



# Additional Support Needs Policy

Additional Support Needs are wide ranging and can include those who have physical or mental disabilities, children who are HIV positive, children facing short-term difficulties, children with language needs, and children with behavioural problems.

Mid Annandale Playcare respects children as individuals and is committed to providing equality of opportunity for all children and families and as such is committed to the integration of children with additional support needs. We believe that no child should be excluded because of his or her support needs or disability and recognises that everyone will benefit when all children are given the same opportunities to share in the experience of the facility.

## **Policy**

Mid Annandale Playcare will:

- uphold and respect the rights of the child and ensure that their needs remain paramount at all times.
- encourage and support all children to realise their potential, long or short term.
- ensure that a child's personal care needs are undertaken only by adults who hold a P.V.G check and are registered with the Scottish Social Services Council(S.S.S.C.)
- ensure that all staff members, support workers, committee and parents or carers are informed of this policy and other related policies including our child protection, equal opportunities and confidentiality policies.
- as far as is reasonably practical, uphold and implement the provisions of the Disability Discrimination Act.
- not divulge information, other than for child protection reasons about the child to other agencies without prior consent of the parents / carers.

## **Open Access**

Mid Annandale Playcare is open to every family in the community. If a child has additional support needs we will prepare for that child to join us by:

- offering a warm welcome and support to parents or carers of a child who has additional support needs. drawing upon the parents' knowledge in planning provision for their child.
- holding detailed discussions with parents or carers, staff and involved visiting professionals to assess each child's needs to ensure specific needs are known and can be managed within the setting
- making arrangements, as far as possible, to ensure children's needs will be met by, for example:
  - securing extra adult help where it is appropriate
  - acquiring specialist equipment
  - seeking advice and support from other appropriate agencies, e.g. therapists, community specialist public health nurses (health visitors), social workers, psychologists
  - ensuring staff and other adults in regular contact with the child have appropriate training
  - working with parents or carers to seek funding to support these arrangements

## **The Curriculum**

All children will be encouraged to take part in the daily routine of the setting and when outings are organised, children with additional support needs will be included.

The early years curriculum will promote positive images of people with additional support needs and offer all children the opportunity to learn about themselves and others. Within this context an awareness of illness and disability will be explored in a sensitive and caring way.

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. In consultation with parents / carers full co-operation will be given to all appropriate agencies in order to ensure, as far as is reasonably practicable, that the specific needs of the child are met.

As part of routine practice, staff and support helpers will observe the child to assess his or her needs and interests. Individual plans to support the child's learning and development consistent with his or her needs, interests and stage of development will be produced and implemented. A record of the child's progress will, in collaboration with the parents or carers, be kept. The content of the record is confidential. It will be shared with parents or carers who must give permission before its content can be released to any other agency.

### **Personal Support and Care**

All children will be treated with respect and as individuals. After discussion with the child's parents or carers, all necessary personal care will be given to ensure the child's comfort, safety and well being. This will include dietary and medical care as well as personal hygiene. A written record of the discussion will be kept in the child's individualise file/action plan.

A staff member and/or support worker will be designated to fulfil these tasks. They will be registered with the PVG scheme. Appropriate training will be given where necessary. A log will be kept of any dietary requirement or medication administered while the child is at Mid Annandale Playcare. Medication will only be administered on completion of a Medication Consent Form – showing child's name, type of medicine administered, date and time administered, dosage, name and signature of person administering medicine, name and signature of witness, time of notification to child's parent / carer when medicine has been given in an emergency. A separate page will be kept for each child to ensure confidentiality and best practice.

### **Insurance**

Mid Annandale Playcare will inform parents or carers of individuals with additional support needs of the special terms or considerations applicable to them under the Personal Accident and Public Liability Cover in the settings insurance policy.

### **Adults with Additional Support Needs**

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

## **Additional Information**

### **Disability Discrimination Acts (DDA)**

The Disability Discriminating Acts make it unlawful for employers, regardless of size, to treat those with a disability less favourably because of their disability, unless they can show that the treatment in question is justified. This protection starts from the point of advertising a post, and covers everything that happens while they are employed all the way to dismissal. Employers are expected to make reasonable adjustments to ensure that the disabled person is not discriminated against. These include:

- adjustments to premises; this still applies if a setting operates from premises which they do not own
- allocating some of the disabled person's duties to another person
- altering their hours of working

For small voluntary groups, the emphasis is likely to be on practical, low-cost adjustments – though more extensive developments could be considered, for example, during planned refurbishments. Simple, low-cost improvements could include installing handrails on steps, good lighting, clear signage, lowering door handles, keeping door hinges well-oiled or making sure boxes are not

cluttering the floor. These changes will also benefit other users of the premises, who would include older people and parents / carers with prams and pushchairs.

It is unlawful for groups including those providing Early Learning and Childcare services to discriminate against disabled people (both children and adults) in the provision of goods and services. Specifically, the Act makes it unlawful for the group to discriminate against a disabled person:

- by refusing to provide a service to the disabled person which it provides to other members of the public; or
- in the standard of service it provides to the disabled person; or
- in the terms on which it provides a service to the disabled person.

### **How does the Additional Support for Learning Act affect Mid Annandale Playcare?**

The duties in the Act are on the education authority, but obviously the day-to-day practise of supporting children is carried out by Mid Annandale Playcare. The education authority has to make sure that through the arrangements they make for Early Learning and Childcare provision, children with additional support needs can be identified, assessed, supported, and that this support can be monitored and reviewed.

Mid Annandale Playcare will be involved in all these aspects of supporting children. In the case of a dispute, staff may be invited to participate in mediation. We may have children who qualify for a co-ordinated support plan, and staff will be involved in the process of maintaining the plan.

The Act also gives parents of children with additional support needs the right to make placing requests to nurseries. It is for the education authorities to manage this, but Mid Annandale Playcare may be involved in discussions either with the authority or with parents.

Other parental rights include the right to request their child is assessed for additional support needs, and whether or not they require a co-ordinated support plan. Parents also have the right to request specific types of assessment when the authority has agreed to start the assessment process.