

Petworth Primary Nursery

Identifying Children with Additional Needs



Reviewed:	October 2026
Next Review:	October 2028
Person Responsible:	Amy Eddy

Inspire, nurture and challenge with JOY at the heart in all we do.

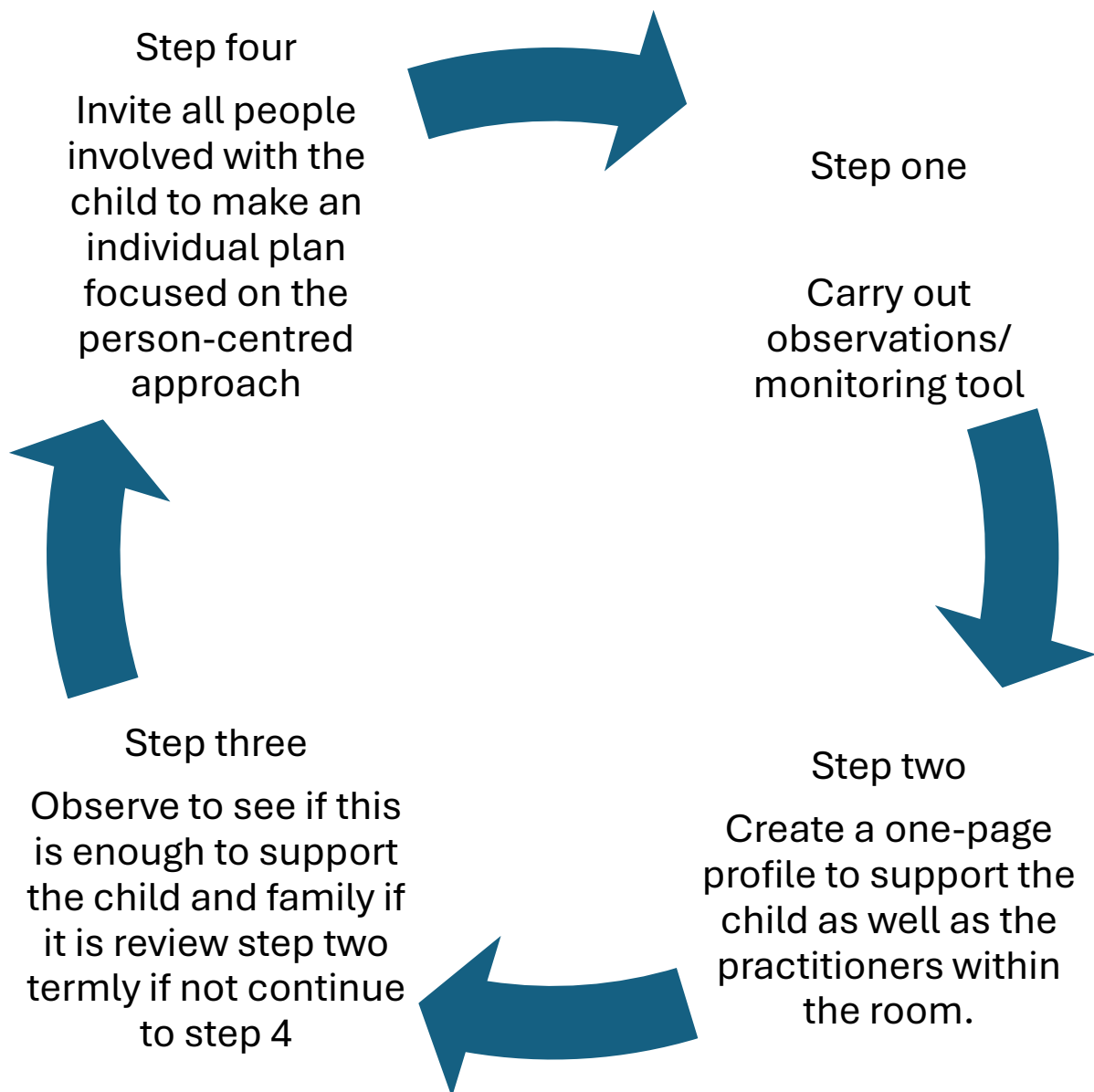
Staff observe the children within the setting on a daily basis taking into account the norms of development and the age and stage of the child. We use a key person system to ensure each child has a member of staff who has a sound knowledge of their development and abilities.

Key People regularly complete an assessment of the individual child in line with Birth to 5 Matters, the key person will complete a 2 year check on each child who is 2 years old at Petworth Primary Nursery, to highlight any areas that may show a delay in development at this stage. This information is then audited by the nursery manager on a termly basis to identify areas of weakness and concern for each child and within the whole nursery.

Each concern will be treated on an individual basis however the following is a guideline for staff.

1. Claudia Temple-Knight and Amy Eddy, are our SENCO and INCO's therefore any concerns regarding a child's development must be reported to them.
2. Staff must raise any concerns regarding a child's development with the SENCO team who will then identify measures to put in place to support the child in conjunction with the family.
3. This information will be shared with the key worker and rest of the team.
4. The information will be shared with the parents in an appropriate manner, they will be informed, observations will be completed and asked to share information from home as well. We may advise them to visit their health visitor, GP or give them information of the speech and language drop-in times.
5. The child will continue to be monitored and an individual plan and one page profile will be created, if necessary, with the parents. If the concern is regarding Speech and Language then the key person will complete a speech and language monitoring tool at each assessment.
6. Consent from the parent will be obtained if a referral for further support is made.

When a keyworker has highlighted a concern, please follow this process (assess, plan, do, review):



One page profile template:

One page profile

Childs name:

DOB:

Photo

My gifts, strengths and talents

What's important to me

How to support me

Review date:

Individual plan using person centred approach template:

Date completed with
Parent/ carer:
DOB:

Child's Name:

➡ 2. What is going well now?

➡ 3. Any worries...

➡ 5. What can you do to help me? (Next Steps)

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Individual Plan

School start date:

Photo of ME

➡ 1. My DREAMS
(Gifts, strengths and talents)

➡ 4. My Outcomes (possible and positives)

➡ 6. Review date:
Review Notes:

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