

SENCo requirements for Early Years Providers:

All Private, Voluntary and Independent (PVI) providers must have a named SENCo to comply with the Early Years Foundation Stage (EYFS) statutory framework 2021 and the Special Educational Needs and Disability (SEND) Code of Practice (2015). It is best practice to also have a named Deputy SENCo for support and succession planning. All SENCo's need to be able to co-ordinate the special education needs provision for children in their settings.

The role of the SENCo is wide ranging and demanding and should only be undertaken after careful consideration. We would advise that this role is undertaken by an experienced childcare practitioner who is not the manager. We also recommend that SENCo's are given extra time in their normal working week to undertake their additional responsibilities.

Training is provided by the Early Years and Childcare Service (EYCS) to ensure that all SENCo's have the skills and knowledge to be able to competently fulfil this role. There are a number of different training options:

1 - Accredited training

We are continuing to offer the NCFE Cache L3 Award for ***Special Educational Needs Coordinator in an Early Years Setting***.

This training includes twelve sessions delivered over a 6 month period with time built in for the tutor to give individual or small group support as required.

Participants will be required to complete a portfolio of work to submit for assessment in order to achieve their accreditation.

Recruitment for future cohorts will be advertised on the Suffolk Learning website and through the Early Years broadcast newsletter.

2 – Suffolk SENCo (non accredited) training

From September 2023 we will be offering a package of training modules that make up the Suffolk SENCo training. This training will include:

- Module 1 – SEND legislation (a pre-recorded webinar to be listened to before the taught modules.)
- Module 2 – The Role of the SENCo
- Module 3 – Observation and assessment of children with SEND
- Module 4 – SEN support planning and inclusion funding

This will be delivered either virtually over a number of sessions or as a full day in a venue.

3 – SEND and Inclusion CPD training

Practitioners working with children with SEND can access high quality training available as individual training sessions. These are suitable for practitioners new to the role of the SENCo, for those covering the role of the SENCo temporarily (such as covering maternity leave) and for experienced SENCo's wishing to update and refresh their knowledge. They are also suitable for keypersons supporting children with SEND.

Special Educational Needs Coordinator (SENCo) Training Guidance



- **SEND observation and assessment in the Early Years** - including how practitioners can use observation and assessment as part of the SEND graduated approach. Exploring types of observation methods and different assessment tools that can be useful alongside the EYFS 2021 development matters.
- **SEN support plans** - covering the importance of early intervention, working with parents and developing an SEN Support plan for an individual child.
- **SEND 4 broad areas of need** – covering the 4 broad areas of need in separate virtual training events
 - Communication and interaction
 - Cognition and learning
 - Social, Emotional and Mental Health
 - Physical and/or Sensory Needs
- **Specialist provision and EHCP's** – covering referrals to specialist provision, referral processes and the Education, Health & Care Plans (EHCP) needs assessment.

For the full list of courses go to: <https://suffolklearning.com/early-years/training-and-qualifications/send-inclusion-equality-diversity/>

Please take time to read the session aims, information and learning objectives for each event. Some of these events will be offered at a subsidised rate to List of Provider (LoP) members.

For any other queries please contact Ivana Barron – EYCS Provider Development Officer
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