



## Sheffield Hallam University Nursery

### Special Educational Needs & Disabilities Policy

This policy follows the principles of the **Special Educational Needs and Disability Code of Practice (2014)**.

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#### Statement of Intent

At Sheffield Hallam University Nursery, we are committed to welcoming and including **all children and families**. Every child has the right to feel safe, valued, and supported to reach their full potential. We believe children learn best when they grow and develop alongside their peers, sharing experiences, building relationships, and learning from one another.

We provide a warm, positive, and inclusive environment where each child is supported according to their individual needs. We work hard to ensure that no child is discriminated against or disadvantaged because of a special educational need or disability.

Every child is unique. Rather than placing children into categories, we focus on understanding each child as an individual, recognising their strengths, interests, and needs.

We work closely in partnership with parents and carers, valuing their knowledge of their child. Together, we aim to provide the right support to help each child thrive.

Where a child has additional needs, we will make **reasonable adjustments** to our environment, routines, and practice to ensure every child can fully access our provision. All children have the right to a broad, balanced, and enriching early learning experience.

If we believe a child may have additional needs, we will work sensitively and collaboratively with families and relevant professionals to explore how best to support them.

In rare circumstances, if after working closely with parents, professionals, and external agencies — and after making all reasonable adjustments — we are unable to meet a child's needs, we will discuss this openly with families and consider whether the nursery remains the most suitable placement for the child.

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#### Our Aims

We aim to:

- Recognise and respond to each child's individual needs
- Ensure all staff understand and follow the SEND Code of Practice
- Include all children and families in our nursery community
- Provide knowledgeable, caring practitioners who support children and parents
- Identify needs early and put effective support strategies in place
- Work in partnership with parents and outside professionals
- Monitor and review provision regularly and make improvements where needed
- Ensure all children are treated as individuals and encouraged to take part in every aspect of nursery life
- Promote respect, kindness, and understanding of differences
- Celebrate diversity in play, learning, and relationships



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## How We Support Children with SEND

We will:

- Use a graduated approach of **Assess – Plan – Do – Review**
- Observe and assess children's development regularly
- Work closely with parents at every stage
- Create Individual Support Plans where needed
- Provide inclusive activities and experiences
- Adapt environments and routines to support access and participation
- Liaise with health, education, and support professionals
- Maintain accurate, confidential records
- Offer training to staff to develop skills and knowledge
- Promote positive role models and inclusive resources
- Review SEND provision annually

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## The Role of the SENCO

Our SENCOs are:

**Rachael Hinchcliffe (Collegiate)**  
**Sadie Broadhead (Meadows)**

The SENCO works closely with key persons and families to:

- Identify and assess children's strengths and needs
- Support planning and review of Individual Support Plans
- Liaise with parents and external professionals
- Maintain SEND records
- Support staff with advice, training, and guidance

Parents are always involved in decisions about their child's support. The key person remains responsible for the child's daily care, learning, and development.

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## The Graduated Approach

We follow four steps:

**Assess** – Gather information from parents and observations

**Plan** – Agree targets and strategies with parents

**Do** – Put the support in place through daily practice

**Review** – Meet regularly to review progress and update plans

If needed, referrals to external agencies will be made with parental consent.

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## Safeguarding

If at any time a child is considered to be at risk of harm or in need of protection, we will follow our safeguarding procedures immediately in line with the Children Act 1989 and local safeguarding guidance.

This policy was adopted on	Signed on behalf of the nursery	Date for review
17/3/23	C.E.Carroll	January 2027