

# Waltham Forest Early Years Guidance

## EYFS SEND Audit Tool

The purpose of this guidance is to support schools and early years settings in completing the EYFS SEND Audit Tool.

### What is the EYFS SEND Audit Tool?

- The EYFS SEND Audit tool, (based on the [SEND Code of Practice](#) and [EYFS](#)) is a simple, but effective tool to encourage Early Years provisions to reflect on their current practice, environment, policies and procedures and use these reflections to make any required changes to support high quality inclusion for children with SEND in the provision.



### How do I use the EYFS SEND Audit Tool in my Early Years Provision?

- The audit tool has been written to help you review the current approach to SEND in your Early Years provision, allowing you to identify strengths and areas for development. You can consider the descriptors and record how you are currently meeting them.
- The audit assists SENCOs to fulfil the strategic and managerial aspects of their role, i.e. to manage, review and evaluate SEND provision.
- The audit lists a series of statements so you can record whether these tasks are securely in place, developing, or not in place. For each statement, you can also add information on any required actions and next steps.
  - The audit should be seen as a 'live document' which is consistently edited and updated to help support high

quality inclusion for children with SEND in the provision.

- The audit should be completed fully and then reviewed once per academic year as a minimum, with, where possible, the entire EYs provision's team.

### Benefits of completing the SEND Audit

- The completion of the audit will help to facilitate discussions and support during visits or meetings with an Area SENCO or EYs SEND Advisor.
- The audit should be seen as a prompt to the areas that require review during the audit and generate next steps / actions to aid improvement or change and to meet statutory guidance.
- The audit will encourage a 'setting wide' approach to SEND and will help to identify any training needs, which can be met through accessing the [SEND Passport](#).
- Including the entire EYs provision's staffing team will help to celebrate strengths and focus on areas to work on together within the early years provision.

If you have any questions regarding the EYFS SEND audit please contact:

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