

	The Den Equality and inclusion (including additional/special educational needs) policy and procedure	
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It is the policy of The Den 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
(<http://www.legislation.gov.uk/ukpga/2010/15/contents>)
- Operating an inclusive admissions policy and procedure.
- Recognising and respecting individuality and potential of all children and adults who may work, use, or visit The Den.
- Ensuring that The Den 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 we operate - this includes staff recruitment, employment and training, and how resources, facilities and activities are arranged and available for use by children and their parents.
- 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 behavior.
- 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 and dignity 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 *The Den'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: *the local authority Family Information Service, doctors' surgeries, health visitors, local post offices, libraries, shops and online.*

- Obtaining and providing resources such as books, posters and activities that positively and accurately reflect the diversity of our society.

Additional/special needs:

The Den has regard for Additional Learning Needs and Education Tribunal (Wales) Act 2018 (ALN Act).

We do this by:

- Delegating the role of additional learning needs coordinator (ALNCO) to *Kevin Baugh* who manages the day-to-day requirements of the Additional Learning Needs Code of Practice.
- Welcoming and providing support as needed to staff, students and volunteers, parents 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, staff, referral scheme co-ordinators and any other relevant agency workers involved
- Informing parents 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 as far as is practicable
- 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

The role of the ALNCO:

The ALNCO 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 *The Den*

The Den was passed for use

On: 27.01.2023

By: *Mr. Kevin Baugh and Mrs Laura Batterton*

Position: *Registered Person and Person in Charge*

Date of planned review: September 2025