

Summary of Needs

Childs Name:

Date of birth:

Example

What I need help with: Example of what the child needs you to know. You could use this summary to support information sharing such as preparation for transition between keyworkers, rooms or settings, or to evidence the support you provide and the graduated response process you are using.

I need help:

- To develop my understanding of what I am expected to do and not do.
- To develop my expressive language so I can learn and say more words and make myself understood.
- To show me how to communicate and interact with other children in an acceptable way
- To practice my listening and attention skills so I can participate for a short time in small group activities.
- To access different activities or I will stay at one thing for a long time
- To develop my motor skills, strength and co-ordination so I can handle tools more easily and have less accidents.
- To teach me to understand safe ways of playing and what might endanger me.
- To develop my self-help skills so I am more independent in caring for myself.

How you can help me	Example	Who	Date
Prepare visual resources to aid communication, understanding, routine and adult instruction. (these might be - photographs of activities, signs, choose board, visual timetable, count down spots/timer, communication Book, First/then strip, toileting schedule).		SENCO and Keyworker	
Plan set periods of time each day to practice targets and new skills, including implementing treatment programmes, behaviour programmes and recommended strategies from other professionals such as SALT/ STePS.		SENCO and Keyworker	
Seek out training for Key staff to learn about the diagnosed condition/ learning disability and how they can support the needs using different teaching methods.		Manager/SENCO	
Plan a timetable for regular staff meetings to review support needs and to share information among each other.		Manager/SENCO	
Prepare a timetable of staff deployment to cover certain areas/activities at know critical times so safety of all children is covered.		Discuss at staff meetings and review as needed	
Identify an adult each day to carry out safety audit prior to children arriving. This responsibility to continue throughout the day and should be shared amongst all staff. Take into account child's need to mouth non edible items; make sure there is an alternative readily at hand such as a chew bar.		Manager to allocate and oversee safety checks are vigilant	
Purchase more detailed development profiles and toys which are relevant to child's learning needs and interest.		Manager in consultation with SENCO/ Keyworker	
Make referral to STePS/Speech Therapy or/and Funding application if more advice needed and if child meets criteria.		SENCO	