



Additional Support Needs Policy

Dunscore Pre-school respects children as individuals and is committed to providing equal opportunities for all children and families. As such we are 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 centre.

Such additional support needs are wide ranging and can include those who have physical or mental disabilities, children who have a variety of medical conditions, children facing short-term difficulties, children with language needs, and children with behavioural problems.

It is the Policy of Dunscore Pre-school Centre to:

- 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.
- promote positive images of those with additional needs through the curriculum and positive attitudes adopted by staff
- Provide information and help for parents and carers in accessing advice and support from other agencies.
- ensure that a child's personal care needs are undertaken only by adults who hold an enhanced disclosure certificate.
- uphold and implement the provisions of the Disability Discrimination Act, and provide open access to every family in the community; as far as is reasonably practical.
- not divulge information, other than for child protection reasons about the child to other agencies without the prior consent of the parents/carers.
- welcome and support adults with additional support needs (including staff, parents, carers and visitors), in keeping with our equal opportunities policy.

Procedures

This policy will be implemented by:

1. Open Access

The group is open to every family in the community. If a child has additional support needs the group will prepare for that child to join them 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, other agencies involved with the child and staff to assess each child's needs to ensure specific needs are known and can be managed within the group. This will include the Early Years Scotland, who MUST be informed regarding personal support and care (including dietary and medical support) and insurance cover prior to the child starting –see appropriate sections later in document

- making arrangements, as far as possible, to ensure specific children's needs will be met by, for example:
 - providing a ramp or handrail
 - securing extra adult help where it is appropriate and available
 - acquiring specialist equipment
 - ensuring the play area is accessible
- seeking advice and support from other appropriate agencies, e.g. therapists, community specialist public health nurses (health visitors), social workers, psychologists
- providing relevant training for staff and other adults in regular contact with the child.
- working with parents or carers to seek funding to support these arrangements.

2. The Curriculum

All children will be encouraged to take part in the daily routine of Dunscore Pre-school Centre and when outings are organised, children with additional support needs will be planned for and included.

We will use the early years curriculum to 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 regularly with parents or carers who must give permission before its content can be released to any other agency.

3. 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 file.

A staff member and/or support worker will be designated to fulfil these tasks. They will hold an Enhanced Disclosure certificate. Appropriate training will be given where necessary. A log will be kept of any dietary requirement or medication administered while the child is in the group.

Medication will only be administered under strict guidelines* that are agreed by parents or carers and Early years Scotland (EYS). A Medication Administration Recording System (MARS) will be utilised. It will show the 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. The Care Inspectorate's recommendation that a separate page is kept for each child within the MARS will be followed to ensure confidentiality and best practice.

**Dunscore Pre-school Centre will contact EYS Centre before agreeing to administrator any routine or emergency medication. If necessary, groups will be sent the appropriate forms for completion and return to EYS. Groups will be advised of the outcome as soon as possible.*

4. Insurance

Dunscore pre-school will ensure coverage under their Personal Accident and Public Liability Cover in the group's insurance policy and will inform parents or carers of individuals with additional support needs of any special terms or considerations applicable to them.

*This policy is underpinned by the **Disability Discrimination Acts (DDA)***

The Disability Discrimination 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 can include:

- *adjustments to premises; this still applies if a service provider 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. The Access to Work programme run by Jobcentre Plus may be able to provide financial assistance with any adjustments. It is also unlawful for service providers including those providing pre-school 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 service provider 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.*

Voluntary sector groups in partnership with the local authority

The duties in the Act are on the education authority, but obviously the day-to-day practice of supporting children is carried out by the group. The education authority has to make sure that through the arrangements they make for preschool provision, children with additional support needs can be identified, assessed, supported, and that this support can be monitored and reviewed. As a partner group we will be involved in all of 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 playgroups. It is for education authorities to manage this, but we 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.

See *Additional Support Needs File* for further information—including making referrals, contact numbers and information for parents.