



Happy Hands Pre-School Playgroup

making learning fun for over 30 years!

Inclusion Policy

March 2009

St. John's Church Playgroup is committed to providing quality child care and education to all the children in the setting. The setting will aim to meet the diverse needs of individual children.

Roles and responsibilities

The provision for children with additional needs is the responsibility of everyone in the setting and is to be maintained by means of a regular pattern of monitoring, evaluation and review.

The Supervisor has responsibility for the day to day management of the work of the setting, including provision for children with additional needs. The designated SENCO is responsible for the management of the provision for children with additional needs with the support of the Area Inclusion Officer. All members of staff are involved in observing, assessing and planning for children with additional needs.

SENCO responsibilities

The SENCO has responsibility for ensuring liaison with parents and other professionals in respect of children with additional needs. They will advise and support other staff. They will ensure that individual learning plans are in place, with targets for areas where additional needs have been identified. They will ensure that relevant information about children with additional needs is gathered and used to inform planning.

3 Phase Code of Practice

- 1 - When a child has been observed and it is agreed there is a concern, the SENCO and/or the key worker will discuss the concern with the parents/carers. It will be decided how to address and monitor the concern and when we shall review progress.
- 2 - All observations will be recorded in the child's file and will be reviewed and discussed with the parents/carers.
- 3 - Following a review of the child's progress, if CAF concerns are ongoing, support should be sought from relevant services to meet the specific and individual needs of the child. This should be done by means of a CAF form with parental consent.



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4 - If following assessments and advice taken from outside agencies is decided that a child will require additional support in order to be successfully included within the setting then an application for Enhanced Early Years Action Plus (EYAP) funding will be made to the Early Years Panel.

The setting will follow procedures for statutory assessment for those children where it is deemed appropriate.