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Foreword

Welcome to your first Babcock Prime Service Level Agreement (SLA) Directory of Traded Services. This provides information about the services available to all Early Years Providers.

A key enhancement to the purchase process is the introduction of the Babcock Prime e-Store www.babcockeducationestore.co.uk/prime. This allows you to browse the services online securely and select the services that you wish to purchase.

Effective, high quality education services are a key factor in raising standards and improving outcomes for children and young people.

We are committed to working in partnership with Worcestershire County Council and all Early Years Providers so that, together, we can create sustainable, high quality, targeted services.

Selecting the best support

Our aim is to deliver cost-effective, up-to-the-minute services that enable Worcestershire Early Years Providers to have access to high quality education consultancy and support services. Many of our expert team of professionals are colleagues you will already know and they will continue to support you with effective and good-value services tailored to meet your needs.

Babcock Prime remains committed to working with you in the year ahead.

Liz Holt
Regional Manager,
Babcock Prime
trusted to deliver™

A complete solution for developing professionals in education

Training: high quality courses that develop best practice and professional skills

Conferences: keep fully informed with relevant, up-to-date, topical events

Networking: make professional connections with peers and experts to drive performance in schools

eLearning: accessible and affordable online sessions and resources

www.babcockprime.co.uk
Early Years Consultancy

Babcock Prime Early Years and Childcare advisers have a wealth of specialist knowledge and experience in respect of the Early Years Foundation Stage (EYFS) and the Ofsted framework.

A range of training, support and information offered to assist settings in:

- Delivering high quality provision to improve outcomes for all children
- Meeting statutory and regulatory requirements
- Supporting all aspects of inclusion to ensure all children who are vulnerable to underachievement reach their potential

A bespoke consultancy service delivered by qualified professionals which may include:

- Support for settings with all aspects of EYFS practice and provision, including staff development
- Joint observation and feedback to support Ofsted ‘readiness’
- Input on behaviour management
- Support and advice when dealing with safeguarding and welfare practice
- Support for staff recruitment
- New setting SENCo Induction
- Inclusion Audits
- Observations to support identification of children with emerging needs
- Modelling of interventions
- Transition support for ALL children
- SEN paperwork support visit
- IPM writing for individual children

A setting or group of settings can request bespoke training or an on-site visit on any area relating to EYFS delivery.

For further details and ongoing updates on service information visit www.babcockprime.co.uk

Benefits

- Preparation for Ofsted ‘readiness’ and quality assurance of self-evaluations
- Supporting effectiveness of management and leadership
- Enhance the quality of provision and support better outcomes for children
- Support to identify children’s progress, current attainment and next steps
- Improve provision of inclusive educational opportunities

Delivery

Bespoke consultancy delivered as full or half day sessions

contact the Early Years Team on 01905 678134 or email: Primeeycc@babcockinternational.com to discuss requirements

£295 full day* / £150 half day*

Prime-SchoolServices@babcockinternational.com
0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com

*I feel the inclusion team do a fantastic job in supporting our setting with providing the best possible care for the children in attendance with additional needs. Support from an EY Improvement Adviser is vital in maintaining the quality of our setting.

*Service delivered as full day - 6 hours, half day - 3 hours
Early Years

Business Health Check

A bespoke consultancy delivered by Babcock Prime Business Support Officers who have a wealth of knowledge and experience in business management in the Early Years and Childcare sectors.

The Business Health Check supports childcare business owners, managers or treasurers in the private and voluntary sector to fully understand the financial position of their business and support sustainability. It includes in-depth analysis of all areas of the business and results in a comprehensive action plan.

The Business Health Check is a bespoke package of support and therefore meets the needs of every setting. The Business Support Officer will work with the setting to determine their specific needs, for example:

- Cash flow forecasting
- Developing a business plan
- Reviewing business policies to maximise their effectiveness
- Scrutinising the fee structure
- Debt management
- Exploring the childcare market and marketing
- Record keeping systems

For further details and ongoing updates on service information visit www.babcockprime.co.uk

Benefits
Supports business sustainability and growth, aiming to:

- Support financial viability and stability and ensure that the business is making a profit or surplus
- Ensure policies and procedures support good business practices
- Assist planning for future success
- Develop simple financial monitoring systems

Delivery
Bespoke consultancy delivered over 3 hours

contact the Early Years Team on 01905 678134 or email: Primeeycc@babcockinternational.com to discuss requirements

Half day (3 hours) £150

Prime-SchoolServices@babcockinternational.com
0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com
Early Years Committee Support Workshop

An Early Years workshop for committee run provision, delivered by Babcock Prime Early Years Improvement Advisers, who have a wealth of knowledge and experience in respect of the Early Years Foundation Stage (EYFS) and the Ofsted regulation and inspection framework.

