

The One Stop Document

Supporting Inclusive Provision in the Early Years

Kent Local Offer – SEND Information Hub

'Local Offer' is a term from the national government. In Kent the local offer is called the 'SEND Information Hub'. A local offer is for children and young people with special educational needs and disabilities (SEND) aged 0 to 25 years. It gives information and support services available to families in their local area. Settings should ensure that they regularly update their information on Children and Families Information Service (CFIS) and consider how they demonstrate their Local Offer within their Early Years (EY) setting. Information is available at: www.kent.gov.uk/education-and-children/special-educational-needs.



Early Years and Childcare Equality and Inclusion Team (EY E&I)

A team offering advice, support, guidance, and training at universal and targeted level to EY settings to develop inclusive practice for all children. Kent funded setting support can be accessed via the Equality and Inclusion request form available at www.kelsi.org.uk/early-years/equality-and-inclusion. Advisers do not work directly with individual children and no parental consent is required before seeking support. Training, support visits and products are available via www.theeducationpeople.org.



District Specialist Teaching and Learning Service (STLS)

Teams of professionals from Specialist Schools in Kent. This service works with EY settings to support individual children identified with SEN and disabilities at the personalised level of intervention. Support is accessed via EY Local Inclusion Forum Team (LIFT) meetings and parental agreement is required to make a referral. Use the Early Years Best Practice Guidance/Audits (available at www.kelsi.org.uk/early-years/equality-and-inclusion/best-practice-guidance-for-the-early-years) to support the referral. All other documentation for EY LIFT including the Request Form, PCI2 (parental agreement) and guidance for parents is available at www.kelsi.org.uk/special-education-needs/special-educational-needs/local-inclusion-forum-teams.



Specialist Teaching and Learning Services (STLS) for Hearing Impairment (HI), Vision Impairment (VI) and Multisensory Impairment (MSI)



Teams that provide advice, interventions and support for children with hearing impairments, vision impairments or deafblindness.



Specialist Teaching and Learning Services (STLS) Physical Disabilities and Complex Medical Needs

A county service supporting all aspects of access to education for Children and Young People with Physical Disabilities and Complex Medical Needs.

Contact details and referral information for these teams can be found on Kelsi - www.kelsi.org.uk/special-education-needs/special-educational-needs/specialist-teaching-and-learning-services-stls.

Portage



An Educational Service for pre-school children with Special Educational Needs and Disabilities, offering bespoke packages of intervention to support a child's development through Pre-school learning groups and or home learning sessions.

This service can be accessed using the Portage Referral form available at www.kelsi.org.uk/special-education-needs/special-educational-needs/kent-portage. Information is available on www.portage.org.uk.



The SEN Inclusion Fund (SENIF) offer in Kent



A statutory requirement made available by Kent County Council (KCC) to enable all PVI settings supporting pre-school children with special educational needs to secure better outcomes. SENIF Practitioners and Monitoring and Support Officers, support, monitor and evaluate the provision for individual children in receipt of SENIF Funding. Information is available at www.kelsi.org.uk/special-education-needs/special-educational-needs/senif.



Virtual Schools Kent (VSK)

VSK coordinates services to bring about improvements in the education and health of children in care to meet their individual needs. Fostering Education Liaison Officers (FELOs) provide support to the parents, carers and settings. The Personal Education Plan (PEP) is a statutory document for each child which must be regularly reviewed and updated. The FELOs will support settings with the completion of this document. Information is available at <https://virtualschool.lea.kent.sch.uk/> and an advice leaflet is available at www.kelsi.org.uk/early-years/equality-and-inclusion/including-all-children.

VSK advisory team (VSKAT) have a designated previously looked after children team (PLAC). This is an advisory service promoting educational achievement and wellbeing. They can provide information for both parents/guardians and educational settings who are involved in supporting children who are adopted or have a Special Guardianship or Child arrangements order. Information is available at [Previously Looked After Children \(PLAC\) | Virtual School Kent \(lea.kent.sch.uk\)](#) To request support [PLAC Initial Contact Form](#).



SEN Assessment and Placement Service

A service that coordinates the process to support a statutory assessment leading to an Education Health and Care Plan (EHCP) when appropriate. An EHCP is designed to support children with severe and complex needs. An EHCP draws together professionals from education, health and social care to meet the specific needs of a child.

Most children with special educational needs will have their needs met within their local Early Years setting, without the need for an assessment.

Information regarding a statutory needs assessment and EHCP is available at www.kelsi.org.uk/special-education-needs/special-educational-needs/education,-health-and-care/Education-Health-and-Care-EHC-Needs-Assessments-requests.

Where an assessment is being requested an SEN officer will be allocated to oversee the statutory Education Health and Care Needs Assessment (EHCNA) process from point of request through to final decision.



Child Protection and Safeguarding Teams



If staff have concerns about a child's welfare, they should act on them immediately by following their setting's child protection policy and speaking to the Designated Safeguarding Lead.

www.kelsi.org.uk/child-protection-and-safeguarding



Kent Integrated Children's Services/Children's Social Work Services

Where a child is suffering, or is likely to suffer from harm, or is in immediate danger, intensive or specialist support is required and a 'request for support' will be made immediately to Kent Integrated Children's Services (via the [portal](#)) and/or the police, in line with the [Kent Support Level Guidance and KSCMP procedures](#).

