

### **1.10b St Gregory's Childcare Trust Special Educational Needs Procedure**

St. Gregory's Child Care Trust recognises the need for each child to be treated equally as individuals. Our aim is to provide a stimulating environment in which we can meet the changing needs of every child. It is possible that some children may require extra assistance of a professional nature from an outside agency, in order to meet their specific needs. The Special Needs Co-ordinator will be informed of any child who may have additional needs through staff parents/carers or outside agencies.

The principles of the Graduated Approach implemented with regards to Special Educational Needs within the county of Gloucestershire, in this case acts as a step-by-step procedure in the event of any such concerns:

- Identification and/or recognition of need or of the point of concern.
- A variety of observations formats and assessment will be carried out by appointed Key persons and SENDCo.
- Contact parents or carers to discuss concerns.
- Observations previously carried out by Key person's or SENDCo will be used as a base for analysis, providing the foundation for changes to be implemented within the environment and/or strategies to be formulated to assist child with their needs.
- If concerns continue contact parents/carers to develop a 'my plan', collectively setting targets and ensuring a review date. SENDCo will hand over targets to all staff, ensuring consistent support for the child with additional needs.
- Reviews consisting of Key persons ,SENDCo and parents revising the success of the my plan targets If targets set have been a success then all staff, together with SENDCo and parents will continue to further monitor, change practice, and continue discussion with other agencies.
- If a child does not fulfilling targets set , a decision will be made jointly by all in attendance at the meeting whether a new plan should be actioned or a my plan plus would be put into place.
- After two my plan plus with reviews E.H.C.P will be written
- Practice changes need to be monitored as well as discussions continued between Key persons, SENDCo parents and other agencies involved. All staff will be informed of my plan targets and staff should continue to collectively monitor target achievement (using the recording evidence for individual needs pro-forma). Staff and SENDCo to continue to observe asses and plan.

Parents or carers and any outside agencies involved will be kept informed throughout the entire process; parent's permission will be sought by the SENDCo. Records will be kept confidentially throughout the entirety of the process.