This workshop supports committee members in understanding their roles and responsibilities, such as:

• the employer – responsible for safer recruitment, performance management and adherence to employment law
• the registered provider – responsible for ensuring that the setting is meeting regulatory requirements, children’s progress, safeguarding and welfare
• financial responsibilities and personal liability

The workshop offers practical suggestions on structuring the committee, ensuring compliance with statutory obligations and sharing the workload.

The workshop includes:

• Registration, regulation and inspection, the role of the DfE and Ofsted, and the committee's involvement in inspection
• Role as the registered provider including statutory responsibilities
• Statutory framework (Early Years Foundation Stage)
• Role as the employer, including development and performance management of staff
• Child protection and safeguarding, what to do if there are concerns about a child, and how to manage an allegation against a member of staff
• Safer recruitment. How to ensure those working with children are suitable, the role of the DBS and learning from serious case reviews
• Financial responsibilities including personal financial liability

For settings offering the free entitlement, the workshop can also include management of Nursery Education Funding claims and payments, Early Years Pupil Premium and the two year old offer.

Settings may also request additional bespoke support, for example

• Recruiting new staff
• Self-evaluation
• Business support
• The learning environment

For further details and ongoing updates on service information visit www.babcockprime.co.uk

Benefits
 Enables effective governance of the setting and supports preparation for an Ofsted inspection
• Effective engagement of committees supports the delivery of good quality early years and childcare provision and ensures development, quality improvement and sustainability
• Fulfil Ofsted requirements and responsibilities as the registered provider, including adherence to the statutory framework, knowledge of safeguarding policy and procedures, ensuring those that are working with the setting are suitable to do so, and so on
• This workshop supports the committee in ensuring that the setting is meeting regulatory requirements and providing a good level of care and education for all children

Delivery
 The recommendation is that all committee members attend. The workshop can be delivered for one setting or groups of settings where member numbers are small (max 20 people).

6 hour workshop which can be delivered in:
• 1 day (including Saturdays)
• 2 x 3 hours (daytime or evening)
• 3 x 2 hours (daytime or evening)

contact the Early Years Team on 01905 678134 or email: Primeeycc@babcockinternational.com to discuss requirements

£295
Prime-SchoolServices@babcockinternational.com 0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com
Early Years Environment Rating Scale Observation

The Environment Rating Scales are a set of standardised tools for measuring and improving the quality of Early Years provision. They offer a structured approach to quality improvement and self-evaluation, celebrating good practice and identifying opportunities for development.

Babcock Prime Early Years Improvement Advisers have taken part in external, accredited training to enable them to support settings to accurately and consistently evaluate their provision using these tools.

The ERS tools support self-evaluation and quality improvement, providing a broad overview of many aspects of the setting including:

- Physical environment
- Personal care
- Provision for learning and development
- Interaction
- Program structure

The process includes a structured observation of between three and four hours, across all scale items, and focussing on a specific room or group of children in the setting. Settings also receive detailed scoring for all environmental aspects along with identified key strengths and opportunities for development.

The following scales are available:

<table>
<thead>
<tr>
<th>Scale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECERS-3</td>
<td>Focussing on group provision for children between 3 and 5 years</td>
</tr>
<tr>
<td>ECERS-E</td>
<td>Exploring specific areas of the learning environment in more depth, such as maths, science and literacy</td>
</tr>
<tr>
<td>ITERS</td>
<td>Focussing on group provision for children up to 30 months</td>
</tr>
<tr>
<td>FCCERS</td>
<td>For childminders working with all age groups in their own home</td>
</tr>
</tbody>
</table>

For further details and ongoing updates on service information visit www.babcockprime.co.uk

Benefits

- In good and outstanding settings, managers and practitioners continuously evaluate the provision to identify opportunities for development.
- Ofsted guidance says that inspectors should consider the effectiveness of leadership and management in evaluating practice and securing continuous improvement that improves children’s life chances.
- Many practitioners use the scoring and feedback from the ERS observation to provide information for their Ofsted Self-Evaluation Form

Delivery

Observation (3-4 hours) using one of the scales, following a cohort of children or focussing on a specific room in the setting. Followed by scoring and feedback.