[Children's Services Portal \(kent.gov.uk\)](http://kent.gov.uk)

Front Door Service: 03000 411111

Out of Hours Number: 03000 419191

Kent Police: 101 or 999 if there is an immediate risk of harm

If a child is in immediate danger, contact the emergency services using 999.

The LADO Education Safeguarding Advisory Service (LESAS)

The Local Authority Designated Officer (LADO) and Education Safeguarding Advisory Service are now a combined service.

The service undertakes the statutory function of managing the process when an allegation is made against staff who work with children either in education or the wider children's workforce. They also provide support, guidance and challenge to schools, early years settings and education providers to ensure that children are kept safe, and their welfare is promoted.

Information about contacting LESAS and the services they offer can be found on Kelsi - [The LADO Education Safeguarding Advisory Service \(LESAS\)](#).

Early Help and Preventative Services



In Kent a range of professionals provide Early Help and Preventative Services. See Kent Support Level Guidance for details – www.kscmp.org.uk/guidance/kent-support-levels-guidance.



Kent Family Hubs can provide advice, support and services to help throughout a family's journey, from newborns to 19-year-olds, or up to 25-year-olds with special educational needs and disabilities (SEND) <https://www.kent.gov.uk/education-and-children/kent-family-hub>.

Early years settings can contact their local Early Help Team for a *District Conversation*. Contact details can be found on Kelsi www.kelsi.org.uk/special-education-needs/integrated-childrens-services/early-help-contacts. If the needs of a family sit below support levels 3 or 4, requests for advice will be responded to by a **Family Hub District Manager** and settings will be able to discuss the needs of a child, young person or family (anonymously or with a family's permission) and be provided with advice about the most appropriate type of support available within the community at support levels 1 and 2.



For families requiring more intensive support at level 3 **Early Help Workers** from Early Help Unit can be assigned to work directly with a family and coordinate services to meet their needs. Accessing intensive support at Support Level 3 is through the completion and submission of a Single Request for Support Form through the [Children's Services Portal \(kent.gov.uk\)](http://www.kent.gov.uk) to the [Front Door](#).

Health Visiting Service (HV)



A service that includes a workforce of Health Visitors, early years community public health nurses and senior public health assistants. They complete children's development reviews between nine to twelve months and two to two and a half years. They also provide expert advice, support and interventions for families expecting a new baby or those with children under five years old. The service works in line with the national Healthy Child Programme, which aims to promote health and wellbeing for all children. Parents can contact their local health visiting team directly or be referred by an early year's provider, GP or healthcare professional. For Information or to complete a referral visit www.family.kentcht.nhs.uk/professional-resources-hub/early-years-professional-hub/.



NHS Children's Therapy Teams



Speech and Language Therapy (SALT)

Supporting children and young people with communication, eating and swallowing difficulties to reach their full potential. Attending Talking Walk-in sessions at the Family Hubs is now the primary way of families initially accessing this service.

Occupational Therapy (OT)

Supporting children and young people to participate in everyday activities and occupations.

Physiotherapy

Supporting children and young people with physical difficulties to reach their full potential.

Within Kent we have three NHS hospital trusts. Health referrals are made according to a child's home address and sometimes this falls into a different district from that of the setting.

Medway Community Health Trust – Medway & the majority of areas in Swale come under this health trust.

www.medwaycommunityhealthcare.nhs.uk/our-services/a-z-services/swale-childrens-therapy

(Appendix to be included with online referral – [Referral form – Swale Early Years.pdf](#))



East Kent Hospital University Foundation Trust – Ashford, Folkstone, Hythe and Dover

www.ekhuft.nhs.uk/services/children-and-young-peoples-therapy/



Kent Community Health Foundation Trust – all other areas of Kent
www.kentcht.nhs.uk/childrens-therapies-the-pod/



Community Paediatrics

A team of consultant paediatricians and specialist nurses who assess, diagnose and help children with development disorders such as cerebral palsy, developmental delay, autism spectrum conditions, attention deficit hyperactivity disorder and muscular dystrophy. For more information on how to make a referral follow the link for the relevant health trust.

Medway NHS Foundation Trust – Medway & the majority of areas in Swale.

www.medway.nhs.uk/services/community-paediatric-service-for-swale/

East Kent Hospital University Foundation Trust – Ashford, Folkstone, Hythe and Dover

www.ekhuft.nhs.uk/services/community-child-health/

Kent Community Health Foundation Trust– all other areas of Kent

<https://www.kentcht.nhs.uk/service/community-paediatrics/>



NHS Children's Care Coordination Team

An NHS service for babies and children who present with an identified developing condition or disability which is impacting on or has the potential to significantly impact upon their long-term development. This support may include coordination of care with other professionals and organisations and support with transition into nursery and/or school. Children can be referred to the service by their parents, a GP, health visitor, or any other health, social care or educational professionals.

Medway Community Health Trust – Medway & the majority of areas in Swale. They refer to this team as the Child's Therapy Team.

www.medwaycommunityhealthcare.nhs.uk/our-services/a-z-services/swale-childrens-therapy

(Appendix to be included with online referral – [Referral form – Swale Early Years.pdf](#))

East Kent Hospital University Foundation Trust – Ashford, Folkstone, Hythe and Dover. The referral can be found under 'Community Child Health' www.ekhuft.nhs.uk/health-professionals/referrals/

Kent Community Health Foundation Trust– all other areas of Kent

www.kentcht.nhs.uk/childrens-therapies-the-pod/care-coordination/

