

# The Local Offer

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Name of Setting: Gingerbread 2 Nursery

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Name of person to contact: Mrs Shobhna Singh

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## *My child has SEND. I would like to look around. What do I need to do?*

Gingerbread 2 Nursery welcomes all new parents to come and have a look around the setting to ensure that not only your child, but you feel comfortable, safe and secure. On your visit we will show you around, you will also receive an information pack. Upon offering you a place (if you wish your child to attend our setting,) will receive a Booklet. This booklet 'Starter Pack' contains an 'All about Me' form for you to fill in, as well as a frequently asked question and information booklet. We are at hand to help answer any questions, even after your visit. When your child is due to start, (depending on their age and which room they will be in) you will receive a 'Daily Diary'. The purpose of the diary is to offer a two-way communication between the staff and you as a parent. In the diary- what they have eaten, how long they have slept, nappy changes and a brief description of what they have done during their time at the Nursery will all be documented. The staff will also use Learning Journeys to track and monitor every child's progress. Using these observations will give us a clearer and greater understanding of each child's likes and dislikes, enabling us to plan activities to further their development as well helping us to identify any areas where they might require any additional support. We work closely with a variety of agencies and try to offer as much support and guidance as we can.

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## *How will my child and I be made to feel welcome and how will you get ready for my child coming?*

At Gingerbread we are contentiously trying to build strong partnerships between ourselves, our parents and other professionals. We believe in doing this, will benefit your child, their well being and development. Before starting we offer all new children a taster session, as well as providing 'All about Me' sheets. We encourage parents to fill them in, giving us as much information as possible about their child. This gives parents a chance to meet staff and further discuss their child's needs. As all children are unique and we have children that attend that can speak and understand a variety of languages, we have staff that are able to speak Gujarati, Hindi, Urdu, Punjabi, Chinese and English. We also know that dietary and Allergy requirements play a big part in children well-being and health. We are a Nut free, Sweet free, egg free and Meat free nursery, and this is depicted in our menu. We also have and can cater for Dairy free requirements. All our menus are upto date with the new EU food information rules as found on The Food Standard Agency website in 2014. We have trained staff in Epi Pen, First Aid and Oxygen. As a setting we have access to any additional training that is required to support any child's needs. Each child is supported by a designated Key Person, they will be here for you to share any Individual Education Plans (IEPS) or targets set by us or other agencies. This enables us to work together in helping your child move forward. We also have pictorial signs to encourage language, security and belonging as well as all children's coat pegs have their photo on. Visual props are used on a daily basis by practitioners to support understanding and routine.

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## *How accessible are your premises?*

Gingerbread 2 Nursery is located in a converted three story office block. We have a lower ground which is wheelchair accessible- this gains you entry into the Office, Baby Room, Toddler Room, the Kitchen as well as the Disabled Toilet and Downstairs Garden. The whole of our Second floor comprises of the Pre-School, Children's Toilets, Kitchenette and the Rooftop Garden (which is the Third floor) all of which are accessible via two flights of stairs. Our Downstairs Garden is surfaced enabling us to use it all year round. We believe Outdoor play is very important in supporting children's gross and fine motor development. We have a porch which is full of information on offer to all our parents and visitors. In this we advertise Nursery events for example Mother/Father weeks, Parents evenings and Parties... Other information on offer also includes each rooms weekly focus plans, safeguarding Procedures, policies and procedures, contact details, EYFS information as well as important OFSTED information. At the moment we do not have access if a child is required to visit the second or third floor due to a physical disability, but working together we would try and find strategies to ensure your child is receiving the same care as all the children in our care. All our gardens, our front door and two main inside doors are security locked with access only available by staff through a fob system. Our setting also benefits from a security camera facility. These can be found in all rooms bar the toilets, thus enabling us to monitor all activities throughout the day. Risk assessments are undertaken on a regular basis (outings, visitors, Christmas lights, rooftop garden...) Our Kitchen areas are secure as we encourage cooking with all our children. All cupboards are fitted with child safety locks, all chemicals are stored in a lockable cupboard and we also have a COSHH file which is located in the office. Our changing areas are always fully stocked with the protective equipment needed (gloves, aprons, anti-bac spray). We provide sleep mats, bouncers and cots for children requiring sleep during the day. Each child is assigned a bed sheet and blanket. Each room has a sofa assessable to children if they wish to rest. All areas are checked daily to ensure the safety of all children, parents and staff. We have 'How we wash our hands', safe lifting etc... Signs located throughout the setting. We celebrate all religions and culture.