An observation can be carried out by a member of the Early Years team working independently or as a co-observation working in partnership with a member of staff from the setting. We have found the latter approach to be highly effective in supporting the subsequent development of provision.

Contact the Early Years Team on 01905 678134 or email: Primeeycc@babcockinternational.com to discuss requirements

Full day/6 hours £295

Prime-SchoolServices@babcockinternational.com 0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com
Early Years
Good to Outstanding Audit

Babcock Prime Early Years Improvement Advisers have an in-depth knowledge of the Early Years Foundation Stage. They meet with Ofsted senior inspectors and continuously review inspection reports to monitor interpretation and current focus.

The EYIA can support registered providers, managers, practitioners and childminders to review how their own setting is meeting the requirements for good and outstanding provision.

The Early Years Improvement Adviser works with the setting to systematically review the Ofsted grade descriptors for good and outstanding. An audit tool is used to record evidence and:

- Demonstrate how the setting is meeting the requirements
- Evaluate how children’s development is supported
- Identify opportunities for development

For further details and ongoing updates on service information visit www.babcockprime.co.uk

Benefits

Supports the setting to use Ofsted guidance and grade descriptors to:

- Evaluate provision
- Support children's development
- Have a successful Ofsted inspection

Delivery

1 day/6 hours
Working in the setting with the registered provider or their representative

contact the Early Years Team on 01905 678134 or email: Primeeycc@babcockinternational.com to discuss requirements

£295

Prime-SchoolServices@babcockinternational.com
0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com
Benefits

- The statutory framework ensures that children in Early Years settings are able to progress in their development and are kept safe.
- Ofsted guidance says that when making their judgements inspectors should consider ‘whether the requirements for children’s safeguarding and welfare have been fully met’ and inspectors will Ofsted award a judgement of requires improvement or inadequate if they are not.
- The statutory framework health check helps ensure that children in the setting are able to thrive, and helps the setting achieve a good or outstanding judgement.

Delivery

1 day/6hours
Working in the setting with the registered provider or their representative

contact the Early Years Team on 01905 678134 or email: Primeeycc@babcockinternational.com to discuss requirements

£295

Prime-SchoolServices@babcockinternational.com
0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com

Early Years
Statutory Framework Health Check

Babcock Prime Early Years Improvement Advisers have an in-depth knowledge of the Early years Foundation Stage Statutory Framework. They meet with Ofsted senior inspectors and continuously review inspection reports to monitor interpretation and current focus.

The statutory framework health check supports registered providers, managers, practitioners and childminders to review how their own setting is meeting the requirements.

The Early Years Improvement Adviser works with the setting to systematically review the statutory framework and gather information to demonstrate how the setting is meeting the requirements. An audit tool is used to record the evidence and support the setting in identifying any actions to be taken or opportunities for development.

For further details and ongoing updates on service information visit www.babcockprime.co.uk
Early Years Inclusion Team
Special Educational Needs and Disabilities (SEND) Policy Writing

The Babcock Prime Early Years Inclusion Consultants have a wealth of specialist knowledge and experience in respect of the Early Years Foundation Stage (EYFS) and the Ofsted framework.

The consultant provides guidelines on what should be included within an Equality of Opportunity Policy, to ensure that it meets the requirements of the EYFS and the SEND Code of Practice.

A bespoke consultancy service delivered by a highly qualified Early Years Inclusion Consultant to support you in writing your SEND policy that will reflect your settings procedures on:

- Behaviour Management
- Graduated Response
- Role of the Special Educational Needs Coordinator (SENCo)
- Role of the ‘Key Person’
- Paperwork required to identify and support children with additional needs
- Support and guidance for all vulnerable children

The policy will be written in conjunction with the SENCo and Setting Manager as there is a requirement for the setting to provide information on setting procedures.

There is an expectation that the policy will be discussed at a staff meeting to ensure a consistent approach and understanding, with the contribution of the whole setting.

