment, have a care plan/routine (for example if your child requires sleep, ensuring I provide a quiet space or sleep room), interests, likes and dislikes. I will work with you to identify specialist equipment/toys that would be beneficial to your child. Depending on the nature of your child's needs, the environment can be adapted and activities can be flexible to meet the needs of your child so they feel comfortable to explore and learn however best suits them. I would also consider what other professionals involved with the child believe is best for them, taking on board any suggestions they may have for example if an individual educational plan is in place and this can be woven into the settings play structure for the benefit of the child.

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

I would use a similar process to my own settling in sessions but in reverse, helping to familiarise the child with the changes that will be happening in their lives using resources such as photos, books, role-play, puppets, story-telling or visual timetables and discussion as appropriate. Wherever possible I will take the child on regular visits to their new setting, and I will encourage them to become familiar with the new environment and the new people that will be working with them when they move on from me. With your permission I am very happy for professionals from other settings to visit your child whilst they are with me, to call and discuss your child's developmental needs explaining what they enjoy doing and how they feel most comfortable within my setting. A transitional progress summary will be completed and the child's learning journey / development file can be shared with the new setting. I will help encourage your child to develop 'readiness' skills such as dressing themselves, sharing and listening to help prepare them for their next transition.

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

As an Ofsted registered childminder I must follow the Early Years Foundation Stage (EYFS) to observe and assess your child's age and stage of development. I will use the government publications 'Development Matters' and 'Early Years Outcomes' and my knowledge of child development to help support my assessment. All my observations and assessments will be recorded in your child's learning journey and a development tracker and progress summary will be produced for your child on a regular basis which you will be given a copy of and encouraged to contribute towards. If I have any concerns about your child's development I will discuss these with you and we can look at your child's records together and decide if there are any concerns that you share at home too. With your permission I can speak to relevant professionals to seek additional support for you and your child as necessary. Most importantly though, I would like to build a strong partnership with you and your child, thus communication is key. Together we can face and meet any challenges that present themselves, by liaising with each other and any other external professionals as appropriate.