

Hounslow Family Services Directory / Local Offer

How to update your Childcare Provider Record with Information on SEND Provision

The Children and Families Act 2014 has placed a requirement on local authorities to publish information (called a Local Offer) on services and provision across education, health, social care and transport for children and young people (aged 0 – 25 years) with special educational needs and disabilities. The London Borough of Hounslow & Early Years Provider Partnership Agreement sets out the following:

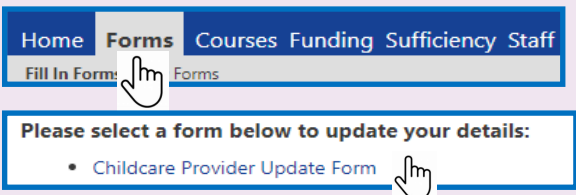
- The provider will ensure information on Hounslow’s Family Services Directory is up to date before the start of each term including ensuring that information on SEND provision is on the Hounslow Local Offer
- The provider will make information on SEND Support available via Hounslow’s Local Offer to support parents in making a choice about a setting for their child with SEND.

This leaflet provides guidance on how to update your Childcare Provider Record with information on SEND Provision.



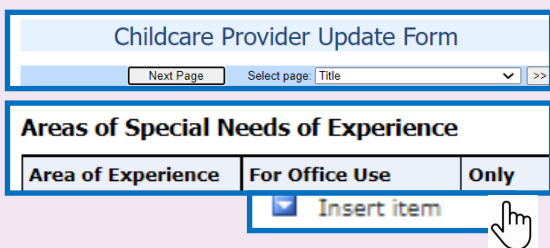
Go to the Family Service Directory: [Hounslow Family Service Directory](#)

Click on ‘Sign In’ and enter your sign in credentials
You will now be in the Provider Portal (you should see ‘Welcome to the Provider Portal’)



Click on Forms

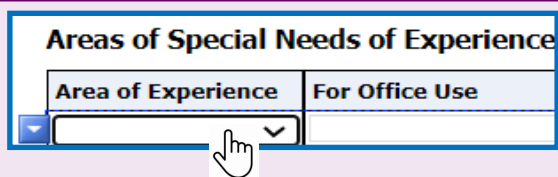
A list of options will appear
Click on Childcare Provider Update Form



A Childcare Provider Update Form will open in a new window

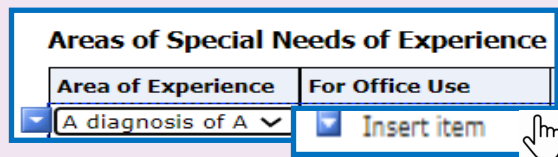
Scroll down toward the bottom of the page
You will see a section called ‘Areas of Special Needs of Experience’

Click on ‘Insert Item’

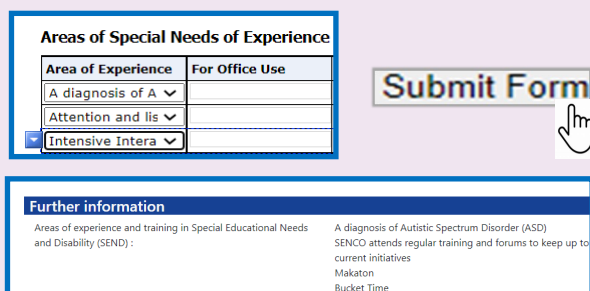


A drop down arrow will appear in the text box
Click on the arrow

A series of statements will appear
Select a statement that is matched to the setting’s experience



The selected statement will appear in the text box
Add further statements by clicking ‘Insert item’ for each statement you wish to enter



Once you have inserted relevant statements, click ‘Submit’ at the bottom right hand side (you may be prompted to go to page 2 and add name of person completing the form. Click Submit).
Your updates will be sent for approval
Once approved, your setting’s Childcare Record on the FSD will contain your inserted statements in the ‘Further Information’ section.