For further details and ongoing updates on service information visit www.babcockprime.co.uk

Benefits

- Preparation for Ofsted ‘readiness’ and quality assurance to meet requirements
- Self-evaluation of settings SEND practices to enhance the quality of provision and support better outcomes for children
- Ensure that thorough procedures in place to provide clear guidance for a consistent approach from staff
- Support effectiveness of management and leadership
- Provide effective response and support for individual and group interventions, including next steps for planning
- Regular monitoring and evaluation for a child’s progress

Delivery

Bespoke consultancy delivered as a half-day session – contact the Early Years Inclusion Team at Rebecca.white@babcockinternational.com to discuss requirements

Paperwork is a mind field - more training on this area would be fantastic to support all staff to feel confident on what is needed. The help I have been given has helped us to get areas of outstanding as we have applied what we have learnt to use with all children all of the time.

£150 half day* (*3hrs)

Prime-SchoolServices@babcockinternational.com
0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com
Benefits

• Supports financial sustainability of provision – supporting settings and schools to make effective use of SEND funding
• Contributes to high quality Special Educational Needs and Disabilities (SEND) process within settings – known as the Graduated Response
• Supports early identification and interventions for vulnerable children within early years settings

Delivery

Bespoke consultancy delivered as a half-day session – contact the Early Years Inclusion Team at Rebecca.white@babcockinternational.com) to discuss requirements

“I learnt) How to predict how much funding we will receive, how to identify the levels for individual children and how to monitor use of funding.

£150 half day* (*3hrs)

Prime-SchoolServices@babcockinternational.com
0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com

Early Years Inclusion Team

Early Years Inclusion Supplement Funding Process

Our experienced Early Years Inclusion Consultant will explain the inclusion funding process in full, supporting Early Years settings in how to apply for the appropriate inclusion funding allocation from the Local Authority via the Early Years Single Funding Formula (EYSFF). The consultant will support practitioners to understand and follow the ‘Ordinarily Available in Early Years Settings – Inclusion Supplement Guidance’ document.

The Consultant will explain the funding process step by step, including:
• Guidance on allocating the correct Special Education Needs and Disabilities (SEND) Code of Practice Graduated Response levels for children in Early Years settings
• How to predict the funding to be received
• Guidance on appropriate use of funding
• Guidance on all inclusion funding streams available
• Overview of how funding is monitored to ensure evidence of impact is in place
• Discussion on appropriate SEND paperwork that can contribute towards evidence of impact of interventions
• Establishing internal data and communication process for continuous review of levels and provision needs of children with SEND

For further details and ongoing updates on service information visit www.babcockprime.co.uk
Early Years Inclusion Team
Supporting Children with Complex Health Needs

Our experienced Early Years Inclusion Consultant will support the setting SENCo to plan appropriate provision and care for a child with complex health needs.

The Early Years Inclusion Consultant will work alongside the setting SENCo* to provide advice and guidance on:

- How to complete a Health Care Plan – which details all health needs, including emergency procedures.
- How to engage health professionals and parent/carers
- Completing a Risk Assessment to ensure all aspects of the child’s care has been considered and planned for
- Other services that can support (e.g. Physical Disabilities outreach team) and referral processes
- Inclusion Supplement funding available to support a higher level of supervision
- Helping plan a transition plan if child is new to the setting
- Behaviour management techniques
- Appropriate use of language to aid interventions
- Demonstration of effective small group work

For further details and ongoing updates on service information visit www.babcockprime.co.uk

Benefits
- Prepare and empowers setting SENCo to support future children with complex health needs
- Preparation for Ofsted ‘readiness’ and quality assurance to meet requirements
- To support the implementation of consistent support and procedures across all team members
- Provide effective response and support for individual child

Delivery
Bespoke consultancy delivered as a half-day session – contact the Early Years Inclusion Team at Rebecca. white@babcockinternational.com to discuss requirements

£150 half day (3hrs)
Prime-SchoolServices@babcockinternational.com
0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com
Benefits

• Contributes towards Ofsted requirement of “Meeting the needs of individual children.”
• Improve or sustain setting Ofsted judgements
• Contributes towards narrowing the gap for vulnerable children through appropriate individualised planning
• Supports settings to meet requirements set out in SEND Code of Practice 2014

Delivery
Bespoke consultancy delivered as a half-day session – contact the Early Years Inclusion Team at Rebecca. white@babcockinternational.com to discuss requirements

Our inclusion officer had a very good understanding of the children and personified the strategies that needed to be used for each individual child. She trained us on our mapping which is a great help to seeing where children were, where they are now and the progress made. Her input was excellent and her passion cascaded onto my team as they worked hard to implement her suggestions. Non-patronising and excellent all round knowledge of customer care, children with individual needs and empathy. This helped towards obtaining good results and clear outcomes for all children. Thank you.

