Faenol Playgroup CIC

Policy Reference Number:8

Equality and inclusion (including additional learning needs/additional needs) policy and procedure.

To be read in conjunction with:

- **Statement of purpose.**
- **Sample contract and registration form.**
- **Admissions, arrivals and collections, settling in, failure to collect a child, and when a child is lost or missing.**
- **Parental involvement.**
- **Medication and asthma.**

It is the policy of *Faenol Playgroup CIC* to be fully committed to the active promotion of equality of opportunity for all children and adults involved in our provision.
We do this by:

- Taking account of the Equality Act 2010 https://www.equalityhumanrights.com/en/equality-act/equality-act-2010
- Operating an inclusive admissions policy and procedure.
- Recognising and respecting individuality and potential of all children and adults who may work, use, or visit *Faenol Playgroup CIC*
- Ensuring that *Faenol Playgroup CIC* reflects and meets the needs of the local community and incorporates equal opportunities into all areas of our work.
- Challenging discrimination where it may be perceived in the way we operate - this includes staff recruitment, employment and training, and how resources, facilities and activities are arranged and available for use by children and their parents.
- Offering children activities that give them the opportunity to explore, value and acknowledge similarities and differences between themselves and others, and learning about the impact of discriminatory remarks and behavior.
- Providing activities that give children and adults the opportunity to understand they are part of a multiracial society; and to respect cultures, lifestyles, languages and religions other than their own.
- Respecting all children's privacy and dignity when intimate care is being provided.
- Operating an effective participation policy that ensures children's views are listened to, acted on and feedback given to children.

- Advertising *(name of the provision)*'s service and vacancies for staff and children's places in ways that reflect the needs (including language needs) of the community, by placing information with *(amend as needed) the local authority Family Information Service, doctors' surgeries, health visitors, local post offices, libraries, and shops.*
- Obtaining and providing resources such as books, posters and activities that positively and accurately reflect the diversity of our society.

Additional learning needs:
Faenol Playgroup CIC has regard for the The Additional Learning Needs Code for Wales 2021 https://gov.wales/sites/default/files/publications/2021-03/the-additional-learning-needs-code-for-wales-2021.pdf and the Equality Act 2010 on the Identification, Assessment and Education of Children with Additional Needs/Special Educational Needs.

Additional guidance: For providers registered with Estyn to deliver Early Years Education this is a statutory requirement and for other registered childcare providers it is best practice.

We do this by:

- Having a named individual *Mrs Catherine Lloyd* who manages the day-to-day requirements of the Additional Learning Needs Code for Wales 2021

- Welcoming and providing support as needed to staff, students and volunteers, parents and visitors who have additional/special needs.
- Welcoming children with additional needs who may be admitted (in line with our admissions policy) after full consultation with parents, staff, referral scheme co-ordinators, local authority Early Years Additional Learning Needs Lead Officer and any other relevant agency workers involved.
- Informing parents of relevant health and safety procedures prior to admission of a child, and by undertaking risk assessments as needed to ensure the best interests of the child are met.
- Giving consideration to disabilities and individual needs when arranging meetings, outings and events, and recording and taking action on any recommendations and decisions made.
- Operating an effective medication policy.
- Including children with additional needs in routine activities, adapting our resources to meet the specific needs of the child as far as is practicable.
- Requesting additional assistance as appropriate, such as via a local referral scheme.
- Learning of external agencies who may provide additional support and/or advice and will signpost the family as appropriate, for example Special Needs Advisory Project (SNAP) Cymru, Portage etc
- Maintaining records of children's progress that are reviewed regularly and released only to other agencies and professionals with the full written permission of parents (in line with the confidentiality policy)

- Co-operating fully with all appropriate agencies (subject to parental permission), such as health visitors, medical staff, therapists, social workers, psychologists, or portage workers, involved in the care of a child with specific needs.
- Arranging for members of staff to attend relevant training to help meet the individual needs of a child.
- Attend or facilitate Person Centred Plan (PCP) meetings where appropriate

Additional guidance: The Additional Learning Needs Code for Wales 2021 does not specify a requirement for an ALNCO role in registered childcare settings however good practice would be to have a designated lead role responsible for Additional Needs

The Additional Learning Needs lead within your setting should have responsibility for:

- Liaising with parents/carers and other professionals in respect of children with additional/special educational needs
- Advising and supporting other practitioners in the setting
- Ensuring that appropriate Individual Play/learning Plans are in place
- Ensuring that relevant background information about individual children with additional/special educational needs is collected, recorded and updated
- Ensuring that Person Centred Plans/One Page Profiles are completed
- Ensuring that parents/carers are aware of the role of the Local Authority Early Years Additional Learning Needs Lead Officer
- Ensuring that they and all staff have a good understanding of the code and attend ALN training where appropriate
- Make referrals to local schemes where appropriate
- Refer child to Local Authority Early Years Additional Learning Needs Lead Officer when required

The role of the ALNCO: in non-maintained settings

This may vary depending on the requirements of individual Local Authorities and guidance should be taken from your local Early Years Advisory teacher

This Equality and inclusion (including additional/special needs) policy and procedure was passed for use in *Faenol Playgroup CIC*	
On:	
By:	Position:

Date of planned review:

Further reading

- https://gov.wales/additional-learning-needs