

Equality and inclusion (including additional/special needs) policy and procedure

To be read in conjunction with:

- **Statement of purpose.**
- **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 *Wenvoe Playgroup* as members of Wales PPA, 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 (<http://wales.gov.uk/topics/equality/equalityactatwork/equalityact10/?lang=en>).
- Operating an inclusive admissions policy and procedure.
- Recognising and respecting individuality and potential of all children and adults who may work, use, or visit *Wenvoe Playgroup*.
- Ensuring that *Wenvoe Playgroup* 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 *Wenvoe Playgroup* operates - this includes staff recruitment, employment and training, and how resources, facilities and activities are arranged and available for use by children and their parents/carers.
- 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 behaviour.
- 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 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.

- Obtaining and providing resources such as books, posters and activities that positively and accurately reflect the diversity of society.

Additional/special needs:

Wenvoe Playgroup has regard for the Special Educational Needs Code of Practice for Wales (2002) (<http://wales.gov.uk>) and the Equality Act 2010 on the Identification, Assessment and Education of Children with Special Educational Needs.

We do this by:

- Welcoming and providing support as needed to staff, students and volunteers, parents/carers and visitors who have additional/special needs.
- Welcoming children with additional/special needs who may be admitted (in line with our admissions policy) after full consultation with parents/carers, staff, referral scheme co-ordinators and any other relevant agency workers involved.
- Informing parents/carers 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/special needs and in routine activities, adapting our resources to meet the specific needs of the child.
- 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, Families Achieving Change Together (FACT) and so on.
- 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.
- Delegating the role of special educational needs co-ordinator (SENCO) to *Sandra Morgan* who manages the day-to-day requirements of the Special Educational Needs Code of Practice.

The role of the SENCO:

The SENCO should have responsibility for:

- Ensuring liaison with parents/carers and other professionals in respect of children with additional/special educational needs.
- Advising and supporting other practitioners in the setting to implement strategies to support individual needs.
- Ensuring that appropriate Individual Education Plans are in place and kept up to date.
- Ensuring that relevant background information about individual children with additional/special educational needs is collected, recorded and updated.

This **equality and inclusion (including additional/special needs)** policy and procedure was passed for use in *Wenvoe Playgroup*

On: 20.09.2017

By: Sandra Morgan

Position: Registered Leader

Date of planned review: Autumn 2018 or if change in practice