



## SPECIAL NEEDS POLICY

Toptotz will welcome and support children, staff, helpers and visitors who have special needs in accordance with 'Special Educational Needs Code of Practice for Wales 2002-Notes for Early Years Providers'.

The Nursery will have regard to the current National Assembly for Wales Code of Practice for the Identification, Assessment and Education of children with Special Educational Needs. It aims to provide a welcome with appropriate learning opportunities for all children (and adults).

The Nursery will cooperate with, and seek the advice and support of, the Referral Scheme, where available, The Early Years Development and Childcare Partnership, and all relevant agencies whilst respecting the rights of children and their families at all times.

Children with special needs, like all other children, should be admitted after full consultation between parents/guardians, group staff, Referral Scheme Coordinator, Early Years Development and Childcare Partnership and any other relevant agency workers involved.

Records of the child's progress will be maintained and reviewed regularly. Parental permission will be obtained before records are released on admission to any agency.

Activities will be adapted where possible to allow all children access to Birth to Three Matters and the Foundation Phase – Framework for Children's Learning for 3-7 – year olds in Wales.

The Nursery will request additional assistance via the Referral Scheme, or other agencies for one-to-one help, assistance with fees and travels, when necessary. The nursery will maintain links with local schools and nurseries to help with the transition between the setting and school.

All children's progress is observed, recorded and assessed. Any particular needs identified will be discussed with the parents/carers first, and any other agency if required.

Full cooperation will be given to all appropriate agencies, i.e. therapists, social workers, health visitors, medical staff, psychologists, portage workers etc, in order to meet the specific needs of each child.

The Special Needs Co-ordinator is Michelle Howell, with over twenty years' experience working with children with SEN. Members of staff will attend special needs training provided by the Wales PPA.

Group staff, whenever possible, will attend appropriate special needs training provided by Wales PPA and other agencies. All staff will be given in house training as to identification processes and assessment, and will be given further training when required.

The settings premises have wheel chair access and a disabled toilet.

Staff, helpers, parents/carers and visitors who have special needs will be welcomed and supported by the group, in keeping with the Equal Opportunities Policy, with the needs of the children being of paramount importance at all times. Complaints will be dealt with as in the settings policy statement.

This is to certify that I/We have read and fully understand the SEN Policy and also the points listed in the information given.

I/We agree to abide by these rules and conditions and will adhere to each one for us long as the Child named remains at the Nursery.

**Signature of Parent.....**

**Signature of Manager.....**

**Date.....**