# Parent information from the Early Years Inclusion Team

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## Who are the Early Years Inclusion Team?

We are a team of experienced early years practitioners and qualified teachers who work with early years settings to provide advice and guidance on the development and care of children with additional needs and disabilities.

## SENCO Support Advisors (SSA)

To provide advice and guidance on how the setting can;

• support an individual child's holistic development

• support further development of the settings inclusive practice

• provide support with paperwork, including Individual support plans, individual educational plans, Provision Maps, Risk Assessment's and Health Care Plans

• support with the transition of children into school

• model best practice to settings on aspects of working with a child with additional needs

• to provide the Focus with Fidget to settings, focusing on positive small group work

## Area SENCOs

Supporting early years and childcare settings who care for children who are known to the early year’s inclusion team, and who may need Enhanced provision or with an Education, health and care plan.

They provide advice and guidance on:

• paperwork requirements for the Education, health and care needs assessment process

• link between early years and childcare settings and the early years inclusion team

• support with the transition of children

• support the development of the settings inclusive practice

• provide or signpost to training and workforce development opportunities to the early years and childcare settings

## How can they help?

They can provide advice and guidance to the early years setting in the following areas:

* Support with modelling of interventions
* Provide guidance on the recommended paperwork required to support children with additional needs
* Signpost to other relevant agencies
* Recommend actions that an early year’s setting may need to take to fully include your child in their setting
* Recommend training that is available to further their skills and knowledge
* Recommend appropriate funding to claim, with advice on how to spend it to best impact on your child’s development. More information on the inclusion funding available to early years settings can be found on the following link: <https://www.worcestershire.gov.uk/WCFEducationServices/info/31/early-years-inclusion/67/early-years-inclusion-z-resources/3>
* Discuss with parents/carers the possibility of accessing specialist interventions and provisions such as the nursery assessment units and/or the specialist language units
* Discuss with parents/carers the level of support they may require on entry into school

If the **Area SENCOs** are involved with your child, the preschool forum will ask for them to consider the level of need your child may require on entry into school. This is in accordance with the Graduated Response for supporting children with SEN/D. This could result in one of the following recommendations:

* Your child can be supported on the ordinarily available/SEN/D support available to all children in mainstream schools
* Your child may qualify for ‘enhanced’ funding to support their move into the reception class (this is where the school applies for additional funding to provide support to a child in their first term of reception.) This request will be made via the preschool forum and consist of a request for a profile of strengths and needs to be completed from an external independent agency who will make the final recommendations for school provision.
* Your child is put forward for an Education, Health and Care Needs Assessment (EHCNA) which may result in an Education and Health Care Plan.
* More information on EHCNA can be found on the following link: <https://www.worcestershire.gov.uk/WCFEducationServices/info/31/early-years-inclusion/73/education-health-care-needs-assessment>

## Why do they want to meet parents/carers?

We would like to introduce ourselves to parents/carers to explain our role, discuss our involvement, find out information about the child from you and answer any questions you may have about your child’s support and holistic development.

We generally meet parents/carers with the early years settings SENCO on our first visit, so there is a clear and consistent plan in place to support your child.

## How can parents/carers access additional advice for use in the home?

After each visit the inclusion team will leave a copy of their visit record. This will show the advice provided to the setting, and a list of actions we expect to be put in place.

The advice may be relevant to follow in the home, and the SENCO and key person will discuss this with you.

Additional advice and guidance can be downloaded from a range of websites and specialist services which have a range of digital resources available to support both parents and early years practitioners.

You can find a list of useful websites and resources on the page 6.

## Worcestershire’s Parent Carer Forum

**Families in Partnership** is Worcestershire’s parent carer forum for parents of children and young people with Special Educational Needs and Disabilities (SEND). It is independent, run by parent carers and is completely free to join.

The forum:

* encourages parents and carers to have their say about different factors affecting families, both locally and nationally
* keeps parent carers informed about what is going on in Worcestershire and gives you opportunitiesto become involved
* sends information regularly via emails or newsletters and social media

You can be involved as much or as little as you like, depending on how much spare time you have.

What you do, how much and when, is down to you; you can join and receive information, and then decide if you want to get more involved later.

Being involved can mean:

* taking part in online surveys
* being trained and supported to be a parent representative in meetings or
* helping in the running of the group.

Join **Families in Partnership**:  
Register online: [www.carersworcs.org.uk/get-involved](http://www.carersworcs.org.uk/get-involved)  
Email: [adminfip@carersworcs.org.uk](mailto:adminfip@carersworcs.org.uk)

## How do I contact the early years inclusion team?

There is a list of inclusion workers with their email address and contact telephone numbers on the following page. We recommend that parents email the team where possible, as our phones must be turned off when we visit early years settings – so we may not be able to answer a call. (When emailing please do not include child’s details as emails aren’t considered secure).

