



## Victoria College Day Care

### Additional Needs Policy – referencing Standard 9

June 2023

Policy Date – 09/16/23  
Agreed by Governors – 16/06/2023  
Review Date – January 2024  
Drafted by – E Wilson

Updated June 2023

## **1. Rationale:**

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a diverse environment. The purpose of this policy and accompanying procedures is to establish a clear framework for additional needs within the Day Care setting.

## **2. Definition:**

This policy applies to all staff, teachers, leaders and assistants employed by Victoria College Day Care. The policy covers the additional needs of children within our Day Care setting.

## **3. Aims and Objectives:**

1. To ensure that all children with additional needs (including both special needs and a disability -Standard 9) within the Day Care setting are given the support that they require and are included in activities as fully as possible.
2. To inform staff and parents of the policy and procedures for children with additional needs in the Day Care setting.

## **4. Procedures:**

Victoria College Day Care endeavours to provide a caring and inclusive environment for every child. Victoria College Day Care believes that no child, individual or family, should be excluded from the setting's activities because the child has additional needs or disabilities (as defined by the Children's Act 1989 and/or Education Act 1993).

The central philosophy of the setting is one of integration and inclusion. Victoria College Day Care aims for functional integration (joint educational and social participation) into the overall provision of the setting, to enable each child to develop to their full potential. Confidence, independence and self-reliance will be promoted by Day Care Staff, optimising the integration of children with additional needs.

Victoria College Day Care will take every opportunity to ensure that the parent of a child with additional needs is welcomed and supported in the same manner as all other children.

The following procedures will be employed for pupils with additional needs:

1. An individual action plan will be drawn up for each child with additional needs. Plans will be formulated to facilitate the child's learning and a record kept of the child's progression. Plans will be created in collaboration with parents. Detailed discussion will ensure that the

specific needs of the individual child are known to all who need to know and arrangements made to meet those needs.

2. If necessary, the school's Special Educational Needs Coordinator will meet with individuals from relevant agencies – child care team, therapists, education, social services and any other specialist workers. Advice will be implemented with a view to assisting in monitoring and developing provision for children with additional needs.
3. If appropriate, a network of support and training will be developed to acquire the necessary information related to specific needs. This will ensure Day Care staff are fully trained to meet the needs of all pupils.

**5. Review and Evaluation:**

The policy will be reviewed every six months by the Day Care Manager and at least once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.