

Early Years SEND High Needs Base Induction Policy

Introduction

As part of the Bolton Early Years SEND strategic approach, EY SEND [High Needs Base provision](#) offer places for children aged 2-5 years with High Needs SEND within an environment that will meet their learning and development needs, enable integration and be staffed by practitioners able to offer specialism.

This document is a statement of aims, principles, strategies and procedures for supporting children and their families during the induction period. It has been developed by the High Needs Base Co-ordinator and reviewed by a selection of High Needs Base Practitioners, Managers and Headteachers.

What is meant by 'Induction'

Induction is when a child is welcomed into a new setting, they may be moving from another setting or this might be their first experience of a nursery, in some cases this might be the first time a child has been entrusted with somebody outside of their immediate family.

Aims

Our aims during transition are to:

- Provide support to both the child and their family
- Share information with all parties involved
- Reduce the impact of induction
- Ensure the safety of children and practitioners
- To monitor induction and action any areas for improvement

Induction to a High Needs Base

During the induction of a child to a High Needs Base following a HNB panel:

- Parents/carers will receive a letter from the High Needs Base Co-ordinator in the week following the High Needs Base panel. They should already have received a travel assistance application form and completed it in principle prior to the panel.
- The High Needs Base Lead for the appropriate setting will contact the family once parents/carers have been informed of their placement.
- The High Needs Base Lead will arrange to meet the new child in their current nursery setting or at home.
- Settings have similar but not identical induction interview questionnaires to use as prompts when discussing the new children's needs with parents, carers and other professionals involved.
- The child/family will be invited to visit the appropriate High Needs Base. Additional visits will be offered if required.
- Where additional training is required prior to the child starting the High Needs Base Lead will arrange this with support from the High Needs Base Co-ordinator where needed.

- If required, a child action meeting will be arranged by their key professional prior to their start date.
- Once everything is in place, parents/carers (and transport if appropriate) will be informed clearly of their child's start date at nursery by the High Needs Base Lead.
- During the child's first term at school parents/carers are invited to an Early Help Assessment/review meeting in which a practitioner from the setting will discuss how their child has settled, any issues arising and consider their child's expected progress and new targets.
- Interim Assessment Place Inductions should follow the same process as above making it clear to the family that the child's place in the High Needs Base is temporary and that they will be discussed at the next panel. If they are found to be appropriately placed, the High Needs Base Co-ordinator will write to the family to make it an official placement.

The Role of the High Needs Base Co-ordinator linked to Induction

- Inform referrers of the results from panels and support in their next step if the child they referred did not meet criteria.
- Inform parents/carers if their child has secured a place in a High Needs Base provision.
- Inform finance of any changes following the panel agreements.
- Inform transport of the updated list of pupils attending each setting and their schedules.
- To assist settings in attaining the correct and appropriate training required to meet the needs of the children in the bases. Where possible the training will be in place prior to a child starting in a High Needs Base. In some cases, this will not be possible so a judgement might need to be made for a child to be supported by a healthcare professional, parent/carer or have a reduced/altered timetable. In rare cases when training is not possible prior to a child starting in a setting, a deferred start date will need to be agreed with the child's family to ensure the child's safety. During this period, a level of support will be offered to the family, guided by the High Needs Base team, this might include regular contact attempts and signposting to local support groups and resources.
- Where specific resources are required to meet a child's specific needs, the High Needs Base Co-ordinator will support the setting in acquiring what is needed using knowledge of SEND funding sources such as [Disability Access Fund](#) and loan options via toy library or loan stores.
- In cases where medical support/training is required, the High Needs Base Co-ordinator will advise on the current process to refer to the [Children's Community Nursing Team](#).
- Liaise with settings and pupil services to ensure smooth procedures around travel assistance and clarity around the appeals process.
- Monitor and evaluate the High Needs Bases' induction practices, supporting where needed and providing positive examples for improvement.
- Consider the High Needs Base induction as a whole, seeking support to action improvement where concerns arise.