

HUCKNALL NATIONAL OUT OF SCHOOL CLUB

SUPPORTING CHILDREN WITH SPECIAL EDUCATIONAL NEEDS (SEN)

Our 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 make sure that all children are able to access our services, made to feel welcome, and that our activities promote their welfare and development.

The Club is committed to the integration of all children in its care. The Club also believes that children with special educational needs and/or physical disabilities have a 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 that 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. This includes the Special Educational Needs and Disability Code of Practice (2014).

The 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.

Procedure:

- We designate a member of staff to be SENCO (Special Educational Needs Co-ordinator) and give her name to parents. Our SENCO is Lisa Severn.
- The SENCO works closely with other colleagues and has responsibility for the day-to-day operation of our Supporting Children with Special Educational Needs Policy and for co-ordinating provision for the children with SEN.
- We ensure that the provision for the children with SEN is the responsibility of all members of the Out of School Club.
- We ensure that our inclusive admission practice ensures equality of access and opportunity.
- We ensure that children with special educational needs and/or physical disabilities are fully considered when activities are being planned and prepared.
- We will co-ordinate 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.
- The SENCO works alongside the supervisor to ensure that all staff are aware of all legislation, regulations and other guidance on working with children with special educational needs and/or physical disabilities.
- We ensure that all staff are aware of our Supporting Children with Special Educational Needs Policy and the procedures for identifying, assessing and making provision for children with SEN. We provide in-service training for practitioners and volunteers.
- We will co-ordinate 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. The supervisor and SENCO are responsible for ensuring that any actions following such reviews are followed through.
- We liaise with parents/carers about the needs of their children and the plans and actions of the Club, as well as being the point of contact for parents/carers.

- We provide parents with information on local sources of support and advice e.g. Information, Advice and Support Services.
- We liaise and work with other external agencies to help improve outcomes for children with SEN.
- We ensure that systems are in place to adequately plan, implement, monitor, review and evaluate the Special Educational Needs policy.
- We ensure the effectiveness of our Special Educational Needs provision by collecting information from a range of sources e.g. action plan reviews, staff and management meetings, parental and external agencies view, inspections and complaints.
- We provide resources (human and financial) to implement our Supporting Children with Special Educational Needs Policy.
- We provide a complaints procedure.
- We monitor and review our policy annually.

This policy was adopted by the committee of Hucknall National Out Of School Club