

## Special Educational Needs/Disability Policy

### Statement of Intent

Eduplay services provide an environment in which children are supported to reach their full potential.

Eduplay mobile crèche, MFC crèche and the FFB service aims have regard for the Department for Children Schools and Families (DCSF) Code of Practice on Special Educational Needs. (SEN) We aim to provide a welcoming environment and appropriate play learning and development opportunities, for all children.

- Children with special educational needs (SEN)/disabilities, like all other children, are registered after consultation with parents/carers and the Eduplay Manager/Deputy and staff members.
- Our aim is to provide for the developmental needs of each child accessing our services.
- All children in our mobile and static provision irrespective of their SEN/disabilities are encouraged wherever possible and appropriate to participate in all the activities.
- We monitor and review our practice and provision and if necessary make adjustments.

We work closely with the parents/carers of all the children attending our services to ensure that:

- We designate a member of staff to be special educational needs co-ordinator ( SENCO) and give his/her name to parents.
- Parents/carers are aware of the arrangements for the admission and integration for children with SEN /disabilities.
- We ensure that the provision for children with SEN /disabilities is the responsibility of all staff members.
- We ensure that our physical environment is as far as possible suitable for children with disabilities.
- We provide play, learning and development opportunities for all children with SEN/disabilities and adapt activities to meet individual needs and abilities.
- We draw on the knowledge and expertise of parents/carers in planning provision for the child to maintain a positive partnership.
- The child's progress and achievements are shared and discussed with parents/carers on a regular basis, and we keep records of the assessment, planning, provision and reviews made.
- We ensure that children with SEN/disabilities are appropriately involved at all stages of the graduated response, taking into account the level of their ability.
- We provide parents with information regarding internal and external advice and support available.
- We liaise with other professionals involved with children with SEN/disabilities and their families including transfer arrangements to other settings and schools.
- If it is felt that a child's needs cannot be met in our crèche provision without additional staffing and/or equipment, funding will be sought to ensure that provision is appropriate to the child's needs.
- We ensure the privacy of children with SEN/disabilities when intimate care is being provided.

- We work in liaison with relevant professionals and agencies outside our crèche services to meet the child's specific needs.
- Our staff attend whenever possible in-service and external training on SEN/ disabilities.
- We ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. individual education plan (IEP) reviews, staff and management meetings, parental and external agency's views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- We provide a complaints procedure.
- We monitor and review our policy annually.

