



Lyndhurst Pre-School

Inclusion policy

Lyndhurst Pre-School aims to provide a high standard of childcare within a happy, safe and stimulating environment, in which every child can develop to their full potential, with the emphasis on learning through play, giving them a firm foundation on which to build.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child Development 1.2 Inclusive Practice 1.3 Keeping Safe 1.4 Health and Wellbeing	2.1 Respecting each other 2.2 Parents as partners 2.3 Supporting Learning 2.4 Keyperson	3.1 Observation, Assessment & Planning 3.2 Supporting Every Child 3.3 The learning Environment 3.4 The Wider Context	4.1 Play & Exploration 4.2 Active Learning 4.3 Creativity & Critical Thinking 4.4 Areas of Learning & Development

Juliet Dunning is our Special Educational Needs and Disability Co-ordinator (SENCO/SEND)

In this policy we aim to:

- Offer inclusion for all
- Work together with all involved in caring for the child. Encouraging and valuing their contributions.
- Offer each child activities appropriate to their development stage, in line with the foundation stage curriculum guidance.
- Meet the individual needs of all involved in Pre-school.
- To recognise the rights of children and to safeguard the welfare of the child.
- Follow the guidelines set out in the SEND code of practise and the Rights of Persons with Disabilities Act 2016.
- Ensure that each child receives adequate appropriate support, involving outside agencies if necessary.

The Role Of Our Special Educational Needs Co-ordinator (SENCO).

At Lyndhurst Pre-School our SENCO will:

- Have regard to the code of practice.
- Work with other staff to agree and implement the Inclusion policy.
- Liaise with other professionals, as appropriate.
- Offer support for parents.
- Co-ordinate provision for children with special educational needs.
- Act in a professional and ethical manner respecting confidentiality, data protection and human rights.
- Make sure relevant background information about individual children are collected, recorded and updated.
- Make sure written records are completed and updated termly.
- Ensure there is an PP (Personal Plan) for all the children on the code of practice
- Attend SEND training courses and feed back to colleagues.
- Attend to new SEND initiatives as they become available.

Admission arrangements (See Admission Policy)

We have an admissions policy which:

- Operates a waiting list.
- Admits in birth date order.
- Offers emergency places.
- Offers equal opportunities.
- Informs parents of all aspects of the Pre-school by:
 1. Providing a prospectus / website
 2. Invite to an introduction session.
- Aims to meet the individual needs of families.
- Offers a flexible approach to settling in (See Settling In Policy).
- Ensures that various forms of advertising of the Pre-school takes place, offering opportunities for all aspects of adults with learning difficulties and variable abilities.

Partnership with Parents

We promote partnership with parents / carers by:

- Working together- the parent / carers are the child's first educators.
- Establishing good communication and exchanging information (formal and informal).
- Treating all parents / carers with respect, sensitivity and confidentiality.
- Valuing all contributions.

Identification and Assessment

Lyndhurst Pre-school recognises the importance of early identification of SEND as outlined in the SEND code of practice 2014.

We aim to achieve this by:

- Discussing any concerns with colleagues.
- Carrying out observations, assessments and reflect upon and evaluate the individual child's progress.
- Meeting with the child's parents /carers. Asking how they feel the child is getting on?
- Talking through observations with parents/ carers and discussing the next step and arranging a review date.
- Contacting the Area INCO.
- Putting the Early Years Action (if no outside agency involved) or Early Years Action Plus (if outside agency involved) in place, with termly reviews.
- Deciding whether the child should have
 - An PP (Personal Plan) for 'looked after children' is suitable.
- Holding formal talks with parents/carers on a termly basis.
- Holding informal talks with parents / carers and key worker on a regular basis.
- Keeping all information confidential (See Confidentiality Policy)
- Keeping all records safe, to be given to the parent/carer when the child moves on.

Links with Support Services and Other Agencies.

Lyndhurst Pre-school are committed to working with other agencies and demonstrate this by actively seeking their expertise and following their recommendations when appropriate.