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## *How will you keep my child safe?*

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One of our main aims is to keep each and every child safe. Our setting has numerous Health and Safety policies and daily risk assessments are carried on a daily basis. We also have policies/procedures on Health and Safety, Equal Opportunities, Special Needs and Disabilities, Behaviour Management and Anti-Bullying Policy. Safeguarding is a major priority to all our staff and all our staff are sent on relevant safeguarding training. Posters and relevant numbers are located in every room as well as the porch. We also regularly go through the policies and procedures during our monthly staff meetings to ensure we are all aware of our policies that are in place. Every staff member is DBS checked and are not allowed to be left alone with a child until they have received a clear DBS (nappy changing etc...) We provide a number of safety record books, these are filled in any time a child has an accident, enters nursery with an injury, as well as if a child has an incident with that happened at home or at the setting. Medication forms are readily available for those children requiring any medication. We also have trained staff that are able to administer other prescribed types of medication such as Epi-pen or inhalers. OFSTED regularly inspects us, our last inspection was on 29th January 2014 and we were awarded 'Good' with aspects of outstanding. All visitors to our setting are required to sign in and out as well as removing or covering their outdoor shoes before entering. We also have a fob system, which is found on the two main downstairs and the main upstairs doors. This is only accessible by staff that each has their own personal fob. We also have Security cameras located in all areas of the building apart from the bathrooms. We believe strong partnerships with parents and will happily organise meetings if required to discuss your child's needs.

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## *How will you communicate with me what my child has done, enjoyed and learnt?*

At Gingerbread we have an 'open door' policy and our aim is to ensure feedback is provided about all children to their parents/carers. We know that this is not always possible, so we hold twice yearly parents evenings as well as actively encouraging parents to take their child's learning journey home, fill in questionnaires, suggestion slips, Mothers/Fathers week. We also provide Baby and Toddler room children with daily diaries. In these your child's sleep times, nappy changes, what they have eaten, the amount as well as a little description about what they have done during the day. The learning journeys are on view in all rooms, enabling both children and parents to look at their own learning journey. In each child's learning journey we encourage parents to add to it, you can do this by bringing in photos of your holiday or a special event, this gives us the chance to make discussion points as well as aiding us in helping the children achieve their next steps and build on confidence. We hold twice yearly parent evenings where you will be given the chance to discuss your child's learning and development. We also will discuss their next steps and offer any advice on toileting, building on their language, concentration, motor skills etc... We write six monthly summaries to give parents a better understanding of their child's development, as well as Transition summaries when moving room to room or to a new school. Two year old Progress checks are also completed. If your child has a Individual Education Plan (IEP) or as it will now be called a Education and Health Care Plan (EHC) or Speech and Language Targets, regular review meetings are set up between the setting SENCO, area SENCO as well any other agencies that are involved. If your child attends another setting, with your permission we would like to know- this enables us to share information and their experiences enabling us a two-way communication system. To share any type of information, whether that is newsletters, invoices, letters, questionnaires we ask parents for their email address, we also communicate with parents through the telephone, letters and posters.

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## *How do you work with other professionals?*

We believe that one of the most important partnerships is with you as a parent. We aim to build on our relationship with you enabling us to communicate openly and freely regarding various ways we can support and provide the best care and help as we can. We have staff that have been with the company for over 20 years, this enables us to continue to build and strengthen our relationships with parents and other professionals. Having worked closely with our local SENCO, this has helped to build relationships with not only them but other professionals involved including speech and language and Hearing services. We also offer both parents and your Health Visitor a copy of their child's 2 year progress check.

