**Portsmouth SEND Pathway for Early Years Settings (2023-2024)**

Key person/parent raises concern about a child's development and progress.

**Is this a new concern?**

**Ensure that when you are sharing any information, that the parents have given full consent, are aware of who it will be shared with and for what purpose.**

* Work in partnership with parents to discuss child's progress and share concerns
* Share the setting's own Local Offer with parent when appropriate
* Keep records and agree actions - include dates of meetings/phone calls.

**Do concerns remain?**

Child is working at typical age appropriate developmental stages within EYFS and is making progress.

**Continue to follow effective EYFS practice.**

**Assess**

Gather existing information regarding SEND needs, e.g.

* **Health Visiting service** (HV) information and developmental checks - **call 0300 123 6629**
* Family Support Plan (FSP)
* Looked after Child (LAC)
* Early Years Panel (EYP)
* **Therapies - call 0300 300 2019**

Speech and Language Therapy (SLT)/Occupational Therapy/Physiotherapy

* Vision and Hearing Team
* Portage/Portage+
* Information from other settings attended
* Discuss with EY Link Coordinator
* Any other involvements.
* Make detailed observations. Build up understanding of child's strengths and areas of concern
* Add child to setting's SEND monitoring list.
* Refer to Ordinarily Available Provision (OAP) for strategies and resources - [Portsmouth Local Offer](http://www.portsmouthlocaloffer.org/)

Contact Health Visiting service (with parents' consent) for any developmental checks and discuss concerns **-** [**complete Duty HV referral**](https://portsmouthlocaloffer.org/documents/early-years-health-visint-support-referral-form-professional-referrals-only/)

* Find out if child has had a recent hearing/sight test.

**Do concerns remain about the child's** **progress?**

**Plan & do**

**SEND support**

* Create a plan including interventions and desired outcomes.
* Refer to [SEND Code of Practice](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/350685/Early_Years_Guide_to_SEND_Code_of_Practice_-_02Sept14.pdf)
* Follow the **ASSESS, PLAN, DO, REVIEW** approach (page 86 of the SEND Code of Practice).
* Refer to the OAP Provision for strategies and resources
* Continue to make detailed observations
* Contact EY Inclusion team [eyinclusion@portsmouthcc.gov.uk](mailto:eyinclusion@portsmouthcc.gov.uk)
* Signpost parents to [Portsmouth Local Offer](http://www.portsmouthlocaloffer.org/)

**Review**

Review SEND plan in partnership with parents every six weeks or sooner.

Continue with **SEND support** on next page…

**SEND Support**

When referrals have been made:

* Record actions in the setting's SEND folder
* Work in partnership with other agencies that are supporting child/family
* Continue SEND support plans linked to recommendations from outside agencies
* Monitor impact and progress
* Keep EY Inclusion team informed/updated
* Follow up any blocks or barriers, e.g. slow responses from outside agencies or not being kept up to date with information.

**Is desired outcome being achieved?**

Continue with **ASSESS, PLAN, DO, REVIEW** SEND support in partnership with parents - see previous page.

**Review** the SEND Plan

* Continue to follow the **ASSESS, PLAN, DO, REVIEW** process
* Ensure that plans have clear outcomes
* Track and monitor progress
* Assess the impact of support and interventions
* Consider contacting EY Inclusion team [eyinclusion@portsmouthcc.gov.uk](mailto:eyinclusion@portsmouthcc.gov.uk)
* Consider contacting Health Visiting service if not already done so.

**Is the desired impact being achieved through the plan?**

**Discuss with the EY Inclusion team and health visiting service if not already done so**

Consider completing a **Family Support Plan**, if not already in place.

Rld's needs to descriptors to inform decisions about next steps.

Possible referrals to:

* Speech and Language Therapy (SALT)
* Early Years Panel (EYP) - Contact the HV to discuss. Refer to the Profile of Need criteria
* SEND Inclusion Fund (SENDIF) - contact the EY Inclusion team to discuss criteria and process
* Consider completing the ND Profile
* Signpost parents as needed e.g. Local Offer, Portsmouth IASS, Portsmouth Parent Voice, Stand Up (on Facebook), Little Stars (Northern Parade Family Hub).

**Your Early Years Inclusion Team are: Sue Bowler, Ella Harbut and Hannah Rapley**

**Education, Health and Care Plan**

If, despite all the relevant actions being taken, there is still not the expected progress, then a request for an [Education, Health and Care Plan Assessment](https://portsmouthlocaloffer.org/documents/early-years-ehc-needs-assessment-request-form-updated-october-2021/) can be considered and discussed with parents. The child's needs should match against the Portsmouth Profile of Need. A child matching the level 3 and 4 descriptors is likely to reach criteria for an EHCP.

You will need:

1. FSP in place
2. Evidence of SEND support and progress made over at least two terms where possible
3. Reports from relevant professionals, e.g. SLT, Community Paediatrician

**The child must be known to the EYP.**

**You should inform EY Inclusion team and ask for support if needed.**

The request must be made using the Portsmouth request forms and in partnership with parents. It must be submitted to the SEND team at the Civic Offices [SEN.education@portsmouthcc.gov.uk](mailto:SEN.education@portsmouthcc.gov.uk)

If an assessment request is declined by the SEND team then continue with SEND plan as before and contact EY Inclusion team.

**SEND support** continued

**Review**