

Talking with parents

Each setting must have regard for the SEND Code of Practice 0-25 years (2015) and this should be reflected in your policies and practice.

Creating an open dialogue with parents at all times is good practice; sharing information from parental registration onwards, through daily conversations, learning journeys, parents termly meetings etc.

If you have concerns about a child's development, you will need to talk with the parents/carers.

When?

If you think this might need more time than their usual pick up, ask when would be most convenient for them.

Ensure the child is still in session and you have cover, if possible.

Where?

Think about where is going to be the most confidential and comfortable space.

Who?

Is the child's key worker best to have the initial conversation rather than the SENCo?

How?

Ask the parent open ended questions e.g. how do you think X is settling in to nursery?

What is her/his speech like at home?

What does s/he do when...?

Listen

Actively listen to what the child's parent/carer is telling you.

Reassure

Make sure you are clear with parents that you will do your best to help and support them as well as provide the best learning experience for their child.

Ensure they know all support is confidential and all referrals need parental permission.

Information to have available

- ✓ The child's records, observations, photographs, learning journey etc.
- ✓ Any questions/concerns you want to raise.
- ✓ A parent friendly copy of your SEND Policy, should you need to refer to it.
- ✓ Information about possible next steps (Plan, Do, Review, Graduated Approach)
- ✓ Details of agencies you might refer to e.g. IDS, Speech and Language Therapy.

Make a plan

Agree what the next steps are e.g. who will do what and when? Agree a time to meet again to review actions.