

ADDITIONAL NEEDS POLICY

Jollytots believes that no child, individual or family should be excluded from the nursery because the child has additional needs or disabilities. We recognise that some children have special/additional needs (SEN) and take steps to ensure that they are provided with appropriate care to promote the welfare and development of that child.

We want parents/carers to be involved at every stage and we will

* have an initial meeting to find out about the child’s specific additional needs
* assess how the nursery can help
* assess if there is any reasonable adaptions that we can make
* work with parent’s to complete an Individual Educational Plan (IEP)
* seek advice from outside agencies if needed

All staff are required to monitor each child’s development and learning through accurate observation and record keeping. Through this process staff are required to identify any child who may be experiencing difficulties in specific areas and ensure the needs of such children, and any other children, are met.

INVOLVEMENT OF THE CHILD

Whilst recognising that it is often difficult to ascertain the views of very young children; staff will encourage their contributions, particularly when establishing individual programmes to support learning and development. Staff should ensure that all possible information is gathered from children, enabling them, for example to express their feelings and identify personal preferences and interests.

PARTNERS AS PARENTS

Only by working in effective partnership with parents will staff be placed to meet the needs of individual children fully. When a child presents with a specific need already identified staff are required to gather information from parents to support inclusion of the child. Ongoing dialogue and shared written information will ensure that an accurate assessment of the child’s abilities and needs are maintained. When a child is identified by staff as experiencing difficulties in specific areas which may require additional or alternative interventions, the staff are best to decide when to inform the parents. However, this information must be shared at the earliest opportunity and be part of the natural process for regular communication between nursery and home. Staff should provide support for parents, recognising that they may not previously have been aware. Staff should provide full and accurate information.

ROLE OF THE SENCO

The nursery Special Educational Needs Co-ordinator (SENCO) is Jaclyn Allen. She will work with the staff to make sure that systems are in place to plan, implement, monitor, review and evaluate the special needs policy of the nursery, always making sure plans are shared with parents. She will liaise and work alongside agencies and key professionals.

This policy was adopted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Manager

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Director

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