

Roles and responsibility of the <https://thehub.walthamforest.gov.uk/tags/senco>

The role of the Early Years <https://thehub.walthamforest.gov.uk/tags/senco> (Special Educational Needs Coordinator) is crucial to ensure settings have arrangements in place to support children with SEN or disabilities. Another aspect that is important is supporting colleagues and co-ordinating the response of the setting to children with SEN.

The role of the <https://thehub.walthamforest.gov.uk/tags/senco> involves:

- Ensuring all practitioners in the setting understand their responsibilities to children with SEN and the setting's approach to identifying and meeting SEN
- Advising and supporting colleagues
- Ensuring parents are closely involved throughout and that their insights inform action taken by the setting, and
- Liaising with professionals or agencies beyond the setting

Special Educational Needs and Disability Code of Practice: 0-25 years (2015)

IT IS VITAL FOR THE <https://thehub.walthamforest.gov.uk/tags/senco> TO HAVE ALLOCATED TIME DURING THE WEEK TO COORDINATE THE SETTINGS SEND SUPPORT AND FULFIL THEIR COORDINATOR ROLE.

Ensuring all practitioners in the setting understand their responsibilities to children with SEN

All settings must have regard to current legislation. The <https://thehub.walthamforest.gov.uk/tags/senco> should support practitioners in understanding their responsibilities to young children with SEN and disabilities by disseminating current legislation. More information about legislation can be found on [The Hub's SEND and Equality Legislation Page](#).

The SEND and Equalities legislation should be embedded throughout the settings practices and evident in the settings policies and procedures. The <https://thehub.walthamforest.gov.uk/tags/senco> should ensure the setting has policies to help and guide all staff working in the setting regarding SEND and Equality. The policies and procedures must demonstrate a commitment to inclusion and the entitlement of all children to learn and develop. More information about writing policies can be found on [The Hub's Policies, Procedures & Templates Page](#).

Ensuring all practitioners in the setting understand the setting's approach to identifying and meeting SEN including advising and supporting colleagues

The <https://thehub.walthamforest.gov.uk/tags/senco> has a role in leading and co-ordinating the graduated approach across the setting and supporting individual practitioners in implementing the approach for individual children. In particular, the <https://thehub.walthamforest.gov.uk/tags/senco> needs to ensure that all practitioners understand how the setting:

- responds to any cause for concern, identifies and supports individuals with special educational needs
- focuses on improving children's progress and outcomes
- implements SEN support and the graduated approach with four stages of action: [assess, plan, do, review](#)
- meets the requirements for record-keeping in a way that supports the participative decision-

making process

- how the setting works in partnership with parents to identify a child as having SEN
- how the practitioner and the <https://thehub.walthamforest.gov.uk/tags/senco> agree, in consultation with the parent, the outcomes they are seeking for the child
- how plans for support, within the setting, should take into account the views of the child

The <https://thehub.walthamforest.gov.uk/tags/senco> also has an important role in working with colleagues to identify and address staff development needs within the setting. To meet these needs <https://thehub.walthamforest.gov.uk/tags/sencos> should link with Area <https://thehub.walthamforest.gov.uk/tags/sencos> who have a role in supporting the development and delivery of training both for individual settings and on a wider basis. More information about training can be found on [The Hub's Information, Advice and Training Page](#).

Ensuring parents are closely involved throughout and that their insights inform action taken by the setting

The <https://thehub.walthamforest.gov.uk/tags/senco> is responsible for making sure that parents are involved in the discussion of any early concerns, in identifying any SEN, and agreeing:

- the outcomes they are seeking for the child
- the interventions and support to be put in place
- the expected impact on progress, development, behaviour
- date for review

Parents' insights should inform action taken by the setting and they should feel that their wishes, views and feelings are taken into account, in line with the principles in the Children and Families Act.

<https://thehub.walthamforest.gov.uk/tags/sencos> can help by making sure parents receive the information, advice and support that they need in order to participate in the SEN decision-making process. More information about working with parents can be found on [The Hub's Working with Parents to Support the Child](#).

Liaising beyond the setting

The Area <https://thehub.walthamforest.gov.uk/tags/senco> and other support services are an important source of advice and support to the <https://thehub.walthamforest.gov.uk/tags/senco>. Such services will be able to advice on good practice, on training and professional development and on other sources of support for settings and families. More information about support services for SEND in Waltham forest can be found on [The Hub's information, advice and training page](#).

The Role of the Area <https://thehub.walthamforest.gov.uk/tags/senco>

To fulfil their role in identifying and planning for the needs of children with SEN, local authorities should ensure that there is sufficient expertise and experience amongst local early years providers to support children with SEN. Local authorities often make use of Area <https://thehub.walthamforest.gov.uk/tags/sencos> to provide advice and guidance to early years providers on the development of inclusive early learning environments. The Area <https://thehub.walthamforest.gov.uk/tags/senco> helps make the links between education, health and social care to facilitate appropriate early provision for children with SEN and their transition to compulsory schooling.

Typically, the role of the Area <https://thehub.walthamforest.gov.uk/tags/senco> includes:

- providing advice and practical support to early years providers about approaches to identification, assessment and intervention within the SEN Code of Practice
- providing day-to-day support for setting-based

<https://thehub.walthamforest.gov.uk/tags/sencos> in ensuring arrangements are in place to support children with SEN

- strengthening the links between the settings, parents, schools, social care and health services
- developing and disseminating good practice
- supporting the development and delivery of training both for individual settings and on a wider basis
- developing links with existing <https://thehub.walthamforest.gov.uk/tags/senco> networks to support smooth transitions to school nursery and reception classes, and
- informing parents of and working with local impartial Information, Advice and Support Services, to promote effective work with parents of children in the early years

The Area <https://thehub.walthamforest.gov.uk/tags/senco> plays an important part in planning for children with SEN to transfer between early years provision and schools.

Where there is an Area <https://thehub.walthamforest.gov.uk/tags/senco> in place, they will want to work with early years providers who are registered with either Ofsted or a childminder agency. They should consider how they work with and provide advice to childminder agencies and their registered providers in supporting children with SEN.

Special Educational Needs and Disability Code of Practice: 0-25 years (2015)

All non-maintained early years settings in Waltham Forest are allocated an Area <https://thehub.walthamforest.gov.uk/tags/senco>. The Area <https://thehub.walthamforest.gov.uk/tags/senco> will make core contact to support their allocated setting each term with a focused theme. The role of the Area <https://thehub.walthamforest.gov.uk/tags/senco> is to support the settings <https://thehub.walthamforest.gov.uk/tags/senco> as stated in the SEND Code of Practice. More information about support offered by the Area <https://thehub.walthamforest.gov.uk/tags/sencos> in Waltham forest can be found on [The Hub's Information, Advice and Training Page](#).

Remit: [Early Years](#)

Support Services: [SEN](#)

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childcareearlyyearshttps://thehub.walthamforest.gov.uk/tags/senco



Icon:

Description: What the Early Years Foundation Stage says with regards to SEND.

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