



**Equality and Inclusion  
(Including additional / special needs)  
Policy**

<b>Date of policy</b>	<b>January 2024</b>
<b>Review Date</b>	<b>January 2025</b>

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

### **To be read in conjunction with:**

- **Statement of purpose.**
- **Sample contract and registration form.**
- **Admissions, arrivals and collections policy**
- **Parental involvement.**
- **Medication and asthma.**

### **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 Smarties.
- Ensuring that Smarties 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 Smarties 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.
- Advertising Smarties' service and vacancies for staff and children's places in ways that reflect the needs (including language needs) of the community
- Obtaining and providing resources such as books, posters and activities that positively and accurately reflect the diversity of society.

### **Additional/special needs:**

Smarties 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. *For providers registered with Estyn to deliver Early Years Education this is a statutory requirement and for other providers it is best practice.*

### **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.
- 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 (ALNCo) to Mrs J Edwards who manages the day-to-day requirements of the Special Educational Needs Code of Practice.

**The role of the ALNCo:**

The ALNCo 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.
- Ensuring that appropriate Individual Education Plans are in place.
- Ensuring that relevant background information about individual children with additional/special educational needs is collected, recorded and updated.
- Ensuring that parents/carers are aware of the local parent partnership service.

Extract from Chapter 4 Identification, Assessment and Provision in Early Years Settings; Special Educational Needs Code of Practice for Wales 2002 Welsh Government. (<http://wales.gov.uk>)

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

On: January 2024

By: Shan Kenchington

Position: The responsible person

Date of planned review: January 2025