



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.13

Reviewed 29th October
2018 to include EAL
policy.

Page 1 of 4

Additional needs including education, health & care needs. Including support for English as an additional language EAL

This policy covers children with a disability, a SEN (Special education needs) as well as additional needs (e.g. allergies or continence or English as an additional language). Our club recognises that some children have additional needs or they may have a recognised disability which requires particular support and assistance.

Under the Disability Discrimination Act 2001 we will ensure that all children are provided with fair opportunity to access services enjoyed by those without disability and where ever possible reasonable adjustments should be made accordingly. The same statement applies to the staff who we employ.

To comply with The Equalities Act 2010 The Dell aims to be as inclusive as possible. Whilst The Dell doesn't have a statutory duty of care (such as a school) The Dell will make reasonable adjustments to ensure that it is accessible for any attending children. (As well as any staff or volunteers who worked there).

What is reasonable is dependent upon the effectiveness of the adjustment, whether it can actually be done, and the cost and the resources available to The Dell at that time. .

Admissions

As part of our admissions procedure The Dell invite all parents to detail any additional needs which a child may have. Completion of the Registration Form is an essential part of finding out about any additional needs a child may have. We need this for each child who wishes to attend and in advance of a place being confirmed. The registration form needs to provide us with as much detail of any additional needs or disabilities a child may have. Any places at The Dell will not be confirmed until we are confident we have the resources, capability and can make reasonable adjustments to meet the child's needs.

Children with additional needs

Our Club recognises that some children have additional needs that require particular support and assistance. Where a child has an additional need we will assess the individual needs of each child in consultation with their parents (and also in conjunction with the school or other bodies) prior to their attending the Club, and will endeavour to make reasonable adjustments to ensure that children can access our services and are made to feel welcome.

Examples may be.....

A child has a food allergy and we need to ensure that staff are aware of this and that alternatives are ordered. Or a child needs help with continence care in which case we would need to ensure that staff are trained and have the correct protective equipment.

A child with allergic reaction who needs access to an Epi pen. In this case we may need to contact the GP to advise if we are able to administer this medication and ensure sufficient staff are trained to administer this if required.

Supporting Children with Disabilities

Under the Disability Discrimination Act 2001 we need to ensure that all children are provided with fair opportunity to access services enjoyed by those without disability and where ever possible reasonable adjustments should be made accordingly.

We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.13

Reviewed 29th October
2018 to include EAL
policy.

Page 2 of 4

Examples may be.....

Supporting a child who is hard of hearing with additional information cards to show what activities are available and what is on the menu

Providing a helper to open doors for a child with a physical disability.

Helping a child with dyslexia with reading instructions for a game

Supporting children with a EHC

Some children will have an EHC (Education Health and Care plan) which may have been put in place by the school or other agency. The EHC describes a child's special education, health and care needs. It will explain the extra help and support that will be given to meet those needs and how that help and support will help the young person to achieve what they want to do.

Where a child has an EHC we ask that parents give permission to the school to allow the school or agency to share this plan with us, so that we can understand what we need to do to help make reasonable adjustments to allow a child to attend. The Dell will discuss with parents and carers and other any other practitioners and providers involved in the child's EHC the support they intend to offer, seeking to complement learning in settings in which children spend more time. Forming good links with parents and the school/nursery involved will enable key information about interests and abilities to be shared.

Review

Where a child has an additional need, disability or SEN our policies and practices are reviewed termly to ensure that any provision/plans are flexible enough to meet the changing needs of the child.

Supporting children with Language Learning – which could include children with English as an Additional Language (EAL) policy.

Language and learning

- We recognise that children may enter our setting who may speak or be developing one or more languages and are now learning English as an additional language. We recognise that children may be bi-lingual or partially bi-lingual in several languages which are used at home.
- We allow these children extra time, space, patience and support.
- We acknowledge and celebrate the skills they have in their home languages, for we believe this promotes confidence in their own abilities and raises their self-esteem.
- We recognise and reassure parents that their children will benefit if they use and maintain and develop their "home" language and we encourage them to spend time in this interaction with their children.
- We invite the children (and their parents) to share their home language and cultural backgrounds with staff and other children in the setting through visits and participation in our activities.
- Parents are invited to provide a list of key words and phrases or translation of these to assist the children's transition into the setting. The Dell also tries to use pictorial images of things for the children to assist them in what is happening.

