

Nursery
Pre-School
Out-of-School Club
Holiday Club
Forestry School



RE: SEND (Special Educational Needs & Disability) Local Offer

[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.](#)

The Treehouse Club treats each child as an individual and we recognise that each child learns at different rates and in different ways. Each child is allocated a 'Key Person' who will be responsible for that child's development.

On our Registration Form, you will be asked to specify any special educational needs or disabilities you know your child has. We will then discuss this with you before your child starts. You will also be asked to complete an 'All About Me Form' which will detail anything you feel will help us care for your child.

We offer 'Settling-In Visits' before your child starts; during which you and your child will spend time with their Key Person to help them get an overall picture of your child and to settle your child in to the Pre-School/Nursery.

Through the use of observations and planning for your child's next steps, we are able to identify any areas where your child may need additional help and/or support, which we will share with you, and with consent we will contact other professionals (if required). Your child's learning and development progress is regularly monitored through our online Learning Journals that are updated weekly.

If you have any concerns about your child, you should speak to your child's Key Person first. They will in turn inform the Setting Manager and SEND-CO as appropriate and a meeting will be arranged to determine the next course of action.

[How our setting supports young children with SEND](#)

We have our own designated SEND-CO (Special Educational Needs Disability Coordinator) who has undergone extra training in all areas of additional needs and who the staff and parents can go to for advice and support.

All Treehouse Club staff are either fully qualified with at least a Level-3 Early Years qualification or are currently studying for qualifications. A large number of our staff have been trained and awarded in Paediatric First Aid and all our staff have been trained to at least Level-1 Safeguarding.

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We provide further training in a variety of areas for all employees on a regular basis, both in-house and externally. If needed, further training will be sought and accessed to support an identified SEND. A number of our key employees have undertaken training in 'Making Sense of Autism'

The SEND-CO works alongside the child, their parents, Key Person and Pre-School/Nursery Manager to access the appropriate support for the child and family as well as instructs plans to support the child whilst at Pre-School/Nursery. Observations from the Key Person & SEND-CO are sensitively shared with parents and actions for moving forward are agreed in collaborative manner. If agreed that additional support is required, a One Plan will be put into place. One Plans' focus on child-centered planning/outcomes and are regularly reviewed and updated.

We may also be able to apply for additional grants and funding to support your child whilst in our care; ranging from providing specialist resources and equipment, to providing targeted intensive one-to-one support with a staff member.

[How our setting creates learning and development opportunities for individual children with SEND.](#)

When looking at differentiation, it is the Treehouse Club's core philosophy that we meet every individual child's needs. We do this by adapting every activity we plan for both Nursery and Pre-school. This tailored approach supports a child with SEND, as we emphasises the fundamentals to their learning and strive to support them in moving forward with their development.

[How our setting works in partnership with parents/carers.](#)

We recognise that you as parents/carers are a child's first educator and that working in partnership with parents is important to enable us to provide a happy, caring and stable environment for children and their parents. We want parents to be active participants in The Treehouse Club and encourage them to share achievements attained at home and contribute to the child's online learning journal (which is available online to parents at all times).

Your child's Key Person is always available for discussions and can also be messaged privately through the online learning journal. We have regular Parent's Evenings and actively seek parental input for the range of topics and activities we cover. The Key Person and SEND-CO will strive to ensure that the views, wishes and feelings of you and your child are central to the support your child receives.

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[How our setting supports the wellbeing of young children with SEND.](#)

We pride ourselves on being a fully inclusive Setting; and are able to meet the needs of children with special education needs or disabilities.

Our settings are purpose build and provide ample parking directly outside. All our settings have disability access at all entrances. (Main Pre-School/Nursery Rooms and the Out of School Club). Inside the settings, we offer a learning environment that is accessible for all and easily adaptable. Additional risk assessments are carried out on all children for all areas within The Treehouse Club that they access taking into account their additional need/disability.

We treat each child as an individual and we recognise that each child learns at different rates and in different ways. Consequently, each child's learning and development is on an individual basis carried out daily by your child's Key Person (who personally monitors your child's development and plans for their next steps accordingly). Your child's Key Person and SEND-CO will work together to ensure the environment; activities and routines support your child's needs. They will communicate with the rest of the staff to provide consistency and understanding within our team.

All children are included within our extra value activities and experiences including trips (regardless of needs). Parents are informed of any planned trips and risk assessments are completed before the trip.

