

Need Help?

Bolton Early Years SEND Service is available Monday to Friday, 9:00am - 5:00pm, except on Bank Holidays.

Call us on 01204 338149 or email: StartWellSEND@bolton.gov.uk

Further reading & useful information

[SEND Code of Practice 0-25 Years \(Gov.uk\)](#)

[SEND Code of Practice - Guide \(Gov.uk\)](#)

<https://nasen.org.uk/>

<https://www.pacey.org.uk/>

<https://councilfordisabledchildren.org.uk/>

Bolton SEND Local Offer

The Bolton SEND Local Offer, is available online as a single point for information and guidance and to help families access details about the services available to them.

For more information, visit:

<https://www.bolton.gov.uk/sendlocaloffer/>



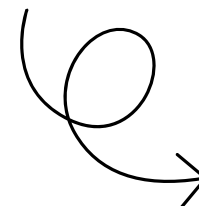
Information for Early Years SENCOs

This guide is for new and experienced SENCOs in Bolton, supporting you to develop your knowledge and skills.

For information about the Bolton SEND development offer, including a link to a wide range of early years and SEND training courses and workshops, visit the Bolton Start Well website

[@BoltonStartWell](#)

BoltonStartWell.org.uk/resources/send



The role of the SENCO is pivotal in ensuring the best possible educational outcomes for children with SEND.

Key responsibilities

Identify needs

- Observe children & discuss with key staff
- Support early identification
- Monitor progress

Work with families

- Build positive relationships & stay connected
- Share outcomes
- Signpost additional support to families

Coordinate Appropriate Support

- Plan and adapt teaching & provision
- Set & review targets
- Arrange meetings
- Ensure SEND funding is effective e.g. SENIF

Promote inclusive practice in setting

- Embed adaptive & inclusive practice
- Support staff confidence and knowledge
- Review environments

Work with professionals

- Liaise with health services
- Access specialist support
- Make referrals where needed

Keep up to date (national & local)

- Attend Start Well SENCO Briefings & training
- Sign-up for the Start Well E-newsletter

Top things to do first

1. Read your SEND policy
2. Meet your setting manager
3. Identify children currently receiving SEND support
4. Introduce yourself to key professionals and families

Remember

- Every child is entitled to inclusive practice
- Parents are partners in decision-making
- The use of The Cycle of Action: Assess - Plan - Do - Review is paramount in the process
- Early Identification makes a difference

Useful Bolton contacts

Bolton Early Years SEND Service
01204 338149

SENDASS
01204 338612

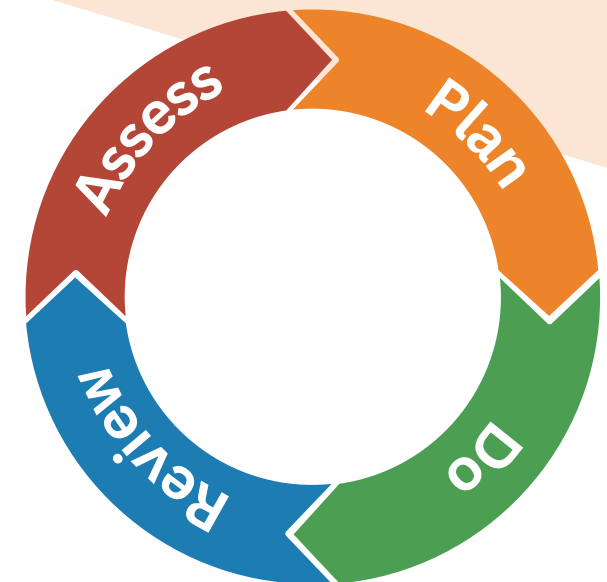
Family Help Service
01204 331500

The Educational Psychology Service
01204 338060

The Compass Partnership (family support)
07591 853756

The Cycle of Action

The Cycle of Action describes the need to Assess, Plan, Do, Review



Find out more at:
The Cycle of Action

