

## IDS Teaching & Learning Pre-School Service

### Specialist Teaching Staff (Area SENCOs)

We support the inclusion of children with special educational needs by providing a free advisory and support service to all pre-school providers in receipt of Nursery Education Grant. We work with children at "Early Years Action Plus".

### Developing SEN policy and practice in pre-school settings

Our teachers are available to help settings to review and develop SEN policy and practice. We visit settings to gather information about training requirements and deliver training as appropriate.

### Requests for guidance with pupil support

Currently, pre-school settings may request support by completing a "Request for Guidance" form. This always requires the consent of parents. We liaise closely with parents, pre-school staff and colleagues in the Health Service, to share diagnostic and assessment information.

### Assessment

We gather information and advice from parents, Educational Psychologists and Health or Social Care professionals who may be involved. We talk to pre-school staff about their concerns and encourage staff to gather further information by observation, reflection and discussion. We may arrange to directly observe the child in the pre-school setting and undertake further assessment activities. For children requiring on-going support, we coordinate assessment processes, particularly for transitions into school.

### IEP recommendations

We provide written assessment reports with recommendations to assist staff in pre-school settings in deciding targets, choosing strategies and resources and monitoring progress. We advise on access to the curriculum by choosing and differentiating play activities designed to promote the welfare and development of the child. We use the "step by step" approach to assisting pre-schools when writing an individual education plan as outlined in the Warwickshire Early Years Special Educational Needs Handbook.

### Teaching and support

We offer appropriate teaching and learning support in relation to pupil need, modeling teaching strategies and use of resources when working with individuals and groups of children.

### Review meetings

We attend at least one review every term for children with whom we are involved and provide updated assessment advice whenever we provide direct teaching support.

### Curriculum resources and special equipment

We provide a range of differentiated curriculum resources (some of which are available on loan) to pre-school providers. The team manages a loan stock of specialist equipment which may be required for children with sensory or physical disability. We offer training to ensure that specialist equipment is used safely and appropriately.

### Pupil records

We will provide advice on record keeping in accordance with the Warwickshire Guidelines if requested. We maintain a confidential file for pupils with whom we work and contribute assessment information to the LA database. With parental consent, we co-operate in all procedures to pass on relevant information prior to school admission.

### Partnership with parents

We gather information from parents and listen carefully to their concerns. We share assessment and planning advice with parents. Wherever possible we welcome the active involvement of parents in the collation of information (eg. developmental checklists), IEP planning and review meetings. We help parents make contact with relevant support groups, voluntary associations and Warwickshire Parent Partnership.

### EarlyBird

The EarlyBird Programme is available to all parents of pre-school children in Warwickshire who receive a diagnosis of autism. The programme, devised by the National Autistic Society, aims to provide parents with an understanding of autism and an opportunity to develop the knowledge, skills and confidence to communicate effectively, to manage behaviour and help their child to make progress.

### Professional development

When a setting requests guidance with a child or identifies a particular SEN training need, we can provide relevant SEN and inclusion training for staff. We advertise a range of SEN training courses for staff in pre-school settings in locality groups/clusters and through the Early Years Newsletter and Training Bulletin.

### Warwickshire networks

We work co-operatively with all the services and agencies involved with children with SEN including the Educational Psychology Service and the Early Years Curriculum Advisory Team. We participate in all the regular inter-agency meetings in Warwickshire and work closely with our colleagues in the Health Service and Social Care. We are represented in the Warwickshire Early Years Development and Childcare Partnership. At the period prior to and during transition into school, we work very closely with school-aged educational support services and the Assessment, Statementing and Review Service (ASRS).

### Making contact

For more information, please telephone your nearest base:

#### Centre/South Warwickshire

**Tel:** 01926 746860

#### North/East Warwickshire

**Tel:** 01926 418282

## Birth to Three Family Service

### Aims

The Birth to Three Family Service aims to provide an effective early intervention service to meet the needs of children and their families. The service works with children aged 0-3 with significant delay in at least two areas of development including communication, sensory and fine and gross motor difficulties.

### Staff

The Birth to Three Family Support Service is an integral part of the IDS Pre-school Teaching and Learning team and there are currently 7 Child Development Advisers, all qualified to deliver Portage as part of their role.

### Access to the service

All information about children who may benefit from this service is currently in close consultation with health professionals, particularly with the Warwickshire Child Development Centres and, in South Warwickshire, in liaison with the Portage Service. Health professionals must obtain parental consent before considering the involvement of the service.

### Partnership with parents

We visit all parents at home to gather information and listen carefully to their concerns. We provide documentation about our service and work with parents to devise a home based learning programme or consider a relevant parent support group. We can help parents to make contact with the SEN childcare service, relevant local and national groups, voluntary associations and the Parent Partnership Service.

### Assessment

We receive information from Health and/or Social Care professionals who may be involved with the child and co-operate with all inter-agency assessment protocols. We share all assessment information with parents and work with them to assess what their child can do. We establish a baseline of skills across all areas of development.

### Home-based learning programmes

We consider what the child needs to learn next and how the adults can help. We draw up a detailed step-by-step plan in consultation with parents and other professionals. We work together with parents to assist the development of the child through carefully chosen play activities which take place at home.

