

P12 Special Needs Policy

Updated September 2023

This policy should be read in conjunction with policy P11 Policy to Promote Equality of Opportunity and P13 Safeguarding Child Policy

Ridgeway Playgroup has regard for the SEN code of practice. Children with special needs are welcome at Ridgeway Playgroup and every effort will be made to accommodate them, in consultation with parents and the relevant authorities.

- We will work with regard to the 2023 SEND Framework produced by the D.F.E.S. This policy will apply equally to the allocation of places at Ridgeway Playgroup and to the recruitment of staff.
- Accessibility and facilities at the village hall caters for all abilities.
- All activities at playgroup will be open to all children, regardless of physical and mental ability and each activity will be adapted to suit each child's individual needs.
- The SENCo, with the key person where different, will keep records, observations, desired aims and objectives for each child.
- A written letter of permission to administrate medicine by the staff needs to be given if any child requires medication during a session. This would be for EpiPens and inhalers and other prescribed medicines.
- A record of any medicine given and the quantity administrated will be recorded and a copy will be given to parents at the end of the session. For full details about medical admission see the relevant section in the health and safety policy.

Procedures followed for a child with S.E.N.

- The staff will discuss any concerns regarding a child and agree on the nature of that concern as accurately as possible.
- Staff will then observe the child and note their observations in relation to concern. This will then be discussed at a team meeting.
- The SENCo will then have an informal chat with the parents to see if they have any concerns.
- If parents do not share concern then we will continue to observe to gain further evidence to support their concerns or to see if the concerns diminish.
- If staff still have concerns then another meeting with the parents will be arranged to inform them of the confirmed concerns and to discuss working together to develop strategies to address it.
- Staff would use the My Plan and My Plan+ discussion sheet to record the discussions.
- Once parents have agreed there is a concern we will discuss bringing in the child's health visitor for their views. We will also request help from the Early Years Team through the Tier 2 Request for Support form. They can provide help and support for the individual child through observations in the setting and by talking to other professionals. We will decide what each party will do about the concern and this will

- Records will be kept updated and the child's name entered on the code of practice register stating they are on Early Years Action stage.
- If staff have decided the concern is not significant enough to warrant speaking to parents or it was agreed with parents not to take action at present it will be reviewed during the child's time at setting.
- If staff are unsure of how to proceed the area SENCo will be asked in to discuss the concerns.

What do we do?

The registered person and staff are aware that some children may have special needs and is proactive in ensuring that appropriate action can be taken when such a child is identified or admitted to the provision. Steps are taken to promote the welfare and development of the child within the setting in partnership with the parents and other relevant parties.

How do we do it?

The registered person and Play Leader have regard to the SEND Framework 2014 for the Identification and Assessment of Special Educational Needs.

Staffing arrangements are designed to meet the needs of individual children who attend and have special needs. Such children are welcomed appropriately.

The physical environment is, as far as is reasonable, suitable for children with disabilities.

Children with special needs attending day care have access, alongside their peers, to the facilities, activities and play opportunities provided whenever reasonable, in order to promote their welfare and development.

The Play Leader consults with parents about the need for any special services and equipment for the children in their care.

The staff ensures the privacy of children with special needs when intimate care is being provided.

This policy was agreed by Trustees and Staff of Ridgeway Playgroup Oct 2016
Review Date: September 2023