



## 11 – Special Educational Needs Policy

1. In accordance with Admissions and Equal Opportunities Policy, every child is welcome at The Orchard Day Nursery, and every child who attends is treated equally, and will have the same opportunities to learn and develop at their own pace.
2. Where children who attend The Orchard Day Nursery have Special Educational Needs or Disabilities (SEND), The Nursery will make every effort to ensure that these children are able to be fully included in the life of The Orchard Day Nursery, and access the same opportunities as all other children.
3. As stated in Admissions and Equal Opportunities Policy Part 5A of the Disability Discrimination Act 1995 (DDA), supported by the Disability Discrimination Act 2005, places on all public authorities a general duty to:
  - a. promote equality of opportunity between disabled people and other people
  - b. eliminate discrimination that is unlawful under the DDA
  - c. eliminate harassment of disabled people that is related to their disability
  - d. promote positive attitudes towards disabled people
  - e. encourage participation by disabled people in public life
  - f. take steps to meet disabled people's needs, even if this requires more favourable treatment
4. The Orchard Day Nursery is not a public authority, it is committed to fulfilling the above obligations in as far as it is able to do so. In accordance with the Special Educational Needs and Disability Act 2001 (SENDA), admission of a child who is disabled or disadvantaged will be considered according to the same criteria as all other children.
5. In such cases, a detailed assessment of the child's needs will be conducted, and in partnership with the child's parents / carers and any relevant professionals, the company's ability to meet these needs will be explored. The Orchard Day Nursery will endeavour to meet the needs of all children who apply for a place at Nursery and, in line with SENDA, make all reasonable adjustments required as far as possible. SENDA describes reasonable adjustments as alterations to normal practices and procedures, alterations to physical features and the provision of extra support. Staff's ability to care for all children will never be compromised and any decision taken that adjustments for a child are not possible will be fully justified in line with SENDA.
6. The SENCO has responsibility for supporting other staff in meeting the needs of children requiring additional support. As necessary, the SENCO will facilitate additional support from outside agencies, with parental / carer permission.

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7. Wherever possible The Orchard Day Nursery will provide Children's Centre supported places and places supported by other third-party services, including places for children that receive additional funding via the Local Authority, Social Services or the Department for Work & Pensions.
8. There are four areas which broadly cover the areas in which a child may have additional needs:
  - a. Communication & interaction
  - b. Cognition
  - c. Social, emotional or mental health difficulties
  - d. Sensory and/or physical
9. In addition to these four areas, the following are also acknowledged as areas where a child could have additional needs, and where this policy would be relevant:
  - a. Disability
  - b. Health
  - c. Speaking English as an additional language (EAL)
  - d. Being a Looked After Child
  - e. Being the child of a member of the Armed Forces
10. Where a child joins The Orchard Day Nursery with additional needs already identified, The Orchard Day Nursery will work closely with the child's parents / carers and all professionals already engaged in supporting the child to maintain existing support arrangements at The Orchard Day Nursery.
11. It is acknowledged that the needs of children should be identified and met as early as possible to limit the impact of such needs on the child's development. To this end, all staff maintain a responsibility for observing evidence which may indicate the needs of a specific child which are not currently being met, and raising such evidence with colleagues and management as appropriate.
12. Where The Orchard Day Nursery staff identify potential additional needs a discussion will be held with parents / carers as soon as possible. The purpose of this discussion is to keep parents / carers informed of staff's observations, and to discuss whether similar needs have been identified in the home environment.
13. As appropriate, and with parents' /carers' permission, The Orchard Day Nursery may seek the advice and assessment of a third party professional such as a health visitor, speech and language therapist or paediatric physician.

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14. When a child has additional needs, The Orchard Day Nursery will take all reasonable and practical steps to implement changes to the nursery's environment and operations to meet these needs. This may include, but is not limited to, the procurement of specialist equipment such as a walking aid, the re-configuring of furniture layout, acquisition of additional resources such as books in other languages, and training for staff to be able to meet the needs of the child.
15. The welfare and care of other children will never be compromised as a result of making such changes.
16. Monitoring Learning and Development Policy sets out in detail the ways in which the learning and development of all children is observed, recorded and analysed. In addition to this policy, the following steps will also be taken regarding children who have identified additional needs:
  - a. In agreement with parents / carers, "Parent's Evening" meetings may be held at more regular intervals to facilitate the clear and effective sharing of information between the nursery and home environments.
  - b. The additional needs of a child will be clearly identified in their confidential nursery records on the Additional Needs Form. This identification will never be used to discriminate against the child, but serves to remind and inform staff of the presence of additional needs which may not always be immediately obvious.
  - c. In analysing the information The Orchard Day Nursery collects on children's development in aggregate form, special care will be taken to compare children's development both as part of the whole cohort of children, but also in comparison to children with similar needs. For example, EAL children's development of speech and language in English will be compared both with all children who attend nursery, but also with other EAL children. This additional analysis is used to look for signs of further needs which could be masked by an existing identified need.
17. Children with additional needs will as far as possible be treated in the same way as all other children. All staff qualified to act as 'Key Workers' will be trained sufficiently such that any of them are able to have a key child with additional needs.
18. The Orchard Day Nursery has a designated Special Educational Needs Co-ordinator (SENCO) who is responsible for ensuring that children with additional needs are having their needs met, that children with additional needs are not discriminated against, and for providing support to other staff in relation to identifying, responding to, and supporting additional needs.
19. The name of the SENCO for The Orchard Day Nursery can be found on the central staff record.

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