

## ADDITIONAL NEEDS POLICY & PROCEDURES

### POLICY

Our Pre-school has used the DFES Code of Practice with the Identification and Assessment of Additional Educational Needs to provide a policy and procedures which will ensure all children have the appropriate opportunities to learn through play and that all families will feel welcome.

### PROCEDURES

- We have an Inclusion Co-ordinator and Deputy at our setting.
- Consultations between parents, manager and key worker will plan the settling in programme for each individual child.
- Children's progress and needs will be monitored by carefully planned methods of observation by all staff and will be shared with parents, taking account of information from parents.
- Each child will have a key worker who will take a close interest in their progress, individual needs and will work on a one to one basis with the child if additional support is required, ensuring all children are included.
- Children's specific needs will be monitored, supported and reviewed by the staff in consultations with other professionals including Speech Therapists, Psychologists, Paediatricians, West Sussex First Visiting Team and Health Visitors.
- Staff will attend relevant training to ensure they keep up to date with the requirements of all children with Additional Educational Needs and regarding specific conditions and disabilities.
- Children's right to privacy will be maintained while carrying out personal hygiene activities by ensuring other children and adults are not able to observe the child.