

SEND Information Checklist for Childcare Hubs

Contact a Family has developed this checklist to help community childcare hubs review how they support families who have children with additional needs, disabilities or health conditions to find information on local provision. We want to encourage hubs to:

- consider how they are reaching out to families with disabled children – no matter what the disability or health condition.
- have access to information about universal and specialist services that families might need to access.

It is not expected that hubs will be able to answer all the questions the first time they use the checklist. However, we hope the questions will focus thoughts and prompt discussion, so over time hubs will be able to improve their information offer to families with disabled children.

Contact a Family has based this tool on our experience of helping families with disabled children access information and services for over 30 years. We have also involved parent carers in the development of this checklist.

Reaching out families who have children with additional needs, disabilities or health conditions	
1) How will mothers and fathers with disabled children find out about your hub?	
Currently Does this include <ul style="list-style-type: none">• Parents whose children have rare conditions• Families with more than one disabled child• Parents of children with medical needs/complex health conditions.• Disabled parents with disabled children? For tips on reaching out to families with disabled children, see this guide	Future Plans

2) How will they know that your hub can offer information on universal and specialist childcare provision that meets the needs of their child's disability or condition?

Currently

Future Plans

3) How will you involve mothers and fathers with disabled children in your hub?

Currently

Future Plans

Do you have links with your local parent carer forum? Find your local parent carers forum [here](#)

Parent carer forums have developed across England, through support from Department for Education (DfE) funding. Local parent carer forums work in partnership with local authorities and commissioners to improve services accessed by disabled children and their families. Membership of these is open to any parent of a disabled child so forums can provide feedback of parent carers' experiences of a wide range of services.

Information

4) What childcare information is available for families with children with additional needs/disabilities via your hub?	
Currently	Action
5) Who is responsible for keeping this information up-to-date?	
Currently	Action
6) What are the gaps in this information?	
Currently	Action

7) Who is available via your hub to help parent carers find information on local childcare to meet their child's needs?

Currently	Action

8) Does your hub have information on any of the following support teams /services, or can advise families on how to access them?

Service type	Y/N	Name of service & contact information	How are families referred?
Paediatricians (community and hospital settings)			
Child Development Centres (CDC)			
Child and Adolescent Mental Health (CAMHS)			
Continence service			
Children's disability teams			
Local parent support groups			
Financial help/benefits advice including help towards childcare costs			

General health information (eg health visitor services)			
Interpretation/translation services			
Occupational therapy/physiotherapy			
Portage Workers (home-visiting educational service for pre-school children)			
Getting a statutory special educational needs (SEN) statement /Early years SENCO			
Specialist aids and equipment, including repairs			
Speech and language therapy			
Transport			
Voluntary support organisations eg SENDirect			
Other			
Currently		Action	

9) What information is available via your hub for families with children with additional needs/disabilities where English is a second language or where parents have a learning disability?

Currently

Action

10) What systems are in place so that disabled children can be supported to access early learning activities/childcare?

Currently

Action

Do you have information on

- Assessing a child support needs
- Acquiring specialist equipment
- Training staff to support the child
- Provision of support for a child's medical needs e.g. tube feeding, epilepsy, oxygen, diabetes
- Funding to cover the extra costs of childcare