Early Years SEND notification and information form

Notification inbox monitored daily by Early Years SENCO admin. Notifications received entered onto spreadsheet. Spreadsheet monitored by Early Years SIO/Area SENCO & Early Help who will identify actions required Early Help Early years SIO/Area SENCO will allocate to appropriate Area SENCO/inclusion support officer or the Early Help SEND Social Worker (EHSSW) to Portage service, initials will be recorded on spreadcheck on Liquid Logic for any current/ recent involvement. Identify if any actions sheet No required and record on spreadsheet. Allocated officer to make initial contact with parent/carer within 10 working days. Record Yes contact on the spreadsheet (including any failed calls/visits, including any outcomes e.g planned EHSSW to make contact with Parent/Carer home/setting visits, follow up. and signpost/refer to any service required and record on spreadsheet. During any visit complete 'notification follow up' form. Ensure signatures of all present are gained. No further action On return to office scan in and create folder for the child and save along with original notification. Update the spreadsheet and section 6 of notification form with any actions, ect. Send the notification and the notification follow up form via secure email to parent/carer and health visitor (and nursery if appropriate). Always put on a 'read receipt'. Once child is in a setting, Early Years Officer to contact Parent to gain feedback re: process. The child will be placed on the 'removed' tab. Area SENCO (LR) will monitor and do this on a regular

basis.