

## The SENIF Monitoring & Support Officers are:

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## The role of the Special Educational Needs Inclusion Fund (SENIF) Monitoring & Support Officer

“Supporting settings to support children with special educational needs.”

Information for Early Years settings - what to expect from your Monitoring & Support Officer visit



## The role of the SENIF Monitoring & Support Officer

The role of the SENIF Monitoring & Support Officer is to contact settings, in receipt of a SENIF agreement, to arrange a suitable time to monitor and support the setting by speaking with either the Manager, SENCo or Key Person.

The SENIF Monitoring & Support Officer will monitor and evaluate the special educational needs provision in Early Years Private, Voluntary & Independent Settings (PVI), Maintained nursery classes and Childminders across a designated area of Kent where settings are in receipt of SENIF.

The appointment will usually last for up to 1.5 hours and will conclude with a discussion around recommendations and agreed points of action if required. A record of the discussion will be sent by secure email within two weeks.

In the case of several SENIF agreements being made for the setting this may engender more than one contact during the year.

SENIF documentation for each child should be available and discussed with the SENIF Monitoring & Support Officer, including;

- SENIF Request Form
- SENIF Outcome Note
- SENIF Implementation Plan
- Personalised Plans / Provision Plans
- Best Practice Guidance Audit Tools

## The SENIF Monitoring & Support Officer will;

- confirm the actual hours for the child and discuss that attendance levels are good or better than 90%.
- establish how the Disability Access Fund (DAF) is being utilised to support the children with SENIF to make progress.
- discuss the intent, implementation and impact of the interventions agreed on the Personalised Plan / Provision Plan.
- consider how SENIF is being utilised (via the SENIF Implementation Plan or equivalent) and examine how the setting tracks and monitors progress for the child.
- review the impact of any training (core and specialist) including changes the setting have made as a result.
- record how the SEN Support Allowance is being utilised and the impact of this on the setting / staff / children / parents.
- offer any further SENIF related support or advice.

## SENIF support visit

Sometimes the SENIF team identifies a need for SENIF support to take place. The purpose will be shared with you when the initial arrangement is made.

***It is the responsibility of the setting to notify the SENIF Monitoring & Support Officer as early as possible if key staff are absent, or of any other reasons why it is not convenient for them to carry out the pre-arranged appointment.***