

# The One Stop Document for Early Years Special Educational Needs Coordinators

## Early Years and Childcare Equality and Inclusion Team

This team offers 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 SEND support request form available at [www.kelsi.org.uk/early-years/equality-and-inclusion](http://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/](http://www.theeducationpeople.org/)

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## Kent Local Offer

Every local authority has a statutory responsibility to advertise in one place, services that are available for children, young people and their families, who have a Special Educational Need or Disability. The Kent Local Offer provides information for parents/carers on services across education, health and social care. 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 EY setting. Information is available at: [www.kent.gov.uk/education-and-children/special-educational-needs/about-the-local-offer](http://www.kent.gov.uk/education-and-children/special-educational-needs/about-the-local-offer)



## Specialist Teaching and Learning Service (STLS)

This service works with EY settings to support individual children identified with SEN and disabilities at the targeted and personalised level of intervention. Support is accessed via EY LIFT and requires parental agreement to make a referral. Use the Early Years Best Practice Guidance/Audits (available at [www.kelsi.org.uk/early-years/equality-and-inclusion](http://www.kelsi.org.uk/early-years/equality-and-inclusion)) 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](http://www.kelsi.org.uk/special-education-needs/special-educational-needs/local-inclusion-forum-teams). Access to the SEN Inclusion Fund (SENIF) usually requires a Specialist Teacher or Portage Practitioner to be working with the child and/or setting before it can be considered.



## Specialist Teaching and Learning Services (STLS) for HI, VI and MSI

This service works with individual children in the setting with hearing impairment, visual impairment and multi-sensory impairment/deafblindness who require specialist interventions because of their sensory impairment. Support is accessed from the County Coordinators. Information is available at [www.kelsi.org.uk/special-education-needs/special-educational-needs/partnership-teams](http://www.kelsi.org.uk/special-education-needs/special-educational-needs/partnership-teams)



## Portage

This is an educational service for pre-school children with severe and complex needs and their families. It is a bespoke service offering Pre-school Learning Groups and Home Learning sessions depending on the needs of the child. This service can be accessed using the Portage Referral form available at [www.kelsi.org.uk/special-education-needs/special-educational-needs/kent-portage](http://www.kelsi.org.uk/special-education-needs/special-educational-needs/kent-portage). Information is available on [www.portage.org.uk](http://www.portage.org.uk)



## The SEN Inclusion Fund (SENIF) offer in Kent

The SEN Inclusion Fund (SENIF) is a statutory requirement made available by 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](http://www.kelsi.org.uk/special-education-needs/special-educational-needs/senif)



## SEN Assessment and Placement Service

This service 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. Information regarding a statutory needs assessment and EHCP is available at [www.kelsi.org.uk/special-education-needs/special-educational-needs/how-to-apply-for-assessment](http://www.kelsi.org.uk/special-education-needs/special-educational-needs/how-to-apply-for-assessment)



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## Virtual Schools Kent (VSK)

VSK coordinates services to bring about improvements in the education and health of children in care in order to meet their individual needs. Fostering Education Liaison Officers (FELOs) provide support to the parents, carers and settings. The electronic Personal Education Plan (ePEP) 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 [www.virtualschool.lea.kent.sch.uk/](http://www.virtualschool.lea.kent.sch.uk/) and an advice leaflet is available at [www.kelsi.org.uk/early-years/equality-and-inclusion/including-all-children](http://www.kelsi.org.uk/early-years/equality-and-inclusion/including-all-children).



## Early Help and Preventative Services

These social care services provide integrated support for children and families who are at risk of having poor outcomes in their lives. Early Help Workers work directly with the family and coordinate services to meet their needs. Information is available at [www.kelsi.org.uk/special-education-needs/integrated-childrens-services/early-help-and-preventative-services](http://www.kelsi.org.uk/special-education-needs/integrated-childrens-services/early-help-and-preventative-services). Advice and support can be accessed directly through your local Children's Centre or at LIFT where an Early Help Worker will be present.



## NHS Children's Care Coordination Team

This team provides support and guidance to meet the assessed needs of young children with severe and complex needs and their family. Normally in place at an early stage before the child attends EY provision, however, can be accessed at any time before statutory school age. The referral would be made when you feel a child would benefit from support from more than one health professional (including keyworkers, speech and language therapist, occupational therapist, physiotherapist, and community paediatrician). Information is available at [www.kentcht.nhs.uk/service/childrens-integrated-therapy-and-care-co-ordination-service/](http://www.kentcht.nhs.uk/service/childrens-integrated-therapy-and-care-co-ordination-service/) EY providers on the Isle of Sheppey and much of Sittingbourne fall within Medway Community Healthcare, who refer to this team as Child's Therapy Team. Referral documentation is available at [www.medwaycommunityhealthcare.nhs.uk/health-and-care-professionals/online-referral-forms/referral-form-9](http://www.medwaycommunityhealthcare.nhs.uk/health-and-care-professionals/online-referral-forms/referral-form-9)



## Speech and Language Therapy (SALT)

This is specialist support for children with speech and language difficulties. Referral processes and paperwork available at:  
Medway Community Healthcare (Sittingbourne and Isle of Sheppey):  
[www.medwaycommunityhealthcare.nhs.uk/our-services/childrens-services/childrens-therapy/referral-form/](http://www.medwaycommunityhealthcare.nhs.uk/our-services/childrens-services/childrens-therapy/referral-form/)  
East Kent Health Authority (Ashford, Folkestone, Hythe and Dover):  
[www.ekhufft.nhs.uk/patients-and-visitors/services/children-young-peoples-therapy-service/how-to-refer/](http://www.ekhufft.nhs.uk/patients-and-visitors/services/children-young-peoples-therapy-service/how-to-refer/)  
All other areas of Kent: [www.kentcht.nhs.uk/service/childrens-speech-and-language-therapy/](http://www.kentcht.nhs.uk/service/childrens-speech-and-language-therapy/)



## Health Visiting Service (HV)

This service is a workforce of specialist community public health nurses who provide expert advice, support and interventions for families expecting a new baby or those with children under 5 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 a GP or healthcare professional. Information available at [www.kentcht.nhs.uk/service/kent-baby/health-visiting-service/](http://www.kentcht.nhs.uk/service/kent-baby/health-visiting-service/)



## Community Paediatrics

We are a team of consultant paediatricians, specialist nurses and administrators who investigate, diagnose and help children with neurodevelopment disorders. For more information on how to make a referral follow the link. <https://www.kentcht.nhs.uk/service/community-paediatrics/>

