



*St. Gregory's Child Care Trust,*

SPECIAL NEEDS PROCEDURE 1.10c

KIDSCLUB

September 2022

To be reviewed by December 2023

# Special Needs Procedure for Kids Clubs 1.10c

Kids Club is aware that some children have special educational needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to ensure that all children are able to access our services, are made to feel welcome, and that our activities promote their welfare and development.

Kids Club is committed to the integration of all children in its care. Kids Club also believes that children with special educational needs and/or physical disabilities have the right to play, learn and be able to develop to their full potential alongside other children. Whenever possible, children with special educational needs and/or physical disabilities will have access to the same facilities, activities and play opportunities as their peers. Everybody stands to gain if all children are allowed to share the same opportunities and are helped to overcome any disadvantages they may face.

The policies, procedures and practices of the club in relation to children with special educational needs and/or physical disabilities are consistent with current legislation and guidance. These include Special Educational Needs and Disability act 2001 and the Disability Discrimination Act 2005.

Kids Club believes that by identifying individual needs and taking proactive steps alongside parents/carers and other statutory professionals or agencies all children should be able to play a full, active and equal part in the Club's activities.

The Special Educational Needs and Disability Co-ordinators are Denise Arnold and Helen Line. They manage provision for children with special education needs and/or physical disabilities and are fully trained and experienced in the care and assessment of such children.

All members of staff will be expected to assist the Special Educational Needs and Physical Disability Co-ordinator in caring for children with special educational needs and/or physical disabilities, the Co-ordinator's responsibilities will include:

- Working with the Manager to ensure that all staff who work with children with special educational needs and/or physical disabilities have appropriate skills and training.
- Co-ordinating regular monitoring and reviews of children's progress; involving parents/carers, other members of staff, relevant representatives from statutory agencies and, if appropriate, the child themselves. Alongside the Manager, they will also be responsible for ensuring that any actions following such reviews are followed through.
- Assessing each child's specific needs and adapting club's facilities, procedures, practices and activities as appropriate.
- Ensuring that systems are in place to adequately plan, implement, monitor, review and evaluate the Special Needs Policy.

- Ensuring that children with Special Educational Needs and/or physical disabilities are fully considered when activities are being planned or prepared.
- Liaising with parents/carers about the needs of their children and the plans and actions of Kids Club, as well as being the point of contact for parents/carers.
- Liaising with other agencies and seeking advice, support and training for themselves and other staff as necessary.
- Supporting other members of staff to become more skilled and experienced in the care of children with special educational needs and/or physical disabilities.
- Ensuring that all children are treated with equal concern and respect and are encouraged to take part in all activities.
- Ensuring that accurate observations and assessments of children's progress are made and properly recorded.