I think as a setting we are now much more confident at identifying and supporting children with additional needs, because of the support and backup we get from this team.

£150 half day (3hrs)

Prime-SchoolServices@babcockinternational.com
0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com

Early Years Inclusion Team
Planning for an Individual Child with Special Educational Needs and Disabilities (SEND)

Our experienced Early Years Inclusion Consultant will work with the Special Educational Needs Coordinator (SENCo)* to either:

Complete up to 4 Individual Provision Maps (IPM’s) in draft format (as setting must meet and get input including reviewing of previous IPM’s. There is an expectation that SENCo liaises with parents/carers to agree final versions after the training.

OR

Completion of 1 Individual Provision Map including parent/carer liaison with the SENCO.

*Consent to visit is required from each individual parent/carer.

The Inclusion Consultant will work alongside the setting SENCo* to complete Individual Provision Maps, demonstrating:

• The recommended SEND paperwork to use to support children with SEND
• How to write SMART targets
• How to transfer and interpret targets provided from specialist agencies
• How to monitor the effectiveness of the targets over a 6 week period
• How to review and amend targets for greatest impact on children’s development as part of the Graduated Response
• Guidance on discussing IPM’s with parents

OR

• Support in parent meeting (depending on support package purchased)

*Please note consent from parents/carers is required.

For further details and ongoing updates on service information visit www.babcockprime.co.uk
Inclusion Services

Early Years Inclusion Team
Modelling Direct Interventions with Individual Children

Our experienced Early Years Inclusion Consultant will support your setting SENCo and Key worker to work directly with a child with SEND within your setting.

The consultant will model appropriate interventions after observing the child and monitoring the information gathered by the setting and any specialist services supporting.

The experienced Early Years Inclusion Consultant will meet with the SENCo and Key Worker* to discuss the child’s level of need and provision that is currently in place.

The consultant will observe the child within the setting environment to identify appropriate interventions and provide guidance to the practitioners on effective observations to identify triggers and causes of associated behaviours.

If external specialist agencies are involved then the consultant will also examine the long term targets provided, and support the practitioners to interpret them for short term goals.

The consultant will work with the child and will model interventions. Dependent on the needs of the child these may include:
- Behaviour management techniques
- Appropriate use of language to aid interventions
- Demonstration of effective small group work

*Please note consent from parents/carers is required.

For further details and ongoing updates on service information visit www.babcockprime.co.uk

**Benefits**
- Contributes towards sustaining and improving Ofsted judgement
- Supports Early Years settings to meet the needs of individual children in their care
- Staff Development through modelling of SEND interventions
- Improves provision of inclusion educational opportunities

**Delivery**
Bespoke consultancy delivered as a half-day session – contact the Early Years Inclusion Team at Rebecca.white@babcockinternational.com to discuss requirements

“I feel the inclusion team do a fantastic job in supporting our setting with providing the best possible care for the children in attendance with additional needs. We really value the support we receive from the inclusion team. Their support advice and guidance has meant that children with additional needs are making progress.”

£150 half day (3hrs)

Prime-SchoolServices@babcockinternational.com
0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com

Delivered on behalf of
Worcestershire County Council

www.babcockprime.co.uk
Benefits
• An opportunity to identify effective practice in achieving good outcomes for vulnerable children
• Clear understanding of roles and responsibilities of SENCo
• Helps settings make effective use of Inclusion funding
• Preparation for Ofsted ‘readiness’ and quality assure self-evaluation

Delivery
Bespoke consultancy delivered as a half-day session – contact the Early Years Inclusion Team at Rebecca.white@babcockinternational.com to discuss requirements

After implementing the changes recommended by the Inclusion Officer or practice is definitely improving.

£150 half day (3hrs)
Prime-SchoolServices@babcockinternational.com
0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com

Early Years Inclusion Team
New SENCo Induction
Our experienced Early Years Inclusion Consultant will work alongside a settings new SENCo to support them in understanding their roles and responsibilities in coordinating the support for children with additional needs and Special Educational Needs and Disabilities.