Social Skills

Children share the same home language are encouraged and enable to spend time together to communicate. Staff ensure that they make directions and activities as visual as possible through the provision of pictorial and additional resources to assist EAL children and to enable them to full access an inclusive language environment.

Staff ensure that the use gestures, facial expressions and explanatory actions together with the use of objects to explain each part of an activity.

We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.13

Reviewed 29th October
2018 to include EAL
policy.

Page 3 of 4

Starting at The Dell

Upon entry to the setting the family is welcomed to the setting by the Manager of the Setting who will find out about the child and their individual need. This includes details such as their correct name and pronunciation, dietary needs, dress code and previous experience of school or out of school clubs.

The manager will continue to liaise with the family and ensure that they receive information and correspondence in a form that is accessible to them and they are able to communicate their views and concerns to staff without difficulty. Each child will be provided with a key worker who will plan how best to support the child's language development and ensure that they are able to participate and communicate their needs.

Language Development

We encourage all children with the use of language to ask for things and describe what they would like to do and activities they would like to participate in. We encourage children to share toys and games and exchange words such as "hello", "goodbye", "please" and "thank you" and other language essentials. Children are often encouraged to develop their understanding of language via story time or within the play and recreational activities such as number games or counting and craft activities.

Where we have concerns about a particular child's language development this will always be discussed with the parent and ensure that we draw up a plan to help support the child with their language development.

Additional /Special Educational Needs Coordinators at The Dell

The Club's Managers will act as the designated SENCO

Shanelle Brown at Morgans

Carole Peacock at Abel Smith School.

They will be responsible and oversee:

- Managing the provision for children with additional needs, SEN or disabilities.
- The Dell should discuss with parents and carers and other practitioners and providers the support they intend to offer, seeking to complement learning in settings in which children spend more time. This may be via good links with parents and feeder schools/nurseries, enabling key information about interests and abilities to be shared.
- Be trained and experienced in the care and assessment of such children.

All members of staff will assist the SENCO in caring for children with additional needs or physical disabilities.

NB Whilst we endeavour to equip our managers and staff with the relevant training in caring for disability and additional needs children we don't have the same resources or access to specialist support and care which may be available in school.

Reasonable adjustments

Reasonable adjustments is a legal term which recognises that each organisation will have different practical resources to meet the needs of a child.

What is reasonable is dependent upon the effectiveness of the adjustment, whether it can actually be done; and the cost and resources available to the organisation at that time.

We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.13

Reviewed 29th October
2018 to include EAL
policy.

Page 4 of 4

How to make reasonable adjustments.

Reasonable adjustments should respond to the needs of the individual child and aim to remove any barriers or support access, by making changes to;

- **Physical environment** (e.g.. the school building or outdoor area)
- **The way things are done**(e.g.. age range flexibility, the activities and routines)
- **The support provided** (e.g.. equipment, adapting communication, the level of support)

These considerations should be explored in detail, in consultation with the child's parents/ carers.

The situation should be regularly reviewed, to ensure that the planned adjustments are still responding to the needs of the young person and being implemented effectively.

Where 1:1 care is required to fully participate in The Dell we would consider this adjustment on temporary basis as a reasonable adjustment. However if an additional member of staff is required on a permanent basis it would be unreasonable for The Dell to be expected to finance this level of support on a weekly basis over a sustained period of time.

It is best practice to consider the reasonable adjustment framework every time a young person with additional needs is registered. Making reasonable adjustments is an on-going duty and will be regularly reviewed.

Right to withdraw services

The capacity of the Managers and staff to provide childcare within a **safe environment** is of utmost importance when considering reasonable adjustments.

And whilst we recognise The Dell has a duty to offer out of school care for all; there may be situations where despite the best efforts of our staff, we do not have the capacity or resources to meet the needs of the child or to make the reasonable adjustments necessary. In these extreme circumstances and where we are not able to make reasonable adjustments or where adjustments haven't worked or prove to be unsafe The Dell reserves the right to withdraw services.

In such cases we will try and work with the parents/carers to explore alternative options.

Policy first adopted: February 2003

Approved by:

Manager

Chair

Review Date:

.....

We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.