

St. Peter's Out of School Care Limited



**Additional Needs Policy (Regulation
15,20-24,26,29-32, 37 & Schedule 3
NMS 3-5)**

Additional Needs Policy

The company's policy reflects the statutes that exist in Wales and the Regulations and the National Minimum Standards for Regulated Childcare for children up to the age of 12 years in Wales.

The company has an equal opportunities policy, which states that each person (child or adult) is valued for his/herself, regardless of his or her protected characteristic i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This statement is at the centre of the company's policy on additional learning needs, still currently classified as Special Educational Needs (SEN) in Wales.

The company accepts children with additional needs into the setting provided:

- that they are a full time registered pupil attending St Peter's R.C. Primary School, which is the same for all children of parents wishing to take up care.
- there is a clear understanding and acceptance by parents that the base staffing ratio's employed at the setting by the company are one adult to eight children aged 3 - 7 years and one adult to ten children aged 8 – 11 years and that these levels of staff are adequate to keep the individual child safe and secure as well as meeting their needs in relation to the indoor and outdoor provision.
- any alternative additional staffing levels that may be required to meet the individual child's needs relating to safety and security as well as meeting their needs in relation to the indoor and outdoor provision would be met through an additional fee structure (for example if a child required 1:1 adult support this would be accommodated at cost)
- if the individual child has a Statement of SEN that the sections dealing with provision clearly indicate that the financial resources available to provide for the type of provision the company offers through the setting

At the point that a child is being registered by parents for out of school care a comprehensive questionnaire is completed and details of specific additional needs as well as the child's likes dislikes and preferences are recorded. The questionnaire contains the following section:

For all children with statements or awaiting formal assessment, please tick the categories that apply.

Speech and language and communication difficulties

Specific learning (e.g. dyslexia, ADHD, dyspraxia)

Hearing difficulties

Learning difficulties (e.g. global developmental delay, etc.)

Visual difficulties

Emotional and behavioural difficulties

Physical

*Medical condition (if ticked please specify) * Particular and specific details of diagnosed food allergies and other specific allergies

Other (if ticked please specify)

All the information given as well as any subsequent updates additions or alterations is recorded and shared with staff to ensure that the child's needs are recognised and reflected within the care that the company provides.

The company, within the operational setting, aims to be accessible, welcoming and representative of all people using the facility and this includes those who have special needs. The needs of children are of paramount importance. There is access to disabled toilet facilities on the ground floor of the building so is accessible to wheelchair users.

The additional needs of children are wide ranging and will depend on the specific individual needs of the child concerned. All additional needs/medical needs are recorded in the setting. There will be a considerable amount of consultation with the parents prior to the child starting at the setting to ensure that the facilities and activities available to the child offer meet the needs replicating as much as possible the aims and objectives the company has for any other child placed in the setting. Any liaison with other agencies will be discussed with a view to ensuring that the child's needs are met. Every effort will be made to ensure that the company is able to accommodate the child. A named Play worker will be allocated to the child and have responsibility for ensuring that their needs are met whilst present at the setting. Parents will be kept informed of the child's progress verbally. A wide range of games and activities are on offer, and wherever possible, children of all abilities will be encouraged and helped to participate whatever their capacity.

The company will ensure that all children are respected and their individuality and potential recognised, valued and nurtured. Any discriminatory remarks or behaviour will be challenged and addressed immediately. All children will be encouraged to understand the effect of any such remarks or behaviour.

Occasionally it is anticipated that staff at the operational setting may have concerns about a child they observe and can evidence is displaying potential additional, despite the fact that the child has not had such potential needs recognised, recorded or registered as such by others involved in the child's care. In such circumstances, the

play worker is required to formally report their observations and cite the supporting evidence on the form provided to the Manager/Responsible Individual at the earliest opportunity. The Manager/Responsible Individual will discuss these concerns, observations and evidence base the play worker who is reporting the potential issues. Further discussions with colleagues may also take place and a raised level of scrutiny and observation will be implemented. Where concerns and a viable consistent evidence base relating to additional learning needs, has been identified, the PIC/Manager will have a meeting with the parents and if required the school and/or other agencies. They will co-operate as appropriate in helping the agencies to identify the special/additional needs of the child.