### Teaching and support

We offer programmes of support which usually involve weekly or fortnightly home visits. We promise our support for a fixed period of time. We may offer periods of home-based support interspersed with support received from other agencies. Support in pre-school and childcare settings is also offered, for those children whose family circumstances (eg. work commitments) mean that home visiting is not possible. However, children must firstly meet the necessary criteria for support and secondly, parents must agree to regular involvement in the targeted programme.

### Groupwork with parents

Many parents welcome the opportunity to meet parents of children with similar needs and we work in partnership with other agencies to provide these support groups at local venues including childrens' centres, parent centres and pre-school settings. We offer regular groups for parents with a focus on play, managing behaviour and developing language and communication. We also contribute to the EarlyBird programme for parents of children recently diagnosed with autism.

### Review meetings

We arrange regular formal and informal reviews with parents as necessary. We contribute to all relevant inter-agency reviews and provide updated assessment reports.

### Curriculum resources and special equipment

We provide toys, play materials and equipment on loan for all support programmes to enable parents to continue with the agreed plan of play activities at home.

### Records

We maintain a confidential file for each child with whom we work. We provide information to pre-school placement groups and pre-school panels as required. We co-operate with all procedures to pass on relevant information to pre-school providers. We contribute to assessments as necessary.

### Warwickshire networks

We maintain close links with our Health Service colleagues in the Child Development Centres, the South Warwickshire Portage Service and Social Care. We work co-operatively with all the services and agencies involved with a child and are always pleased to participate in joint working or inter-agency group work with parents and children. We take part in all the regular inter-agency meetings in Warwickshire for staff who work with pre-school children.

### Inclusion

We listen to parents' views in seeking the earliest possible opportunity for their child to attend day care at a playgroup, nursery or with a childminder. We offer advice and guidance to day care settings as appropriate.

### Making contact

For more information, please telephone your nearest base:

#### Centre/South Warwickshire

**Tel:** 01926 746860

#### North/East Warwickshire

**Tel:** 01926 418282

## **SEN Childcare Service**

### **Working towards Inclusion**

The Warwickshire Early Years Development and Childcare Partnership supports the inclusion of children with special educational needs (SEN) in early years and childcare settings. The service works on behalf of children with SEN from birth to 18 years.

### **Staff**

There are 2 SEN Childcare Coordinators who are part of the IDS Pre-school Teaching and Learning Service.

### **Aims**

The SEN childcare service provides a link between parents of children with SEN and providers of childcare services. The service aims to develop new SEN childcare places by encouraging inclusive policy and practice. We are also available to assist parents of children with SEN who request support to access a childcare placement. We have a commitment to the full range of childcare placements including full and sessional day care, creche, child-minding, out of school care and holiday play schemes.

### **Access to the service**

The service is available to all providers of childcare places in Warwickshire. Parents and/or providers of childcare services may contact the SEN childcare coordinators either directly or through the Warwickshire Childcare Information Service. A childcare provider must have the consent of parents before making contact to discuss a child.

### **Partnership with Parents**

When a parent makes contact we offer a home visit to gather information and identify childcare needs. We provide documentation about our service. We can assist parents in making contact with childcare providers if this is helpful.

### **Partnership with staff working in childcare settings**

We visit childcare settings to encourage and support the development of inclusive practice. We discuss potential placements with childcare staff and identify any possible need for specialist advice and guidance. We consult relevant agencies if a child may need additional support in the childcare setting.

### **Information about SEN training opportunities**

We provide information about SEN training opportunities available through the Warwickshire Early Years Development and Childcare Partnership. We are willing to discuss the SEN training requirements of childcare staff and provide SEN awareness-raising training either directly or in partnership with specialist SEN teachers.

### **Information about SEN Parent Support Groups**

Many parents welcome the chance to meet parents of children with similar needs. We provide information about relevant opportunities and activities available in local Childrens' Centres, Parent Centres or through IDS, Warwickshire Parent Partnership, and local and regional voluntary organisations.

### [Access to Toy Libraries and special equipment](#)

The service has access to an extensive toy library and can provide toys, play materials and equipment on loan for all childcare placements. We can advise on play activities to promote the welfare and development of the child. We also provide information about access to toy libraries currently available in Early Years Education and Childcare Centres throughout Warwickshire.

### [Warwickshire networks](#)

We maintain close links with our colleagues in the Early Years Development and Childcare Team and the NCMA Childminding Network. We will be pleased to provide NCMA contacts for any childcare staff wishing to seek registration on the Warwickshire childminder network. We are available to attend any local network meetings to share information about our service. We will work co-operatively with all services and agencies involved with a child. We take part in all the regular inter-agency forums in Warwickshire for staff working with pre-school children.

### [Making contact](#)

If you wish to make contact please telephone or write to your nearest base and ask for the SEN childcare co-ordinator:

#### [Centre/South Warwickshire](#)

##### **DISCS pre-school Team**

Kingsway Primary  
Baker Avenue  
Leamington Spa  
CV31 3HB

**Tel:** 01926 746860

#### [North/East Warwickshire](#)

##### **DISCS pre-school Team**

Windsor House  
Exhall Grange Campus  
Wheelwright Lane  
Coventry  
CV7 9HP

**Tel:** 01926 418282