



## Early Years Area SENCo Involvement

### Settings Copy

The Early Years Team is part of Solihull Metropolitan Borough Council's Education Outcomes and Intervention, Children's Services Directorate. We are a team of specialist early years practitioners. We provide support, advice, training and information to school nurseries and PVI settings for children with special educational needs and disabilities (SEND) to help make sure that all children are fully included within the setting. The school or setting will share the outcomes of our involvement with you and your child.

As part of our work, we keep electronic records which are held securely and confidentially. These records contain personal information, such as name, and date of birth, plus the details of our work with the child/young person. Since we work alongside other professionals who may also be involved, we would want and may also exchange information with these other practitioners. Please note that any personal data collected will be stored and managed in line with Solihull Borough Council's commitment to the General Data Protection Regulations. Please visit the privacy statement.

- I can confirm I have been given information which explains the role of the Area SENCo.**
- I understand that my child may be observed by the Area SENCo at nursery to provide the setting with advice to support my child.**
- I understand that a copy of the Area SENCo reports or observations will be given to me by the setting SENCo.**

Name of child .....

Parent/Career Signature .....

Print Name ..... Date .....

## Early Years Area SENCo Involvement

### Parents Copy

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#### **The role of the Early Years Team Area SENCo:**

The aims of the Area SENCo role are to support, train, and empower the staff in Solihull Private, Voluntary and Independent (PVI) nurseries, and school-based nurseries, to meet the needs of children with SEND.

This will be achieved through:

- Offering professional information, advice, guidance, and support to settings, in line with EYFS and SEND frameworks.
- Supporting settings in their development of good SEND practice which promotes development, learning and inclusion.
- Supporting settings in the graduated approach.
- Advice on how and when to refer children to outside therapies and support services.

**The Area SENCo does not work directly with children and families;** however, they may complete short observations in setting to provide staff with advice around relevant strategies to support a child's needs within the provision. The setting SENCo will ensure parents are informed of any advice given, and they will provide parents with a copy of any written reports/notes provided by the Area SENCo.

As part of their work, the Area SENCo keeps electronic records which are held securely and confidentially. These records contain personal information, such as name, and date of birth, plus the details of their work with the child/young person. Since the Area SENCo works alongside other professionals, who may also be involved, they may also exchange information with these other practitioners. Please note that any personal data collected will be stored and managed in line with Solihull Borough Council's commitment to the General Data Protection Regulations. Please visit the privacy statement.

**Please visit our Early Years Advice and Support page**  
**[Early years advice and support \(solihull.gov.uk\)](http://solihull.gov.uk)**

**More information can be found on the Early Years Education (0 to 4 years) page**  
**[Early Years Support and Assessment Team \(solihull.gov.uk\)](http://solihull.gov.uk)**