 9.2a Identifying SEN and additional needs procedures

St Michael’s Pre-school will expect practitioners to follow these procedures in the event of concerns regarding possible developmental delays, inappropriate behaviours or changes to development/behaviours due to environmental factors:-

* Assess observations, which focus on the area of concern.
* Share observations with management
* Consider tools which can be used to further assess areas of concern:- e.g.
	+ T B K
	+ Speech wheel
	+ ECAT
	+ EYFS Development matters
	+ Characteristics of effective teaching and learning
	+ Occupational Therapy Guidance
	+ Behaviours and characteristics observations
	+ Long observations – video or written
	+ Room tracker observation
	+ Social interactions
	+ Assess the child’s basic and additional needs and determine whether they are being met.
	+ Every behaviour is telling us a story. All behaviours have a meaning.
	+ 2 year check – would an integrated review be appropriate and the best way forward.
* Evaluate outcomes – discuss with management/SENCO
* Discuss with parents with support if required. We can only make accurate assessments if we collate knowledge of the whole child and their family.
* Direct parents to any relevant support networks available to them. Use the Local Offer to determine networks currently available to parents e.g; Speech and Language drop in
* Complete the appropriate referral and consent forms
* Management/SENCO to check form
* Parental permission gained.
* Submit referral form.
* Agree mutually convenient time for Early childhood specialist – inclusion or SALT to visit setting to observe the child.
* Create a SEN support and invite parents in to agree targets.
* SEN supports MUST be reviewed at least every 6 weeks or sooner if required. Parents must be part of this process.
* The child is always at the heart of everything we do. All decisions must be in the best interests of the child.