



www.penhillplaygroup.org.uk

Additional Support Needs Policy and Practice

At Penhill Playgroup, we would like all children to have appropriate opportunities to learn through play and for all families to feel welcome at the setting, regardless of special needs or disabilities. We endeavour to have an inclusive policy at all times and have developed this Policy with regard to the Special Educational Needs Code of Practice (2014) and the Equality Act (2010).

Admission

- Consultation between parents/carers, Manager, SENCO and outside agencies, where appropriate, will plan the admission and settling in programme for each individual child.

Raising Concerns

- If Playgroup staff have any concerns regarding a child, these will be discussed with the parent/carer in the first instance, unless there is an immediate safeguarding concern.
- The playgroup will try and address any identified problems, in consultation with the parents/carers, using its own resources, before gaining permission from the parents/carers to make a referral to other agencies for extra help, support or advice.
- For children with complex needs, the Playgroup will follow the graduated response, as above, but, if necessary, will, with parental permission and after consultation with their Early Years Advisor, refer the child to the Early Years Planning and Review Meeting (EYPARM) and potentially for an Education, Health and Care Plan (EHCP).

Training, Advice and Support

- Staff will attend relevant training to ensure that they keep up to date with the requirements of all children with additional support needs and will liaise closely with and learn from parents and appropriate professionals about the particular and/or specific needs and approaches to use for individual children.
- The SENCO/INCO will provide support and information for staff and parents/carers regarding children with Special Educational Needs or Disabilities and, where appropriate and possible, signposting to other support services and organisations.
- Our Local Offer, which gives more details about what the Playgroup is able to provide for children with additional needs, will be updated biannually and available to view on our website and on paper, by request.

Funding

- If it is felt appropriate, the Playgroup may wish to apply for standard or enhanced Inclusion Funding, to offset any extra costs that may be involved in providing the most inclusive environment for a child with additional needs. This funding may be used for a range of needs, including providing a higher staff ratio; to purchase specific equipment; to allow extra time to create additional resources or to enable staff training to take place. Any funding application will be done with the involvement and consent of the child's parent/carer and with the support of the setting's Early Years Advisor.
- If a child receives Disability Living Allowance, the setting is also eligible to apply annually for the Disability Access Fund, with permission from the parent/carer. This information is contained on the West Sussex Parent Declaration Form, the information from which is submitted termly by the Playgroup to West Sussex.

Monitoring Progress

- Children's progress and needs will be monitored, supported and reviewed by the playgroup staff, at least termly, in consultation with parents/carers and other professionals, where appropriate, which may include speech therapists, educational psychologists, physiotherapists, occupational therapists, paediatricians, social workers and health visitors. This will include updating the child's One Page Profile and any Individual Plan they have.

Moving On

- The Playgroup will endeavour to provide a strong transition plan for any move to another setting or on to school, which will include liaising with the receiving setting or school; attending transition meetings and events; ensuring information about the child's needs, progress and development are accurate, up-to-date and passed on appropriately and may also include accompanying the child and their parent/carer on visits to the setting or school, as needed.