A bespoke consultancy service to support your setting in developing leadership of SEND.
Our experienced Early Years Inclusion Consultant will support the new SENCo in understanding their duties as set out in the SEND Code of Practice 2014. Including:
• Their role in supporting the planning and interventions for children with additional needs and SEND
• Their role in support the setting staff via training, modelling and communication
• The settings responsibilities for including parents/carers in all aspects of their child’s provision and care
• The expectation of paperwork used to support children with SEND (individual planning and general paperwork)
• The importance of tracking children’s development (recommend Early Support tracking paperwork)
• Overview of Ordinarily Available in Early Years and the Inclusion Supplement
• Guidance on creating a SENCo folder to support their work and organisation of children’s records

For further details and ongoing updates on service information visit www.babcockprime.co.uk
Early Years Inclusion Team
Supporting Transition into School for Individual Child

Our experienced Early Years Inclusion Consultant will work with the SENCo on a successful transition plan into school for a child with SEND.

This will include guidance on transition activities, discussion of support in place when the child attends school OR attendance at a transition meeting with the accepting school and parent/carer.

The consultant will produce a transition plan for the Early Years setting and receiving school to follow.

The Early Years Consultant will work with the SENCo and/or key person* to identify the transition needs of the individual child.

The Consultant will produce a transition plan including all the transitional activities that will work towards a smooth and successful transition with the receiving school.

The support will include direct contact being made to the accepting school to discuss the schools’ Graduated Response SEN Support and level of provision the child will require.

Alternatively the Early Years Inclusion Consultant will attend a pre-arranged transition meeting with the accepting school, parents/carers, any agencies involved to coordinate the transition plan.

*Please note consent from parents/carers is required.

For further details and ongoing updates on service information visit www.babcockprime.co.uk

Benefits
• Supports better outcomes for children
• Supports smooth transitions into school for children with SEND
• Provides assistance in meeting the requirements of the Ofsted framework regarding vulnerable children
• Supports successful communication with feeder primary schools

Delivery
Bespoke consultancy delivered as a half-day session – contact the Early Years Inclusion Team at Rebecca.white@babcockinternational.com to discuss requirements

£150 half day session

Prime-SchoolServices@babcockinternational.com
0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com

www.babcockprime.co.uk
Benefits

- Preparation for Ofsted Inspections for meeting the individual needs of children in your setting
- Thorough procedures in place that provide clear guidance for consistent approach from all staff
- Supporting in evaluating the effectiveness of your current processes for identifying emerging needs in children
- Enhance the quality of provision and support better outcomes for children
- Regular monitoring and evaluation for child’s progress

Delivery

Bespoke consultancy delivered as a half-day session – contact the Early Years Inclusion Team at Rebecca. white@babcockinternational.com to discuss requirements

I feel that the support I receive is making a massive impact on my leadership ability and the quality of the service I provide.

£150 half day (3hrs)

Prime-SchoolServices@babcockinternational.com 0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com

Early Years Inclusion Team
Observation and Tracking of Children with Emerging Needs / Guidance on Early Identification

A bespoke consultancy to support your Early Years setting in developing high quality procedures for identifying children with emerging needs.

Please note this is for the whole setting, as opposed to an individual child that you have already identified.

The visit will include an overview of the types of observations to employ, including the importance of accurate and regular recording of emerging needs that should be discussed with the parent/carers.

Guidance will include general advice on next steps and further interventions that are required including:

- Early Support tracking
- Referrals to other services
- Overview of provision mapping for monitoring continued progress.

Our Early Years Inclusion Consultant will support you in reviewing your current process for identifying children with emerging needs.

The bespoke support will include overviews of:

- Observations
- Generalised next steps to support children’s progress
- Explanation of the Graduated Response
- Recommended paperwork that should be used to identify and support children with additional needs.

- Overview of Early Support for more complex children
- Overview of provision mapping for whole setting planning

For further details and ongoing updates on service information visit www.babcockprime.co.uk
Early Years Inclusion Team

Audit of Provision

Our experienced Early Years Inclusion Consultant will work An experienced Early Years Inclusion Consultant will complete an observation of your setting using a checklist to audit your provision. It will determine any adaptations, resources, training or activities that require development to support inclusive practice.

A support plan will be produced in liaison with the setting SENCo and/or Manager which will contribute towards the settings Self Evaluation Form (SEF).

As part of this provision, the Early Years Consultant will spend 2 hours observing general practice in your setting (one room only).

The checklist will incorporate the following areas of practice.

- Level of Ordinarily Available practice in place (baseline of practice expected)
- Resources to support inclusion (visual timetables, visual prompts, reward and praise systems, specialised equipment)
- Interactions between staff and child
- Small group work for effectiveness

The consultant will feedback their findings to the SENCo and/or Manager and an action plan will be produced in conjunction with the setting (approximately 1 hour). The action plan can be incorporated within settings Self Evaluation Form.

For further details and ongoing updates on service information visit www.babcockprime.co.uk

Benefits

- Preparation for Ofsted ‘readiness’ and quality assurance self-evaluation’s
- Enhance the quality of provision and support better outcomes for children
- Improve provision of inclusive educational activities

Delivery

Bespoke consultancy delivered as a half-day session – contact the Early Years Inclusion Team at Rebecca. white@babcockinternational.com to discuss requirements

£150 half day (3hrs)

Prime-SchoolServices@babcockinternational.com
0800 090 2255

For more information on training, please visit www.babcockprime.co.uk/training-conferences or contact conferences@babcockinternational.com
Early Years Inclusion Team

Parent Liaison and Support on Understanding the SEND Process

All of our Early Years Inclusion Consultants have a wealth of experience in supporting Early Year’s practitioners in discussing the emerging needs of a child with their parent/carer.

The Consultant assigned to your setting will be experts in their field and will support the Special Educational Needs Coordinator (SENCo) when they meet with a specific parent/carer to discuss the issues you have observed in the setting*.

Support will include guidance on the next steps; including advice on paperwork to put in place, agencies to engage with and a clear explanation of the Special Educational Needs and Disabilities (SEND) journey for the parents/carers.

* Consent for our visit must be received from the parent/carer.

Benefits

• Meet current requirements of the SEND Code of Practice on parent participation:
  5.37 Where a setting identifies a child as having Special Educational Needs (SEN) they must work in partnership with parents to establish the support the child needs.
  5.38 Where a setting makes special educational provision for a child with SEN they should inform the parents and a maintained nursery school must inform the parents. All settings should adopt a graduated approach with four stages of action: assess, plan, do and review.
• Prepare and empower SENCo’s for future parent/carer meetings and discussions over emerging needs
• Provide advice and support on next steps for supporting the individual child
• An opportunity to identify effective practice in parental liaison

Delivery

Bespoke consultancy delivered as a half-day session – contact the Early Years Inclusion Team at Rebecca.white@babcockinternational.com to discuss requirements

It has been very useful to have the inclusion officer support us in talking to parents, particularly as we have had so many children with special needs.

We value the knowledge and support they give to parents and carers, our parents have commented on how reassuring this can be at a very stressful time for them.

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• Pre-meeting discussion with SENCo for consultant to understand the emerging needs of the individual child
• Direct meeting with parent, with the setting SENCo and keyworker if appropriate.
• Meeting to include discussion on emerging needs, the support that is available in Worcestershire to further progress of child and explanation of the SEND Process in Worcestershire, including the support that is available on entry into school.

• Advice and guidance on next steps, including: individual planning and paperwork, strategies and intervention, specialist agencies to refer to, support available to parents/carers

For further details and ongoing updates on service information visit www.babcockprime.co.uk
Early Years Inclusion Team

Provision Mapping

Provision Mapping is a way of organising your information about children within your setting in a readily accessible and easy to manage format.

The process enables you to target support and strategies for children with additional needs and to identify any gaps in a settings provision that can be developed by your staff team.

Provision mapping is a way of documenting the range of support available to children with SEND within an Early Years setting with activities that are over and above that which is ordinarily available.

Provision maps can be used as part of the planning process in a number of ways to:
- audit how well provision matches need and recognise gaps in provision
- cost provision accurately
- highlight repetitive or ineffective use of resources
- assess school effectiveness when linked with outcomes for pupils
- plan development to meet learners identified needs
- set annual success criteria for the SEND policy
- report annually on the success of the SEND policy
- demonstrate accountability
- inform parents, Local Authority, external agencies and OFSTED inspectors of how resources are being used to meet needs
- focus attention on whole-school/setting issues of teaching and learning rather than on individual child issues
- record changes in provision and support transition into new environment/setting

For further details and ongoing updates on service information visit www.babcockprime.co.uk

Provision mapping is a great help to see where children were, where they are now and the progress made. This helped towards obtaining good results and clear outcomes for all children.

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Early Years Inclusion Team
Appropriate Group Work – Thumbs up with Fidget

An in house programme which supports children’s listening and attention skills through engaging small group activities.

In order for children’s language and communication to progress appropriately the children must be able to actively listen and engage in group activities. The Thumbs up with Fidget programme uses visual props to focus the children’s attention in appropriately grouped sessions.

