

Additional Needs Policy

The Pre-school aims to have regard of the SEN Code of Practice on the Identification and Assessment of Additional Needs and to provide a welcome and appropriate learning opportunities, for ALL children.

- Our aim is to provide for the developmental and physical needs of each child in the group. Where the setting feels any child's development gives cause for concern then the key person will discuss the matter with the management then the parents and liaise with the SENCO who may seek permission from them to make a referral to the appropriate outside services such as speech and language and the Early Years SEN team, if one has not already been made.
- Children with identified additional needs, like all other children, are admitted to the Pre-school after consultation between parents and Pre-school management.
- In some cases of medical needs the setting's insurance company will need additional information before the child can be left without parental supervision.
- When the management feels additional staff training is required this will need to be completed before the child can be left without parental supervision.
- When a child with additional needs joins the group, the Pre-school will monitor the situation for a period of 1 - 2 month in order to establish the suitability of the group for the child in ability to meet the child and parent/carers needs.
- Where a cause of concern has been noted observations will be made over a period of time to back up referral needs and to allow the correct intervention to be given.
- All children in the group, irrespective of their additional needs, are encouraged wherever possible and appropriate to participate in all the group's activities.
- Our system of observation and record keeping enables us to monitor children's needs and progress on an individual basis and will seek advice from outside professionals if it is thought necessary.
- Our key person system ensures that each adult is especially responsible for, and close to, a small group of children, so each child receives individual time and attention.
- The needs and progress of children who have additional needs are monitored by their key person and our group's SENCO.

- If it is felt that a child's needs cannot be met in the pre-school without the support of a one-to-one worker, funding will be sought to employ one.
- We work in liaison with staff outside the group, including therapists, health visitors, psychologists, social workers and paediatricians, to meet children's specific needs.
- We aim for our Senco to attend ongoing updated training for the role expected to meet the diverse needs of the children. Our staff wherever possible, in-service training on additional needs arranged by the Early Years and other professional bodies: E.g. Makaton for all staff from speech therapy. Clever Cloggs pay into the local authority training programme.
- We work closely with parents of all children in the group to ensure that :
 - a) the group draws upon the knowledge and expertise of parents in planning provision for the child
 - b) the child's progress and achievements are shared and discussed with parents on a regular basis
 - c) parents know the identity of the group's SENCO's
 - d) parents are aware of the arrangements for the admission and inclusion of children with additional needs
 - e) support is given wherever possible to help with transition meetings before children go to school
 - f) where necessary to assist the parent in understanding the forms, and the language used at support and transition meetings