BARNET EYSEND

TOP TEN TIPS

FOR SENCOs



Barnet Early Years SEND Advisory Team is committed to supporting early year's settings to move to more inclusive environments for children with a variety of special educational needs and disabilities. Please contact your SEND Advisor for further information. This Document has been produced by Barnet Early Years SEND Advisory Team

Top Ten Tips for SENCOs

1. **Have a dedicated SENCO notebook or a folder on your desk top.**
   This helps you record information from parents and professionals and also updates and actions from meetings with your Early Years SEND Advisor.
2. **Have a SENCO diary or make use of the setting diary.**
   Use this not only to book meetings but also to remind yourself when certain tasks need to be carried out. For example, preparing paperwork, applying for funding reminders to parents about meetings etc.
3. **Become familiar with the Early Years SEND website and the log site.**
   Save on your computer or display the website address on a board (if appropriate).
4. **Set up a password to receive and send secure emails.**
   If possible, have your own dedicated SENCO email and check your emails regularly so you don't miss seeing something important!!
5. **Create your own SEND Folder/Handbook.**
   This should contain your SEND profile, frequently used documents and sections for individual children. More detailed guidance on organising your folder is found on our website. All records should be securely stored.
6. **Use the Graduated Approach to Identifying and Planning for Needs in the Early Years' document as a guide, when working with children with SEND.**
   This can be used alongside 'The Graduated Approach – a checklist of actions to be taken for children causing concern' both of which are available on the website.
7. **Make a directory of frequently contacted professionals.**
8. **Keep copies of any referrals or applications and remember to send important documents by secure email.**
9. **Plan in advance for meetings with your SEND Advisor.**
   It's helpful to plan and prioritise what you want to discuss in order to make the most of your time.

Attend training to increase your skills and knowledge.
Training is advertised half termly and also on the website as

well as the SENCO Forums. Forums provide an opportunity to meet other SENCOS and keep up to date with SEND initiatives.

Remember, you are the SENCO. Be confident and trust your training and knowledge of the children!