



## ROMPERS PRIVATE NURSERY

### ADDITIONAL SUPPORT NEEDS POLICY



#### Policy Statement:

At Rompers we value all children as individual and we provide support to meet a wide range of needs.

#### Aims of this Policy:

- We aim to meet the needs of each individual child and their families
- We aim to support all children by working in close partnership with additional support needs professionals
- We aim to provide equality of experiences for children with additional support needs

#### Procedures:

- We will hold an initial meeting with parents to discuss both their preferences, the needs of their child and how we can support their child and their full potential while attending nursery.
- Outcomes of this meeting will be fed back to relevant staff members such as Team Leaders and the child's keyworker.
- The Nursery Owner or Child's keyworker will attend any relevant meetings if requested or arranged by parents.
- Staff will communicate with parents/carers on a daily basis about their child's progress, interests and any changes in their needs which the nursery need to be aware of.
- We provide a relaxed atmosphere where we build positive relationships with children, parents and carers
- Ensure the views of the children and their parents are taken into account when making decisions about them.
- Ensure children's needs are recognised early on and appropriate support is given.
- Outline the roles and responsibilities of staff and how they can support children with additional support needs.
- All children will have the opportunity to develop independence, appropriate to their individual needs and ability.
- Additional support needs professionals will arrange a suitable time to visit the nursery and observe the child's individual needs.
- All children who require an ILP (Individual learning plan) within room planning will be given a SUCCESS FOLDER where these and other documents are kept. Staff, management and key workers can use these folders to refer back to if needed.
- All staff are aware of ILP's and Success folders.

- Individual needs will then be supported, involving parents/carers and additional support needs professionals.
- All staff will be aware of ILP's.
- To ensure that the child's individual needs are met, ILP Plans will be worked on by key person and team leader which is appointed to support the child and their family.
- We value all children as individuals and treat them with respect.
- We ensure all activities are accessible to children and adapt if and when required.
- Staff support children to have positive views and images of children with additional support needs through discussion and images if required.
- We have a disabled access at the back of the building.
- Staff will participate in additional CPD to support children with additional support needs such as administering medication, makaton training. This information from CLPL will be discussed when necessary at the next staff meeting
- An appropriate individual risk assessment will be put in place if needed

**Monitoring:**

- Daily communication with parents/carers
- Allocate each child a key worker to support their needs
- Regular consultation with additional support needs professionals
- Regular review of IEP's
- Monitoring of professional profiles which hold weekly/daily observations

**Review:**

Date	Management	Track of Changes
August 2021	P. Guthrie	none