

SPECIAL EDUCATIONAL NEEDS POLICY.

We work with regard to the DFES Code of Practice on Special educational needs.

We will:

- We welcome children who may have special educational needs and aim to provide the appropriate learning opportunities.
- Admit children who may have special educational needs to the group after consultation with the child, parent/carers, Manager, group SENCO, relevant professionals and staff to ensure that the group can adequately meet the all the needs of the child.
- Ensure that if the group itself cannot meet the needs it will endeavour to contact other professionals for support with regard to 1:1 workers and funding.
- Encourage parent/carers to feel confident in the ability of the adults in the group to look after and encourage their children should they have any Special educational needs.
- Ensure that staff/ volunteers have received adequate training in the recognition of and how to include those children in all aspects of the group who have special educational needs.
- Agree, through discussion how we will include their child in the participation of activities to ensure that the individual needs of the child are being met.
- Voice any concerns regarding identification of learning/ behavioral difficulties to the child's parent/carers, manager and group SENCO. Each comment or observation will be dealt with sensitively, professionally and confidentially.
- Ensure that we will work together with the child and parent/ carer who will provide the group with invaluable advice and knowledge about the child, so that we can offer the best support.
- Encourage parent/ carers to take an active role by sharing achievements made outside of the group that will assist in the groups' provision of activities also.
- Work together with the child/ parent/carers in collating or continuing the use of an IEP which may be used at the group
- Pass onto parent/ carers any documentation/ observations made on the child's IEP at the end of the session so that the achievements/ development of the child may be used for future planning.
- Liaise with other professionals such as Health visitors, speech and language therapists, educational psychologists, outreach groups such as portage and PRESENS.
- Ensure that all records will be completed with consultation and parent/ carer consent.

Any complaints regarding the SEN provision at The Group should be verbally addressed or put into writing to the Manager who will deal with the matter following the group `Complaints procedure`.