

Guideline for Completion



Essex County Council

The purpose of the local offer is to improve choice for families by providing information about services available for young children who have special educational needs and/or disabilities (SEND). All Early Years settings in Essex are expected to identify and support children with special educational needs to make the best possible progress. Early Years settings are supported to be as inclusive as possible by the LA so that the needs of young children with SEND are met.

1. How our setting knows if young children need extra help and what our parents/carers should do if they think their child may have SEND.

How do you identify children with special educational needs? How are parents/carers able to raise concerns?

2. How our setting supports young children with SEND.

Include SENCO, Area SENCO, key person and how this information is shared with parents/carers. How do you know how effective your arrangements and provision are for young children with SEND?

3. How our setting creates learning and development opportunities for individual children with SEND.

What are your approaches to differentiation? How does this support a child with SEND?

4. How our setting works in partnership with parents/carers.

How and when do you share information about a child with SEND with their parent/carer? What opportunities are there for parents/carers to share their information about their child? What methods do you use to maintain contact with the parents/carers if the primary carer doesn't collect every day? How do you involve parents/carers in planning for their child's learning and development? How do you track the progress of young children with SEND? Do you offer any parent training or learning events? Do you work with parents/carers to support the Home Learning Environment (HLE)?

5. How our setting supports the wellbeing of young children with SEND.

What risk assessments are in place to ensure children's safety? What support is there for positive behaviour? Are Health and Safety/Risk Assessments carried out in partnership with the primary carer? How do you manage the administration of medicines and provide personal care? How are children with SEND able to contribute their views?

6. Staff training and experience in supporting young children with SEND.

Experience and training undertaken by the setting SENCO and all other members of staff. You may also include First Aid training and Safeguarding.

7. Specialist services and expertise accessed by our setting.

What services do you access? Include - Area SENCO, health visitor, Speech and Language Therapist, Children's Centres etc.

8. How our setting includes young children with SEND in community based activities and outings.

*How do you involve parent/carers in planning activities and trips? What risk assessments do you undertake?
How do you ensure that all activities/outings are accessible?*

9. Our accessible environment.

Have you completed an Access Audit? Were actions identified and acted upon within your Single Equality Scheme? Is the building fully wheelchair accessible? Have there been improvements in the auditory and visual environment? Are there disabled changing and toilet facilities? How do you communicate with parent carers whose first language is not English? How do you obtain equipment and resources to support young children with SEND?

10. How our setting prepares and supports young children with SEND when joining the setting and when transferring to another setting or school.

Describe your induction and transition processes.

11. How our setting organises its resources to meet the needs of young children with SEND.

How does your staff deployment provide targeted support for young children with SEND? How do you adapt your resources and environment?

12. How we decide on appropriate support for young children with SEND.

Describe the decision making process and how this involves the parent/carer and the child. How are outcomes evaluated?

13. How we involve all parents/carers in our setting.

Describe your approach to involving all parents/carers in decision making and day to day setting life including for their own child.

14. Who to contact for further information.

Who is the first point of contact? Who is the setting SENCO? Include a link to the Local Offer.