



## Inclusion and Equal Opportunities

Mini Explorers Childcare is to give every child an opportunity to benefit from early years' experiences, whatever his/her needs.

Mini Explorers Childcare is committed to providing appropriate support for every child in the setting who has additional educational needs. We will work in partnership with the local Referral Scheme and/or other relevant agencies to ensure help and support for the child and his/her family. Mini Explorers recognise that children's needs change and develop continuously, and it is committed to ensuring that the provision meets the needs of the child.

Mini Explorers respects the principle of confidentiality in all aspects of its work, including in the field of additional needs, and it will keep any record or comments about an individual child in confidence, under lock and key at all times, following the guidelines in the [Confidentiality and Data Protection Policy](#) and the [E-Safety Policy](#).

### Code of Practice

The Cylch Meithrin will act in accordance with the current Special Educational Needs (or Additional Learning Needs) Code of Practice for Wales, and will follow Early Years Action and Early Years Action Plus to support children when necessary. In a case where the Early Years Action Plus does not meet the needs of a child, the child can have a statutory assessment by the Local Education Authority.

Laura-Jayne Bennett is designated as our Special Educational Needs Coordinator

However, every member of staff will be responsible for looking after the needs of every child who attends the setting.

The Additional needs coordinator will draw up an Individual Education Plan / Individual Play Plan for every child who has additional educational needs. The Plan will note strategies to help the child, including short term targets, the

resources required, different teaching strategies, procedures for reviewing the plan and the results of the action taken.

If the child has a Health Plan, ensure that it is integrated into their Individual Educational plan / Individual Play Plan.

The Leader will discuss in confidence with the parents/carers/guardians if he/she has any concerns that their child has additional needs which have not been identified. With the consent of the parents/carers/guardians, the setting will contact the local Referral Scheme and/or other relevant agencies as appropriate.

It is the responsibility of the setting, in partnership with the Referral Scheme, and/or other relevant agencies as appropriate, to facilitate every child's access to Mini Explorers childcare, whatever his/her needs. The SENDCO will ensure that the staff receives the necessary training, support and resources to provide for children with additional needs. Mini Explorers will note, in its publicity material, that every child is welcome to participate in all the settings activities.

It is the responsibility of the SENDCO to ensure that all the information kept about the Cylch Meithrin by the Referral Scheme, and / or other relevant agencies as appropriate, is up to date and accurate. Mini Explorers, in partnership with the Referral Scheme, if relevant, will encourage the input of professionals who are involved with the child, in the form of guidance, advice and visits to the setting.

Mini Explorers Childcare will keep confidential records

- of appropriate sources of information and advice about the child's health and development, e.g. parents/carers/guardians, general practitioner, relevant agencies.
- regarding the child's educational progress and general development, noting any causes for concern.
- which show what action is being taken in the setting to meet the child's additional needs, and its effectiveness.
- which show any permanent learning difficulties which the child has, and any relevant advice received.

Mini Explorers Childcare will forward relevant information to the parents/carers/guardians and, with their consent, to local statutory agencies if necessary

Although one person will be designated as a Special Educational Needs Coordinator at the setting, **every** member of staff will be responsible for caring for the needs of every child who attends Mini Explorers Childcare.

The role/responsibility of the individual who is designated as the Special Educational Needs Coordinator is:

- to ensure that the name of the SENDCO is displayed on the notice board.
- to ensure that the name and the contact details of the local Referral Scheme Coordinator are available, if relevant.
- to operate as a link between the setting and the Referral Scheme Coordinator to promote inclusion within Mini Explorers where relevant.
- to cascade information about local training courses, and also to notify the Referral Scheme Coordinator of any training needs within the setting for support in identifying relevant training opportunities.
- to advise and support other practitioners within the setting.
- to ensure that relevant forms about each child with additional needs, are kept up-to-date, in accordance with **Confidentiality and Data Protection Policy and E-Safety Policy** guidelines.
- to ensure that relevant background information about children with additional needs is collected and recorded and that it is updated regularly.
- to ensure close contact with parents/carers/guardians and other professional workers in relation to children with additional needs.
- to complete an Individual Education Plan/Individual Play Plan for every child with additional needs, in partnership with the relevant agencies.
- to ensure that records are kept, including a record of children who are under 'Early Years Action' and 'Early Years Action Plus' and children who are going through the process of being statemented.

to ensure that the setting consults with parents/carers/guardians regularly, providing information regularly on the actions taken to help the child and the results of those actions. (Mini Explorers will ensure that the child's strengths are emphasised in addition to information about the support that is given).

**This policy was adopted on**   **Signed on behalf of the nursery**   **Date for review**

Dec 2020

L-J Bennett

*Dec 2021*