



## **INCLUSION - ADDITIONAL NEEDS** **POLICY AND PROCEDURE**

As a C.I.W regulated Early Year provider, we recognise that some children have additional needs and take steps to ensure that they are provided with appropriate care to promote the welfare and development of that child. Initially, a consultation with the parents and key-person/senior staff will take place to find out about the child's specific (these may be dietary, physical, behavioural, or learning related) to access how we can meet these needs as well as maintain quality of care for other children.

At Stepping Stones Nursery we recognise the right of each individual child, including those with additional needs, to an appropriate quality under 5's experience, which combines care and learning through play and education. The nursery is sensitive to the needs and feelings of children with SEN and their families and will ensure individual needs are recognised and addressed. Parents/carers will be involved at every stage and in any plans that are made to meet a child's individual additional needs. Equality of opportunity for all children is essential and it is important that children with additional needs have the opportunity of learning alongside their peers. If a child has additional needs of any kind, we will discuss the following with their parent/carer:

- ✓ How the child and parent/carer can be helped
- ✓ How the nursery staff can be helped
- ✓ What advice and practical help we can get from outside agencies
- ✓ What, if any adaptations need to be made
- ✓ How we can support and help the parent/carer
- ✓ What behavioural or educational plan needs to be devised, with outside agency's help, tailored to each individual child

### **Aims and Objectives**

- ✓ Promote an inclusive environment where all children are encouraged to reach their true potential and build a firm basis for life-long learning
- ✓ Provide a broad and balanced curriculum that is accessible to all children and recognises individual need
- ✓ Work in partnership with parents and other professional to monitor individual progress and plan future targets
- ✓ Keep up to date with current initiatives and attend training on Special Educational Needs whenever possible
- ✓ Special Educational Needs Co-ordinators - Katie Farbrace and Sheila Richards and Management
- ✓ The needs and progress of all children with additional needs/ special educational needs (SEN) will be monitored by our SENCO, key-person and management.



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### **The SENCo's role will be to:**

- ✓ Be familiar with code of practise
- ✓ Work in close partnership with parents/keyperson/management to identify and monitor plans for individual learning for those with additional needs
- ✓ Attend regular training course and be aware of the training needs of other adults (including parents where appropriate) working within the setting
- ✓ Liase with and work alongside agencies and key professionals as necessary
- ✓ Ensure that up to date records of children with additional needs are made and that these are monitored regularly
- ✓ Ensure that records are made accessible to parents, key staff and professionals working with the child
- ✓ Attend multi agency meetings if required - Management