Special needs and disability information

How does the childcare provider know if children need extra help?

All children attending the nursery are monitored and observed in line with the Early Years Foundation Stage (EYFS) 2023. An individual record of each child's learning and development is kept showing their abilities, progress, interests and areas needing further support. These observations help us to identify if your child needs additional support in the nursery and/or at home. All records are shared with you and any concerns regarding your child's development will be discussed with you. We would also do this in response to a parent or key person raising concerns.

Staff work in key teams which allows them to get to know all children in the team extremely well. Every child has a key person in their key team, the key person will be the member of staff who has the closest bond with your child. The key persons role is to get to know you and your child, to ensure they are happy and settled within the nursery and to plan your child's next steps in consultation with you. All staff in each key team build strong relationships with all the children and are available to chat to you about your child at any time.

We work in partnership with parents and communicate with you regularly to share your child's learning and development records, to answer queries, offer reassurance and inform you of your child's progress and ensure you are provided with all the necessary information. If a parent or key person identifies an area of concern in a child's learning and development then a meeting will be held with you to explore ways of supporting your child. If you have any concerns regarding your child's development your first point of contact should be their key person.

How will the childcare provider support my child/young person?

We are committed to the inclusion of all children. All children have the right to be cared for and educated to develop to their full potential alongside each other through positive experiences, to enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment where children are supported according to their individual needs.

Regular assessments and observations are carried out by your child's key person and recorded on Tapestry, an online learning journal which is accessible to parents at all times. Setting Based Support Plans (SBSP) or Education and Health Care Plan (EHCP) are written in consultation with all who are involved with your child. We have regular meetings with parents of children with additional needs at least once every 6-8 weeks to discuss their progress and next steps.

The Nursery Manager and the Special Educational Needs Coordinator (SENCO) will oversee all support needed for any child requiring additional support within the nursery. They will liaise with you and your child's key person and any Early Years support services involved with your child to ensure that progress is being made. Where appropriate, parents

are also invited in at any time a specialist service comes in to work with their child to ensure they get to see them to discuss progress and/or concerns. We operate an open door policy and ensure that we are always available to speak to parents when they need it.

How will additional support be decided for my child?

We recognise that all children need different types and levels of support so any decisions will be based solely on your child's needs. Decisions are made through consultation with all of the services working with your child; this includes parents, specialists, as well as the Nursery Manager, SENCO and key staff.

We will monitor how well the support we have put into place is helping your child and the progress they are making through regular observations, reviewing the Setting Based Support Plan (SBSP) or Education and Health Care Plan (EHCP) and looking at how they are achieving in their learning and development. This will be shared through regular meetings with parents and other specialist services to discuss their progress. We may reduce the additional support if we and the specialist services feel that your child has made significant progress and is no longer in need of the support.

We access support from our Early Years Support Services who allocate funding for children with Inclusion Special Educational Needs and Disabilities (ISEND) and is accessed with advice from specialists. We ensure that all children with ISEND needs are met to the best of our ability with the funds available.

Children receiving additional funding for special educational needs and disabilities will have access to all facilities provided by the nursery. The funding is allocated to enable children to achieve to their full potential and is decided upon through consultation with all of the specialist services working with your child. The funding may allow for different teaching, equipment or communication support, like sign language, symbols or visual resources as is appropriate to your child's needs.

How will the childcare provider let me know how my child is doing and how will they help me to support my child's development?

The nursery holds parent's evenings twice yearly, in the Autumn and Summer terms, giving time for sharing progress, and discussing appropriate next steps for your child.

An Integrated Progress Review (IPR) takes place in partnership with you and your child and the Health Visiting Team, and then with the nursery. Your Health Visiting Team will contact you and conduct your child's health review between 27 and 30 months. Your child's key person at nursery will arrange to meet with you to discuss your child's progress and complete the Integrated Progress Review. This is the time that you can tell your Health Visitor and your nursery all about your child. You can share anything that may concern you about your child and if extra support is needed to help your child with their health, development or learning, you will be part of the decision making.

Every child has an online learning journal which gives a written and pictorial record of your child's time through the nursery. This is updated by their key person along with identified areas for development that you could do at home to support their learning and progress. These records are available for you to see at any time and we actively encourage you to contribute to them to ensure we have a holistic view of your child's development both at home and at nursery. The children's learning journals are updated regularly to get a view of their stage of development and areas that may need more support taking into account your contributions and our own observations.

We hold regular meetings with parents of children with additional needs at least once every 6-8 weeks to discuss their progress and next steps in their Setting Based Support Plan (SBSP) or Education and Health Care Plan (EHCP). We are completely open to support all parents with their children's needs and development and are available for you to come in to discuss anything you may need and to offer support or practical advice. We also feel strongly that if we had any concerns we wouldn't wait for any of these reviews and deal with any concerns immediately.

What support will there be for my child's overall wellbeing?

The key person is responsible for ensuring your child makes safe and secure transitions from home to nursery and later to full-time education.

We aim to ensure all staff have relevant up to date paediatric first aid training along with all staff receiving safeguarding training. Our Designated Safeguarding Lead (DSL) will also run in-house training to update staff on any changes to safeguarding and child protection policies and procedures. All staff are required to undergo a DBS (Disclosure and Barring Service) check to confirm their suitability to work with children.

All paediatric first aid trained staff are responsible for administering all prescribed medicines and are trained in anaphylaxis (Epi-pen) administration. If a child needed support that we were not trained to give we would ensure staff attended the appropriate courses. All prescribed medication is stored in a safe place. A record is kept of all prescribed medications held and dosage, time of administration is recorded and signed by parents.

