

Additional Support Needs Policy

St John's Renfield Church Playgroup seeks to provide and maintain equality of opportunity for all children and parents and as such is committed to the integration of children with special needs

The group believes that no child should be excluded because of his or her special needs or disability and recognises everyone stands to gain when all children share the same opportunities and are supported to overcome any disadvantages they may have.

There are many reasons why children and young people may need support to help them learn. The Education (Additional Support for Learning) (Scotland) Act informs practitioners, organisations and parents of their duties and rights in supporting children and young people.

The Act

The [Education \(Additional Support for Learning\) \(Scotland\) Act 2004](#) came into force in November 2004. The Act:

- introduced the concept of additional support needs
- places duties on education authorities to identify, meet and keep under review the needs of pupils for whom they are responsible
- gives parents a number of rights, including the right to access mediation, dispute resolution and refer decisions to the Additional Support Needs Tribunals for matters concerned with a co-ordinated support plan.

Amendments to the Act

The [Education \(Additional Support for Learning\) \(Scotland\) Act 2009](#) (the 2009 Act) makes certain amendments to the Education (Additional Support for Learning) (Scotland) Act 2004 (the 2004 Act). Amendments include an increase in the rights of parents when making area placing requests and accessing mediation and dispute resolution. The amended Act will come into force in November 2010.

A child or young person may have additional support needs if they need extra support beyond what is provided to children or young people of the same age, to help a child or young person benefit from education including pre-school, school and in preparation for post-school.

The reasons for the need could include:

- temporary medical conditions
- family circumstances
- bullying
- disability
- language and communication disorders
- terminal illness in family
- sensory impairment.
- drug related problems
- bereavement

Additional support needs can be both long and short-term, or can simply refer to the help a child needs in getting through a difficult period.

Policy

- We will uphold and respect the rights of the child and ensure that their needs remain paramount at all times.
- We will encourage and support all children to realise their potential.
- We will ensure that a child's personal care needs are undertaken only by adults who hold an enhanced disclosure certificate.
- We will ensure that all the staff, support workers, committee and parents or carers are informed of this policy and other related policies including the group's child protection, equal opportunities and confidentiality policies.
- As group we will, as far as is reasonably practical, uphold and implement the provisions of the Disability Discrimination Act.
- We will not divulge information, other than for child protection reasons about the child to other agencies without the prior consent of the parents/carers.

Open Access

The playgroup is open to every family in the community. If a child has a special need the group will prepare for integration by

- Offering a warm welcome and support to parents or carers of a child with special needs. Drawing upon the parents' knowledge in planning provision for their child.
- Holding discussions with parents and staff to access each child's needs in terms of access to ensure needs are known and can be managed within playgroup.
- Seeking advice from other appropriate agencies eg therapists, community specialist public health nurses, social workers and psychologists
- Giving staff and other adults in regular contact with the child appropriate training
- Ensuring the building and play areas are suitable for all children

The Curriculum

- The curriculum at playgroup promotes positive images of people with special needs and offers all children the opportunity to learn about themselves and others
- Some children may need one to one support to experience some of the activities and where this is the case a staff member or registered support worker will be appointed to assist the child.
- A record of the child's individual needs will be kept as well as an assessment record of the child's progress. The content of this record will be confidential and will be shared with parents who must give permission before it is released to any other agency.

Personal Support and Care

- All children are treated with respect and of equal worth. After discussion with parents, all necessary personal care will be given to ensure the child's comfort, safety and well being. This includes dietary and medical care as well as personal hygiene. A written record of the discussion will be kept in the child's file.

- Medication is only administered under strict guidelines agreed by parents or carers and SPPA. A Medication Recording System will be utilised. It will show the child's name, type of medicine administered, date and time administered, name and signature of person administering dosage and time of notification to parents when medicine has been given in an emergency. A separate page will be kept for each child to ensure confidentiality and best practice.
- Staff members, support workers, committee and parents or carers will be informed of playgroup's Child Protection, Equal Opportunities and Confidentiality Policies.

Insurance

- The group will inform parents or carers of individuals with special needs of the special terms or considerations applicable to them under the Personal Accident and Public Liability Cover of playgroup's insurance policy.

Adults with Additional Support Needs

- Staff, parents, carers and visitors who have additional support needs will be welcomed and supported by the group in keeping with the Equal Opportunity Policy.

Partnership with the Local Authority

- As we are in partnership with Glasgow City Council the duties in the Act are on the education authority but the day to day practice of supporting children will be carried out by playgroup. Glasgow City Council has to make sure that through the arrangements they make for pre-school provision, children with additional support needs will be identified, assessed, supported and that this support will be monitored and assessed.
- Playgroup will be willing to be involved in all of these aspects of supporting children. If we have children who qualify for a co-ordinated support plan, staff will be willing to be involved in the process of maintaining the plan.

This policy was reviewed and updated at a meeting of St John's
Renfield Playgroup Committee held on _____.

Nominated committee member

_____.

Nominated Play leader

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