

Peter Pan Nursery
Special Educational Needs and Disabilities (SEND)

The Local Offer

Who We Are

Peter Pan nursery is a specialist nursery for children and families with additional needs; we are a charitable concern run by a voluntary management committee. All families are referred to us by professional bodies involved with the child or family. Places are available for children with additional needs or children whose families are experiencing difficulties and in need of respite and support. We welcome children from the age of 6 months to school age and can care for 3 under two's at any one session. We support families in a non-judgemental, unbiased way and support many families through difficult times in their lives. The child will always be at the heart of everything we do and we work closely with parents and other professionals involved.

We are open Monday to Friday 9.15am – 1.00pm term time only.

Staffing

Peter Pan Nursery have 5 paid members of nursery staff and an administrator. The manager and deputy manager are both Portage and SENCO trained. The Manager is PECs trained and is the SENCO of the setting. All staff are Makaton trained, First Aid qualified and have attended speech and language courses. Staff are trained to differentiate for each child's individual needs as appropriate. Within the team many specialist courses have been attended, safeguarding, autism awareness, vision and hearing support, use of visual timetables, health and safety etc. Staff are supported by a dedicated team of volunteers who have experience in a wide range of areas. All staff and volunteers are DBS checked and are required to do a safeguarding and child protection online overview as part of their induction. All staff are positive, welcoming and inclusive to all.

All staff attend training as and when it is appropriate and the manager attends local SENCO networking and Leadership and Management training provided by North Yorkshire County Council each term. Fortnightly staff meetings take place to support each other, share information about children, discuss plans, next steps and get ideas.

Referrals

Once a referral comes through the family will be invited to come into the nursery with their child to look around and have an informal chat about their needs. If a place is taken up a home visit will be arranged to go through admission forms and further information will be taken at this point. The home visit will be undertaken by the manager or deputy manager and key person. This visit will give the opportunity for parents to share information on the child or family's needs and other professionals and agencies involved with the family. It will also give the child the chance to meet

their key person ahead of them starting at the nursery. An interpreter can be requested for home visits for those families whose English is not their first language.

Flexible starting arrangements can be made to accommodate the child and family. Stay and play sessions for parents to help and support their child to settle are encouraged for the first couple of sessions if needed. Families are assigned a key person who will take primary responsibility for all aspects of a child's learning and care although all staff will work with and get to know your child well. As many of our children are referred due to their additional need we are aware of the support needed from the start. If a care plan is needed due to a medical condition, training for staff will be organised and undertaken before the child starts and we will work closely with parents to ensure the best start for all involved.

Working in Partnership

We work closely with parents in all aspects of nursery life, from the initial visit we work at ensuring all our families feel welcome and recognise the uniqueness of each family and child that attends.

All children who attend have their own key person who will ensure information is shared with parents through informal discussions, individual learning journals and the child's NYEY tracker linked to the Early Years Foundation Stage (EYFS) ages and stages of development. We encourage all families to contribute to their child's learning journal and they are freely available for parents to take at any time. For those children with additional needs we use Early Support materials and various different checklists dependent upon individual children's needs and development. For example we use the Early Support Visual Impairment File for several of our children. Progress is monitored by a continuous process of observation, recording and evaluation, we celebrate all small steps achieved with parents as for some of our children this is a huge achievement.

In discussion with parents and other professionals' individual learning and provision plans(ILPPs) are put into place within the half term of the child starting. This is done in conjunction with observations, other professional targets e.g. Portage, speech and language etc

We have regular reviews of children's targets (ILPPs) where all involved are invited to attend, regular updates of progress are shared with parents and learning journals are sent home termly. For those children who are taxed in or where parents are unable to bring in or collect their child we have home/nursery communication books and make regular telephone calls. Newsletters are sent home on a regular basis, at least half termly to keep parents informed of developments/events within the setting and we advertise a range of services on our notice board. We invite parents, carers and extended family at least once a term to an informal social event to get together to chat with each other, share information and strengthen bonds with staff. We operate an open door policy and make time to talk whenever needed, supporting parents/carers where possible. We have a lending library of books/props and print out visual timetables for parents to enable the same resources to be used with those children requiring a consistent approach.