We complete with parent/carer both long/short term medication forms before any prescribed medicine is administered to children.

[Staff training/experience in supporting young children with SEND.](#)

We have two members of staff SEND-CO trained. Our entire team observes all children and alerts the SEND-CO (if support is required).

Our entire team of practitioners' holds first aid qualifications and have completed Safeguarding training (minimum Level-1 up to Level-3 designated person)

Our staff recently attended Autism training within our setting.

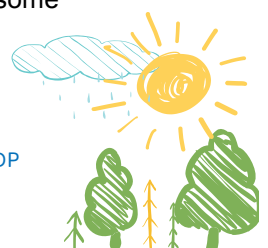
[Specialist services and expertise accessed by our setting.](#)

We have an Area SEND-CO that actively liaises with our setting SEND-CO regarding support and guidance. We have regular visits from a specialist teacher and PECs to assist with some areas of SEND-CO.

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When required we coordinate with speech and language to support children in our setting.

[How our setting includes young children with SEND in community based activities and outings.](#)

For example; our children were recently invited to attend an excursion to Watt Tyler Park. The children's need were identified and planned for accordingly.

Risk assessments are always carried out before any trips take place. A mobile phone, 1st aid kit, registers, change of clothes, and emergency contact numbers are taken along with us.

[Our Accessible Environment](#)

The Treehouse Club currently has two settings in full operation providing full nursery, preschool, holiday club and out of school clubs located in Wickford and Billericay, with a 3rd nursery opening up in Brentwood (September 2018).

Our Wickford setting is situated on a farm and our buildings are equipped with full disabilities access. Our Billericay - Norsey Woods setting is located within the Norsey Woods Nature Reserve with parking right outside the main entrance. The building is a single-storey that provides full disability access.

Our facilities are equipped with child height washbasins and toilets. We would undertake any reasonable changes needed to our setting layout, if required.

[How our setting prepares and supports young children with SEND when joining the setting and when transferring to another setting or school](#)

We ask all of our new parents/children to complete our 'All About Me Form'. This vital form provides the setting with child details that will be discussed with the Key Person prior to joining.

As a setting, we organise settle visits along with the parents to make sure the settling in process goes smoothly for both the parent/carer and child.

We contact the schools that our children will be attending to invite them along to visit our setting and facilitating play-dates for school transitioning. The key person provides a leavers report for each child transitioning to school. Our SEND-CO will liaise with the school if needed to ensure all relevant information is passed on and that everyone is fully aware of the needs of each child.

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

We support young children by surrounding them with activities and resources that they love and enjoy. We make sure that the surrounding environment for the child is welcoming and engaging to support their learning. We will always support what a child with SEND likes and dislikes as we want them to be as comfortable as possible when attending The Treehouse club.

How we decide on appropriate support for young children with SEND

If The Treehouse Club suspects your child to have SEND, subsequently we will take in-depth observations and arrange a meeting to talk about your child's development. If agreed by the parents' that further assessment is needed, we will ask you to fill in a consent form which will allow us to share information about your child with our area SEND-CO.

We would also advise that an appointment to see a pediatrician/GP for a full child assessment. Following a medical child assessment, the area SEND-CO would come in to observe and assess your child.

Once these assessments and observation have been completed, we can discuss with you the next steps to support your child.

How we involve all parents/carers in our setting

We recognise that you as a parent/carer are a child's first main educator and that working in partnership with parents is important to enable us to provide a happy, caring and stable environment for children and their families. We want parents to be active participants in The Treehouse Club and encourage them to share achievements attained at home and contribute to the child's online learning journal (which is available to parents online at all times).

Your child's key person is always available for discussions and can also be messaged privately through the online learning journal. We have regular display evenings and parent evenings and actively seek parental input for the range of topics and activities that we cover at The Treehouse Club.

The key person and SEND-CO will strive to ensure that the views, wishes and feelings of both you and your child are central to the support your child receives.

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Who to contact for further information

If you would like to contact us at The Treehouse Club:

01268 956 005 (Wickford)
01277 656 921 (Billericay)

SENCO:

Abi senw@thetreehouseclub.co.uk

Sian senn@thetreehouseclub.co.uk

Further information can be found at Essex Local Offer Website:

<http://www.essexlocaloffer.org.uk/>

The local children's centre, will provide family link workers who can support families with all processes at home and within the setting. They can help with forms, computer/internet access and guidance on when to access support and funding.

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