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## *What training have you/your staff had in SEND?*

Staff development is a big part of being a registered charity is that we will put all our staff on any relevant training; this enhances the quality of care we offer. The majority of our staff are First Aid trained and any that are not, are waiting for the next course, as we believe this to be a vital training experience for all practitioners. This can also be said for Safeguarding courses. The heads of rooms also hold Food Safety certificates. Our setting SENCO has attended all relevant training and is always open to attend any further training, including the new SEND training. All of our staff hold or are working towards their Level 3. Our manager holds a BA in Early Years. We also attend regular provider briefings; these update us on any relevant training, policies or regulations that are needed. We also have a direct phone number for our Area SENCO, and can call for advice if it is ever needed.

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## *How will you adapt play opportunities for my child?*

At Gingerbread, we know all children are unique; therefore we adapt our environment frequently to meet their needs. During activities we offer the opportunity to use various tools e.g. right and left handed training scissors, thin and thick pencils etc... We use a variety of floor and table top activities to engage children's imagination and play. If a child was to require a specific type of environment, we would talk to parents and any other professionals involved guiding us into making the most of our environment

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both indoors and out. We send out termly 'All about Me' forms, giving parents his opportunity to update us on their child's likes, dislikes and needs. Using observations, progress trackers, child monitoring tools (CMT) and the Early Assessment Review (EAR). We aim to track each child's progress ensuring we are able to recognise any further development needed. We also use targets provided from speech and language therapists, individual education plans etc... Using these we can plan specific activities e.g. social communication groups.

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## *How will you get ready for my child going to his/her new school?*

Transitions are a very important time for any child, we are aware that some children require more time to adapt. To ensure your child's transition is as smooth as possible, we encourage frequent pre-visits when moving from room to room. Each child will be assigned a Key Person. We encourage the Key person to look at your child's Learning Journey if they are joining us from another setting. If your child is planning to go to a new school or a new setting, we will send home their Learning Journey and an upto date Transition Summary. We receive visits from the local school teachers at Transition time; they will bring an 'About Our School' book for the children to look through. Being opposite to Launde, we are fortunate enough to make visits ourselves- this gives the children the opportunity to walk around the school grounds and past their future classrooms.

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## *How will you and I know how my child is doing and how will you help me to support my child's learning?*

At Gingerbread we each child has their own Journey which is used to document and track their learning and development. Upon starting, we observe each child for their first six weeks. In this time it gives not only us but your child the chance to settle and get to know each other. Next, we fill in the EAR (early assessment review) and the CMT (child monitoring tool). Using these, gives us a starting base of where your child is developmentally. We use this to then develop 'next steps' for each child unique to their needs, likes and dislikes. These next steps also get used in all future planning and activities. We will work with you to ensure their next steps are met. After or around their second birthday, we do a two year progress check; this can be shared with your health visitor. This will show the progress and milestones being reached by your child and if any extra support is needed in any area of development. We also encourage parents to attend our termly mother and father's weeks, as well as our twice yearly parents evening we hold for all rooms. We encourage parents together with their child to share the things they have done at home or during an occasion, such as Easter holidays, summer holidays, weddings etc... 'WOW' moment slips can be found in the porch where parents are able to share any 'WOW' moments their child may have had. Six monthly progress summaries are written by each child's key person, these are shared with the parent. Every term the CMT (child monitoring tool) is updated so we are able to keep track of their progress and identify if any additional support is needed. As a charity we also encourage children and their families to join in with our planned fundraising parties. We help Comic Relief, Barnardos Big Toddle and Children In Need. We encourage parents to take part and join in, this gives the children the chance to celebrate and learn about the wider community and their difference. We encourage everyone's differences and use these in our play- celebrate most religions and have organised trips out to learn more for example visiting the Mosque, Temple, Church, and Gudwara. As well as going on trips we incorporate these religions into our role play (cultural clothes, dolls, food, cooking, utensils etc...) using not only free play but structured play to enhance your child's learning and development.