



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

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## To be read in conjunction with:

- Statement of purpose.
- Sample contract and registration form.
- 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 *Teifi Tots Nursery* 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
- Operating an inclusive admissions policy and procedure.
- Recognising and respecting individuality and potential of all children and adults who may work, use, or visit (*name of provision*).

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- Ensuring that *Teifi Tots Nursery* 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 *Teifi Tots Nursery* 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 *Teifi Tots's* service and vacancies for staff and children's places in ways that reflect the needs (including language needs) of the community, by placing information with (*amend as needed*) the local authority Family Information Service, doctors' surgeries, health visitors, local post offices, libraries, and shops.
- Obtaining and providing resources such as books, posters and activities that positively and accurately reflect the diversity of society.

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

*Teifi Tots Nursery* has regard for the Special Educational Needs Code of Practice for Wales (2002) 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, Portage, 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 *Claire Thomas* 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.
- 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.

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

On:

By:

Position:

Date of planned review: