

The Local Offer

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Name of person to contact: Tracey Padmore

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

Please contact me by telephone or email after 6.30pm on a weekday or anytime at the weekend. We will have a brief discussion about what you, as a family requires – days, hours and any special requirements. We can then arrange an initial visit to the setting; you are welcome to bring your child along to get a real feel for the environment, take a look around and ask any questions. I have a parent's welcome booklet with information about me, my setting and our daily routine, as well as fees and policies. You are welcome to take this away to look at it. I strive to promote strong partnerships with parents. You will also have the opportunity to meet my partner and my mum. She occasionally works with me and provides cover in an emergency.

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

I welcome the whole family to my setting, I believe in building strong partnerships with parents and other professionals, as this is the foundation to progressing your child's development. Prior to starting at the setting we will discuss your child's individual needs and I will ask you or your child to complete an "All About Me" sheet. This will help me to prepare for your child's interests and provide a welcoming environment with familiar things. We will complete contracts and discuss any specific needs for your child. I am happy to undertake any relevant training to ensure your child receives the relevant support and care that they need. I offer flexible settling in sessions when you and your child will get to meet other children in my care. I gradually increase the time your child spends with me when settling in to make sure they are happy and feel at home. During the initial settling in period and first few days I will ask you to send comforters, favourite toys, a teddy, books or photographs as this makes your child feel safe and secure. As I generally work on my own I will be responsible for your child's learning and development. Each child is seen as an individual, I will observe your child and plan activities based around their current needs/interests. I have a lovely scrapbook full of photos showing what we do in the setting; you are welcome to borrow this to share with your child.

How accessible are your premises?

I provide childcare in a home from home setting. Resources are at a low level height to allow free flow choice and easy access. My parent noticeboard provides essential information about Ofsted, safeguarding and fire procedures. There is a small step to the entrance of the property and one in the garden to the rear however the provision of ramps would enable wheelchair access. I use only the downstairs space for childcare. Children can play in the living room, dining area or outdoors and we have a downstairs toilet. Our property is fully fenced with the rear gate locked at all times to enable the children to play safely and securely. The garden is on two levels, which could be a bit challenging but with strategies in place this could be overcome. Working in partnership with you I would make sure that your child has the opportunity to access all the facilities and activities within the setting. All areas are visually checked on a daily basis to ensure the safety of your child. We take a 15 minute walk to school every day.

How will you keep my child safe?

Keeping your child safe whilst in my care is of utmost importance. All members of my family are CRB checked. The house is fitted with smoke alarms, we practise our fire procedure regularly and when new children start. I adhere to all safeguarding training and have policies and procedures in place to support this. My mum and I hold current paediatric first aid certificates; these are renewed every 3 years. Any accidents, incidents and pre-existing injuries are recorded straight away. Medication is stored securely; you are required to give written permission for any medicine administered during your child's session. I promote a positive behaviour management policy and support the children in managing their own feelings and behaviour. Positive behaviour is always praised. We have simple house rules that are written with the children.

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

My aim is to provide the children with real life, exciting and stimulating experiences to ensure that all children develop to their full potential. In order to communicate with you about your child's welfare and learning and development, I use a number of communication methods: Feedback is given daily through face-to-face meetings at drop off and pick up times. Children will have their own diary, which can be used to communicate sleep patterns, food intake, any concerns, medicine and observations that may occur during the day. Children's progress is recorded in their own personal learning journey. This will be full of pictures, arts and crafts, milestones and achievements as well as next steps and a progress tracker. I use the Early Years Outcomes guidance (DfE) to inform my understanding of your child's development through the early years. I am happy to share your child's learning journey with you at any time. A written report outlining your child's progress is provided every 6 months. Parents are asked to complete

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observations at home. This can include anything new your child may be doing, family news or achievements that are then added to the learning journey. Achievements and exciting activities or milestones are always celebrated with you at the end of your child's session.

How do you work with other professionals?

In partnership with parents I am happy to liaise with other professionals or outside agencies that may be providing support for your child. I have worked previously with outside agencies to ensure that I was providing the best care and development for the child. I share any concerns I have with you as parents and will always offer to seek advice or guidance from other professionals. As a childminder I have strong links with a local network of childminders that I am able to meet with on a regular basis. Support and guidance is always available to me from a development advisor at Leicestershire County Council. I provide a written 2-year progress check for all children between the ages of 2 and 3 years. This can be shared with your health visitor and discussed in partnership if any concerns are raised.

What training have you/your staff had in SEND?

I have been a childminder for 3.5 years. During this time I have continued with own professional development, successfully achieving Early Years Professional Status. I have attended courses and hold certificates in Paediatric first aid, safeguarding, ECAT and Forest Schools to mention but a few. I appreciate the importance of SEND and would happily access any relevant training to meet your child's needs.

How will you adapt play opportunities for my child?

I believe in child led play where I can support your child's individual interests. We like to spend time outdoors and try and explore the natural environment as often as we can. I aim to provide an inclusive, stimulating and challenging environment for all children. I will discuss with you the individual needs of your child to help me to plan and risk assess my setting making any adaptations where necessary. I will work with you to provide any specialist equipment or toys that may be beneficial to your child. I will observe your child to see what they can do and use the Early Years Outcomes guidance to help plan for each child's individual development stage. I will liaise with you and other professionals to see how we can progress your child's development.

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

Transitions are very important. I would work with you and the new setting to introduce your child gradually with regular visits. I would share your child's learning journey, progress tracker and developmental review with the new setting. I would also encourage your child's new key person and their SENCO to visit us to gather information and to see your child in a familiar environment. Preparation for the new room or starting school would be done by sharing books and talking about new experiences, as well as role play, talking about what happens at school and activities based around this theme. We do attend the local school for pick ups everyday so your child would already be familiar with the routine, staff, and the building which will help to build confidence. I promote independence within the setting, encouraging children to do things for themselves with help and praise to boost self confidence.

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

Learning journeys are used to record and track the progress your child is making toward the early learning goals. Observations are made initially as a starting point and then activities/next steps are planned based around current interests. Observations are on going with input from parents also, aiming to extend, challenge and build on your child's learning. Planning for next steps in the setting as well as ideas for learning at home are shared with parents. I have informal meetings with parents to discuss milestones and exciting things that we have done during the session. For example Child X has put his/her shoes on independently today. I encourage parents to discuss with their children what they have been doing. Between the age of 2 and 3 years a progress check is completed and this too can be shared with any relevant professionals who care for your child. This is important for early intervention to be implemented where necessary. I offer a homely environment for my childminding 'family'. I encourage parents to visit the setting and value their input.