

The Local Offer

Name of Setting: Elkie Rachel Mawdsley

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Name of person to contact: Elkie Mawdsley

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

- Telephone my setting to arrange a visit. This will allow you to meet me and have a brief discussion about your requirements such as what hours and days of the week the care is required as well as any specific needs important to you and your child. During the call I will ask you to make note of anything you would like to ask or clarify during the meeting. This is to ensure you get as much out of the visit as possible.
- My setting profile can be viewed at www.childcare.co.uk website – to do this access the website then search for childminders in your area using the postcode. I am listed as Little Learners Narborough.

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

- Once you have decided to use my setting, settling in sessions will begin. These visits will allow you and your child to become familiar with me, my house and my children.
- I offer five hours of free settling in sessions (one 1 hour visit and two 2 hour visits) to allow your child to get used to being left in my care on a gradual basis. Further settling in sessions can be arranged at 50% of my usual fee. These sessions are available to ensure your child feels comfortable, and for the setting to gain as much information about your child's needs to make caring for the child and their needs a positive experience.
- An Individual need of your child's daily routine form is to be filled in prior to your child starting at the setting. This will give me understanding of times that your child needs certain things such as sleep/rest time, medication, meals.
- An "All about Me" form is to be filled in by the family prior to the child starting at the setting; this form will give me an insight into the child's likes, dislikes, favourite toys and activities.

How accessible are your premises?

All care is provided on the ground floor of my home (including a W/C) however, there is a step to access the front door and rear garden. All activities can be adapted to take place at child height and all toys are kept at children's level.

How will you keep my child safe?

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. A safeguarding policy is in place to protect the children, DBS (Disclosure and barring service) checks have been completed for myself and my husband. Risk assessments are completed and updated regularly 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 attending; this is to ensure their safety and well being. 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 need be. Medication forms are completed and signed by parents/carers to allow medication to be given, 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 and incident forms are in place and used to record any accidents your child may have or incidents they are involved in. 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.

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

I will complete a 'daily diary' which will include information such as the activities your child has been involved in during the day, with a brief outline of the learning areas the activities have covered. Your child will have a 'Learning Journey' folder which will be updated by me regularly, and is available for you to view and add to at any time. I will ask for your feedback, input and support about your child regularly, such as any new interests, anything new they have learned at home etc so that I can plan for this within their activities, I will verbally communicate with you at the time you collect your child.

How do you work with other professionals?

I will remain professional at all times and ensure I comply with the Data Protection Act. I will therefore seek permission from you to share information about your child with other professionals (such as OFSTED and health care workers) at the time your child starts at the setting. I will ensure the information I provide to them is up to date and accurate. I communicate with school teachers when collecting your child from school to ensure that I can pass on any vital information to you about your child's day, as well as enabling me to provide further learning support where necessary. I attend monthly meetings with other childminders within the area in order

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to share best practice and activity ideas.

What training have you/your staff had in SEND?

I have attended courses and hold certificates in – Paediatric First Aid, and Safeguarding children as well as online courses concerned with providing an enabling environment. I have one year of childminding experience and have completed the required courses to become Ofsted Registered.

How will you adapt play opportunities for my child?

I will discuss with you and any other key people your child's specific needs and ensure I work these into the planning of activities for your child, I will ensure they have the ability to join in the same activities all children are engaged in so that they feel included within the group environment, Your child's interests will be taken on board and open ended play is key. Children are encouraged to take the lead in their play. In the setting modelling a play opportunity can be 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.

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

I will complete a 'transitions' form for your child based upon the most recent observations that have been conducted. This will outline your child's strengths and development areas in accordance to the 'Development Matter's Framework'. I will include details about your child's likes and interests.

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

Regular observations of your child at play will take place to allow me to assess their current skills and abilities. In accordance to the Development Matter's framework I will be able to gauge whether there are any development areas we need to focus on and ensure activities are undertaken to help your child in these areas. All observations are made available to you through our daily verbal updates and diary. I am able to recommend play activities for the home environment that will also assist.