Alternatively, there is an inclusion team helpline – 01905 843099 – if we are not available, please leave a message and we will return the call at the earliest opportunity.

## Early years inclusion team contact details

* Inclusion helpline and answer machine: 01905 843099
* Inclusion helpline email: [eyinclusion@worcschildrenfirst.org.uk](mailto:eyinclusion@worcschildrenfirst.org.uk)

### SENCO Support Advisor

#### Paula Stearman (North Worcestershire)

* Email [PStearman@worcschildrenfirst.org.uk](mailto:PStearman@worcschildrenfirst.org.uk);
* Telephone: 01905 843784 or 07511 045700

#### Kelly Potts (South Worcestershire)

• Email: [KMolnar@worcschildrenfirst.org.uk](mailto:KMolnar@worcschildrenfirst.org.uk)

• Telephone: 07511 045 682 or 01905 843465

#### Jane Parsons (Wychavon)

* Email [JParsons4@worcschildrenfirst.org.uk](mailto:JParsons4@worcschildrenfirst.org.uk)
* Telephone: 01905 844426 and 07821 301790

#### Rachelle Erskine (Wyre Forest)

* Email [RErskine@worcschildrenfirst.org.uk](mailto:RErskine@worcschildrenfirst.org.uk)
* Telephone: 01905 728534 and 07546 687115

### Area SENCO

#### Sharon Andrews: Area SENCO (Redditch and Bromsgrove)

* Email: [SAndrews@worcschildrenfirst.org.uk](mailto:SAndrews@worcschildrenfirst.org.uk)
* Telephone: 07511 045590 or 01905 843 881

#### Caroline Britton: Area SENCO (Wyre Forest)

* Email: [CBritton2@worcschildrenfirst.org.uk](mailto:CBritton2@worcschildrenfirst.org.uk)
* Telephone: 07511 045619 or 01905 846942

#### Amy Rowley Britton: Area SENCO (South Worcestershire)

* Email: [arowley@worcschildrenfirst.org.uk](mailto:arowley@worcschildrenfirst.org.uk)
* Telephone: 07858 687668 or 01905 643962

#### Annette Murray: Area SENCO (Droitwich, Wychavon and Redditch)

* Email: [amurray@worcschildrenfirst.org.uk](mailto:amurray@worcschildrenfirst.org.uk)
* Telephone: 07759 523237 or 01905 643643

## Useful websites and links to downloadable resources

* **Worcestershire Children First Early Years Inclusion webpages**:

[Early Years Inclusion | Worcestershire County Council](https://beta.worcestershire.gov.uk/worcestershire-children-first-education-services/early-years-inclusion)

Visit the A-Z to access a range of information including the funding that is available in Worcestershire (F for Funding)

* **SEND local offer** which provides information to all SEND services available in Worcestershire

<https://www.worcestershire.gov.uk/info/20416/send_local_offer>

* **Early Years Inclusion Webinars** <https://www.youtube.com/channel/UCIzuswwI21xlhgENexILv2Q>
* **SEND Information and Advice Service Worcestershire and Herefordshire**

SENDIASS have a dedicated team of advisors offering legally based and easily accessible information and advice about special educational needs and disabilities (SEND). They support parents, carers, children and young people with SEND and our service is impartial and confidential.

<http://www.hwsendiass.co.uk/>

* **Contact:** A charity who help families feel, valued, supported, confident and informed

<https://contact.org.uk/>

## Consent to support letter

Date:

Dear parent / carer,

………………………… (name of setting) would like to gain some support and advice from the early years inclusion team to ensure that the practice in the early years setting is meeting the needs of your child ………………………………..….. (name of child.)

We want your child's experience at our early years setting to be of the very best quality and want to ensure that we develop our practice for the benefit of every child.

Your views as a parent/carer are very important to us and therefore a member of the early years’ inclusion team will be happy to talk to you, either on the phone or in person. Please let us know if you would like us to plan for this on their first visit.

We have also provided you with an inclusion team parent leaflet that explains the role and functions of the team.

I agree for …………………………………………………………………….

(childcare setting staff member) to contact the early years inclusion team.

Parent's/carer's signature: …………………………………...................

Date ………………………………………

**Please retain the consent form in the child’s folder as proof of consent.**

Worcestershire Children First Early Years Inclusion

Worcestershire County Council

County Hall, Spetchley Road, Worcester, WR5 2NP

Inclusion contact number: 01905 843099

**We take your privacy seriously and in accordance with the General Data Protection Regulations. The information you have given us will be used to support your child’s development and will not be processed for any other purpose, after which it will be securely disposed of. Information on how WCC use personal data can be found in our privacy policy** <http://www.worcschildrenfirst.org.uk/privacy>