We work closely with other professionals involved, many come into the nursery to work with children who attend, these include Portage home visitors, speech and language therapists, physiotherapists, teachers from the vision and hearing support team, early years advisory teacher, social care workers, staff from the autism team. We have worked in conjunction with our local

health visitors in doing the 2 year old checks; these have taken place in nursery enabling children to attend the session and parents to have only one appointment. We also work closely with our local children's centre, supporting families together through CAF's and attending drop in sessions when parents have requested our support.

Enabling Environment

Peter Pan nursery is accessible to all, doors are wide enough for wheel chair access and we have ramps where needed. Areas are defined into positive spaces and include a sensory room and quiet area where professionals and key persons can work one to one with particular children.

Visual timetables are in use and key Makaton signs are used throughout the session. The environment is kept clean and orderly and resources are accessible with picture labels, and signs in print, braille and Makaton. We have a diverse range of resources showing different cultures, abilities and family dynamics in a positive manner. We have a wide range of books including some Braille books, covering all ages and topics including fostering and adoption as we have several looked after children attending our nursery. All toys and resources used are age and stage appropriate and with adult supervision or support where needed. We have a large secured outdoor area where we grow our own fruit and vegetables and look after our nursery pet rabbit, Peter. We have access to a wide range of play equipment and activities that give children opportunities to develop their gross motor skills along with all other areas of learning in an outdoor environment. Children are supported and encouraged to tidy up.

Accessible child sized toilets, potty chairs and changing facilities are available and good hygiene procedures are followed as part of our daily routines and policies. Hand washing is approached with enthusiasm by the children as part of daily routines after toileting, before snack and lunch.

Snack and lunch is a sociable group time where children experience a variety of fresh fruit, vegetables, fresh water, milk or sugar free juice. These times are a fantastic opportunity for encouraging social interaction and building on self-care skills. Children are encouraged to prepare snacks, pour their own drinks and clear away cups and plates after meals are finished. Fresh drinking water is available throughout the session. We cater for all individual dietary needs.

Funding

Fees are currently charged at £10.00 per session, this includes snack and lunch. Funding is now available for some two year olds who fulfil certain criteria and all children are funded the term after they turn three, this is for a total of 15 hours a week, term time only. Inclusion funding can be applied for to support children over two years old with additional needs, this can then be used to provide any specialist equipment needed, training for staff or for additional staff to support the child on a one to one basis.

Transitions

We have a comprehensive transition policy in place and feel strongly that good plans are vital to ensure a smooth transition to support families and children moving on into nursery, school or those going into specialist schools. We provide comprehensive information on the child, copies of ILPP's, NYEY tracker and encourage visits from the teacher into Peter Pan as well as making visits with the

child to their new school. All staff have visited specialist schools which some of our children move on to and the manager has visited various schools with parents at their request. We feel a good transition is key to the child settling well and being supported in the appropriate way from the very start and put a lot of time and effort into making this a positive new start for the child and family. We also support children and carers moving on to new foster carers or into permanent adopted homes.

Outside of the Nursery

We are very well supported within the local community and wider area. We have a children's Christmas party each year, gifts are kindly donated for the children by a local family run business, Mytum & Selby of Sherburn in Elmet. Each year we have several trips out to Church Fenton nature reserve where the children can take part in a range of activities including pond dipping and bug hunts. We have in the past had trips out to our local aero club, local shops etc. In addition we have had visitors into the nursery, these have included Police, Fire, Ambulance staff with vehicles, a local farmer with baby animals and a donkey. All visits are risk assessed and ratios of adults to children are high.

Policies

Peter Pan Nursery have up to date policies and procedures in place for all aspects of nursery life, including child protection and safeguarding, health and safety, confidentiality, SEND, administration of medicines. Risk assessments are in place for all indoor and outdoor areas and are undertaken for trips out and visits. All staff and volunteers are vigilant to all aspects of children's care and safety.