Utilising the power of praise and reward, settings will be supported in managing the children’s behaviour during group time to establish the baseline of skills required for further learning.

The programme is divided into two visits:
Visit 1:
• Discuss the needs of the children with the SENCo to identify appropriate groupings
• 30 minute discussion on the guidance on how to have an effective group session. This will include introduction to ‘Active Listening Cards’, the praise and reward cycle, reinforcing appropriate behaviour and differentiation for children’s learning needs
• Up to 6 x 10 minute circle-time sessions modelled; working directly with the groups of children. This will include a story session and/or other activities aimed at supporting children’s language and attention development
• Key practitioner(SENCo) will be required to work alongside the Inclusion Consultant
• Setting will be loaned a story sack to demonstrate appropriate resources

Visit 2:
• Inclusion Consultant will observe the key practitioner delivering the session and provide developmental guidance
• Will advise generalised targets and strategies for children following the Focus with Fidget programme.
• Collect loaned resources

For further details and ongoing updates on service information visit www.babcockprime.co.uk

Benefits
• Continual Professional Development within the Early Years Foundation Stage
• Meeting the needs of young children with attention and listening difficulties
• Assisting the setting to narrow the gap for vulnerable children
• Providing practical support for the setting via modelling of interventions and visual props
• Appropriate identification of needs for planning to improve outcomes for all children
• Links to prime areas of Personal, Social and Mental Health and Communication, and the specific area of Literacy

Delivery
Bespoke consultancy delivered as a half-day session – contact the Early Years Inclusion Team at Rebecca.white@babcockinternational.com to discuss requirements

Very informative, well delivered course.
The course was effective.
Key Elements that delegates learnt:
Activities to try during small group time and how to make the activities relevant to our children.
Use of smaller groups.
Use of story bags with different characters or items from the story to actively engage the children.

£150 full day rate
Consists 6 hours spread over 2 x 3 hour visits
Ideally 2/3 weeks apart
Option of buying additional sessions if required

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Service Information

Babcock Prime brings together a range of professional expertise in educational improvement, enrichment and inclusion services to support improved outcomes for children and young people.

Babcock Prime works with schools and settings, Worcestershire County Council and other local authorities (LA) and with a range of regional and national bodies. Our single integrated service enables us to understand more fully the needs of customers and to deliver the best services to meet those needs.

Our values are people, partnership and performance, which are founded on integrity and an ethos of public service.

Quality of service provision
As a provider of services to schools, we aim to:
• Ensure a high level of satisfaction
• Work in partnership with schools to develop services that are efficient, effective and valued
• Listen and respond to customer feedback

Customer feedback
We want to ensure all of our services meet the needs and expectations of schools and settings. For this reason, we urge you to get in touch with any comments, praise or complaints you may have with any of our services so that we can work to continuously improve our offer. Our aim is to become the educational partner of choice for schools and settings. For all comments, please contact Liz Holt Liz.Holt@babcockinternational.com, our Regional Manager, in the first instance, so that queries or concerns can be resolved through a single point of contact.

Service costs and payment
Subscriptions and packages of support
All annual subscription(s) and packages should now be purchased through the Babcock Prime e-Store at www.babcockeducationestore.co.uk/prime.

If you have forgotten your password, please click on ‘forgotten password’ on the login screen. If you have any queries, please contact Prime-SchoolServices@babcockinternational.com.

Bespoke Consultancy may be purchased from all our teams at our standard daily rates.

Daily rates are based on six hours’ delivery and support.

Prices exclude VAT.

Information in this directory is correct at time of going to print.

Bespoke training
This can be delivered in school or establishment of your choice.

Standard rate charge for up to 30 delegates and a higher rate charge will apply for groups of 30 or more.

Additional Purchases
Schools and settings that wish to vary their service provision, i.e. buy an additional service or increase the level of an existing service, please use the e-Store to place additional orders Prime e-Store address. The additional services will be added to the service level agreement for the year.

Meet with us
In addition to the Directory and web-based information, we would also like to offer a Babcock Prime representative to meet with you to help inform your work and to answer questions about the services offered. The objective is to ensure all of your Babcock Prime service requirements are efficiently commissioned. Please contact 0800 090 2255 if you would like to arrange a suitable time and date for such a meeting.

Information about services is provided within the Directory and the e-Store: www.babcockeducationestore.co.uk/prime.