We will in the first instance discuss and obtain parental consent, and then we will contact the Early Years Advisor about any particular concerns we have over a particular child's development.

After discussion with the Early Years Advisor it may be appropriate for us to approach support services or other agencies.

Curriculum

Lyndhurst Pre-school try to ensure full access to the foundation stage curriculum for the children with special needs by:

- Discussing with parents/carers the needs of their child, and how we can best meet them.
- Using our observations and evaluations in our weekly planning, making adaptations to activities as necessary (this may be by using visual clues etc).
- Having a flexible approach to the grouping of key worker children, re-grouping as necessary.

Resources

Our resources support individual learning needs and reflect cultural diversity, e.g. puzzles, books, dolls etc from different ethnic groups. We also:

- Purchase specialist resources as necessary.
- Modify existing resources as necessary.
- Try and borrow equipment through specialist services or from the family.
- Will enquire as to any additional funding, that may be possible, through inclusion grants or charities

The Learning Environment

We arrange and use the indoor and outdoor areas in our setting to provide a safe yet stimulating environment, making reasonable adjustments where necessary to enable inclusion for all.

Facilities:

We offer equality of opportunity for all and do this by:

- Having easy access for wheel chairs (main entrance).
- Providing a changing area (floor of toilet area).
- Offer different areas on one level e.g., quiet area with soft cushions.
- Having an outside play area on one level.
- A range of audio visual and textured equipment

Staffing:

We ensure staff in our setting support children by:

- Maintaining a minimum staff:child ratio of 1:5, and employing where necessary if funding available additional staff to support activities & provide one to one support.
- Keeping staff informed particularly in matters concerning their key children.
- Keeping job descriptions up to date. #
- Half termly staff supervision and annual appraisals.
- Weekly planning and staff meetings.
- Close links with the Directors.

Training:

We show our commitment to staff training by:

- Organising staff to attend a manual handling and lifting course should we have a child who needs to come out of their wheel chair to access the outdoor play area (with permission from the parent).
- Encouraging staff to attend at least four training events a year.
- Providing in house training days.
- Having qualified staff to help, guide and support them.
- Sharing information.
- Updating records.

Transition into school

Most children who attend Lyndhurst Pre-school tend to feed into St Michaels and All Angels Infant School. The school has excellent transition systems in place where by all children due to attend, are invited to meet the Year R teacher and spend time at the school over several sessions during the latter part of the previous term.

A few parents do choose different schools for their children and all parents are offered extra help and

support if required, for them and their children at this time, regardless of which school they have chosen for their child.

Complaints Procedure (See Complaints Policy)

As a member of the Early Years Alliance we aim to provide quality education and care for all our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.

We believe children, parents, employees, volunteers and anyone else who has contact with the Pre-school is entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents and the community generally and we welcome suggestions on how to improve our group at any time.

All complaints, whether verbal or written, will be dealt with initially by the Pre-School Supervisor. The procedure must be followed and all complaints will be responded to within 28 days of the complaint being made.

Confidentiality Policy (See Confidentiality Policy)

The Pre-school's work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working within the Pre-school can do so with confidence, we will respect confidentiality of all children and families, staff, students and volunteers.

All undertakings above are subject to the paramount commitment of the Pre-school which is to the safety and well-being of the child. Please also see our policy on child protection.

Equal Opportunities Policy (See Equal Opportunities Policy)

Lyndhurst Pre-school is committed to provide equal opportunities for all children and families.

We work in accordance with all the relevant legislation and the SEND Code of Practice:

- The Right of Persons with Disabilities Act 2016
- Race Relations Act 1976, amended 2000.
- Equality Act 2010
- Children and Families Act 2014

We believe that Lyndhurst Pre-School's activities should be open to all children and families, and to all adults committed to their welfare. We aim to ensure that all who wish to work in, or volunteer to help with, our Pre-school should be given the chance to do so.

Monitoring the Policy

This Policy will be reviewed annually at the Pre-School Directors Meetings alongside all other policies.

This Policy has been adopted at a meeting of Lyndhurst Pre-School Board of Directors.

Signed by the Chair:

Date: