

SEN Support – Checklist

For Early Years Private Voluntary and Independent Setting staff to use

If you have a concern about a child, you will need to follow these steps before requesting support from the Early Intervention Team

If you are not the setting SENCO, discuss your concerns with them first.

- Talk to parents and discuss your and their concerns, see also 'Questions to consider' and 'Communicating with parents' (in the SENCO File contents section on the Portal) and look at the [Graduated Response](#) file.
- Explain your role and responsibility as SENCO or keyworker. With parent's consent, clarify which other agencies are involved for example health visitor, speech and language therapy, paediatrician and contact them for further information. Copies of reports are helpful. Begin to complete a 'Graduated Response File' with parent's consent.
- Discuss and agree with parents what you plan to do about the concerns. Provide minutes and action points to parents and keep your own copy in the Graduated response File
- If the Health Visiting Team are not involved, you and/or the parents can contact them to share your concerns - remember to get parent's consent before talking to them. If the child has delayed development, their health visitor can provide an assessment and can refer to a paediatrician if necessary.
<http://www.derbyshirehealthcareft.nhs.uk/services/childrens-services/health-visitors/health-visitor-contact-details/>
- If the parents require support at home the health visitor or the family visitor from the child's local children's centre may be able to help. It may help you to be clearer about what the child and family need if you complete an Early Help Assessment form together: <http://www.derbyscb.org.uk/Early-Help-Assessment.asp>
- Continue to complete your setting's assessments. You might find it helpful to complete the Early Years profile from www.gi-assessment.co.uk. You can find this by searching 'Teaching Talking'. It is available in packs of 5 and can be used with children whose language is at the 0-1 year, 1-2 years and 2-5 year level.
- Carry out observations focused on the area of concern and record.
- Follow the Assess, Plan, Do and Review process outlined in the SEND Code of Practice 2014. Refer to the example guidance in the 'Target Setting' section on the Portal

- Plan and carry out some targeted activities to address the areas of concern. Refer to 'Target Setting' section on the Portal. You may also be able to find relevant information or activities in the Speech, language and communication booklet (in SEND Resources- Strategies and activity suggestions) on the Portal.
- Record the child's responses and review progress regularly with parents. Keep the information you have recorded as this may need to be shared with other professionals or for referral purposes.
- Continue with the Assess, Plan, Do, Review process.
- Continue adding to and updating the child's Graduated Response File

If you are still concerned about a child's continued lack of progress

- If the child has speech and language difficulties, you will need to speak to the child's health visitor or to your local speech therapist.
<https://www.speech.derby.nhs.uk/>
- If a child in your setting is 3 years of age and is presenting with moderate to severe difficulties in two or more areas of development and you need further support and advice having followed the Assess Plan Do Review cycle, you can find the most current STePS referral form and criteria on the Portal (in the Onward Referrals section) or request one by contacting 01332 641400 or by email on stepsadmin@derby.gov.uk
- You will need to make sure the child meets the criteria for support; this will include providing evidence of implementing a graduated response.
- You should complete the referral form in consultation with parents and return along with copies of relevant observations, assessments, reports and current Targets as evidence of what you have been working on.
- The referral will be considered at the Early Years Referral and Assessment panel that meets every three weeks. You will receive an acknowledgement letter when we receive your referral.
- Someone from the Early Intervention Team will contact you to discuss what we might do next.