All staff are fully aware of the nursery procedures relating to intimate and personal care routines. If a child requires specific support we will arrange a meeting with parents to discuss all the relevant information relating to this to enable the child's key team to care for your child fully and meet their individual needs. Where necessary a care plan will be put in place.

Allergy, dietary and medical information is displayed in the kitchen area, in rooms where children eat and by the first aid cabinet to inform all staff.

The member of staff with responsibility for behaviour management works with staff and parents in supporting children with social and emotional needs. They will put strategies in place to support them and the other children in the nursery including them in all activities in an appropriate way. Children may be given a behaviour plan to outline the support we will be giving them and this will be discussed and reviewed in partnership with parents.

The children within the nursery have their own opinions and can contribute to their learning and development. To do this we observe them showing their opinions through their social and emotional responses. As children get older and are more able to verbalise we ensure we take their opinions into account when planning activities and completing Setting Based Support Plans (SBSP), Education and Health Care Plan (EHCP) or behaviour plans.

What experience and training does the childcare provider have in relation to Special Educational Needs and Disability?

The Nursery Manager (Ruth Harris) has the responsibility for behaviour management and is the Lead Special Educational Needs Coordinator. There three qualified SENCO trained staff (Claire Russell, Louise Poulton and Chloe Harris) who work across the different age groups in the rooms. All named SENCO practitioners keep their training up to date and attended termly inclusion group meetings to keep their knowledge and understanding refreshed.

In-house and external training is undertaken by all staff and staff work closely with parents and specialist services to learn specific skills to support children with additional needs as the need arises. If a child needed support that we were not trained to give we would ensure staff attended the appropriate courses.

How accessible is the childcare environment?

The nursery is situated in a purpose built church hall. The building is buggy accessible and can be made wheelchair accessible with the use of a portable ramp. The indoor environment is on one level and open plan allowing wheelchair access to all areas. There is a disabled toilet There is a low step that leads to the outside areas and these could be made wheelchair accessible with the use of a portable ramp. The outside environments are level and spacious and have many resources and experiences to offer children of all abilities.

Indoors, there are areas that provide a quiet space for rest and for small group activities. Throughout the nursery there are books, posters and culturally appropriate resources where necessary along with visual signs to support children with routines, independence and communication. We support children with additional languages and specialist services are sought from our Early Years Support Service to support children and their families with English as an Additional Language (EAL).

We are open to adapting our environment to meet children's and their family's needs where possible. Advice from specialists is sought if specialist equipment is required to support children in the nursery and the available funding is accessed through our Early Years Support Service.

We access support from the ISEND Early Years Support Service, Therapy One Point (TOP) and signpost parents/carers to services such as, Family Hub Support for Families, Amaze, PANDA as a way in - PDA Society, Families - Capa First Response. These services support children aged 0-5 years with additional and complex needs and disabilities. They offer support for children and their families at the child's home, childcare setting and through their early days at school. They also provide information and training for parents and their families and professionals working with young children.

The nursery has strong links and works in partnership with other agencies in order to meet individual children's needs, including the education, health and care authorities.

How will the childcare provider help prepare and support my child to start school, or move to another setting?

When children start school we work closely with the school to ensure a smooth transition and invite school representatives to come in to see the children in the nursery. These visits allow an opportunity for key staff to share information about your child's progress in the nursery. A transition to school report is written for each child starting school by their key person to enable teachers to have a good understanding of each child's interests, abilities, strengths and level of understanding and development in key areas. To prepare children for transition we carry out school based role play with a school uniform box for the children to dress up in their new uniform and lots of activities to promote what it will be like in school as well as stories and social stories showing what they will experience at school and how they may feel about the transition. We also set up transition books and displays for children going to school showing them photographs of their new school and the people that will be caring for them. For children with special educational needs and disabilities (SEND) we encourage and arrange a transition meeting to get parents and all of the specialist services working with your child together to ensure the nursery and school knows how best to support them and what they may need to put into place before your child starts with them.

How can parents be involved?
The nursery operates an open door policy and parents are welcome to come in at any time to discuss their child's progress. For children already attending the nursery the first point of contact would be your child's key person.
We recognise and support parents as their child's first and most important educators and encourage parents to be as involved in the nursery as they can be. We provide opportunities and support all parents to share their own skills, knowledge or interests to the activities of the nursery. We keep parents informed about the nursery activities and events through termly newsletters and information on Tapestry and the nursery website and Facebook page. We hold social occasions for parents to talk to other adults in a secure and supportive environment through such activities as open days, parents evenings and information evenings. These events provide an additional opportunity for parents to share their child's progress both at nursery and at home, to contribute to their child's learning journey, to learn more about the Early Years Foundation Stage and about young children's learning in the nursery and at home.
Annual questionnaires are distributed to all parents giving them the opportunity to share feedback and suggestions about the care and early learning of their child and the nursery operation.

If you are considering whether your child should join the nursery please contact the Nursery Manager who will happily show you around the nursery and discuss how we can meet your child's needs. The management team are available on a daily basis or can be contacted by telephone or via the Nursery website www.bluedoornursery.co.uk which has an email system for parents to contact staff enquiries@bluedoornursery.co.uk

Disclaimer
The Blue Door Nursery celebrates every child's unique individuality and strives to support every child's needs. We are committed to safeguarding all children and families and ensure that at all times the nursery remains a calm environment in which all children can learn, play and feel safe.
If, in consultation with you and with East Sussex County Council specialist support services, we feel that your child's needs cannot be best met at The Blue Door Nursery we will support you and your child to find a more suitable provision. We will take into account the needs of all children at The Blue Door Nursery when considering if the support we are able to offer your child is appropriate to meet their needs. [EYFS: Section 3 – Safeguarding and welfare requirements]

This policy was adopted on	Signed on behalf of the nursery	Date for review
26th August 2026	RHarris	August 2027