

Inclusion policy

Approved: 27 Feb 2019

Reviewed: 2 Sept 2019

Review due: 2 Sept 2020

Purpose

The purpose of this policy is to outline YMCA East Surrey's ethos to include every child regardless of any additional needs they may have, and to ensure sure they have a positive experience and are able to share equal opportunities within an inclusive environment.

Responsibilities and monitoring

Monitor:	Head of Children's Services
Approve:	Board of Management
Endorse:	Children's Services Committee
Propose:	CEO
Draft and review:	Children's Services Development Manager

Policy and procedure

YMCA East Surrey make sure there is equal access to our settings, irrespective of need, by looking at each case individually (see Admissions policy).

Personal needs

Prior to attending a Children's Services setting, parent/carers complete a Registration Form/Individual Care Plan/All About Me Form, which provides a clear picture of the individual child, meaning they can be appropriately supported (see Admission policy and Settling in policy).

From the information gathered within the above forms, the YMCA Children's Services teams will be able to fully include each individual child by:

- ▶ Gaining information about the child's routines, likes and dislikes
- ▶ Adapting activities to allow children with special educational needs to take part
- ▶ Making sure that all sessional staff are aware of each individual child's needs, to give consistency and continuity of care
- ▶ Making sure that there is specialist equipment if needed
- ▶ Making suitable arrangements for outings
- ▶ Considering any risk factors

YMCA Children's Services' teams value and acknowledge each child's individuality and helping them feel good about themselves by encouraging independence, and by looking at ways in which other children's awareness might be raised, for example, positive images of disability in books and toys.

Finances

We will provide financial support in an emergency situation or if money issues are a barrier to a child attending (proof of income may be required) through YMCA East Surrey's bursary scheme (see Admissions policy).

We seek information about financial support that may be available to support children with special educational needs by signposting families to Surrey Information Services.

Settings

We have regard for the Disability Discrimination Act (DDA) requirements for making reasonable adjustments to our settings to make sure they are accessible to all by:

- ▶ Ensuring full access to the registered premises
- ▶ Offering provision of adaptations where possible
- ▶ Providing access to toilets and other facilities
- ▶ Ensuring the outdoor play area and equipment are accessible
- ▶ Providing any specialist equipment where possible
- ▶ Planning the layout of rooms with individual needs in mind

Staffing

Staff to child ratios are monitored daily to ensure they meet the needs of all children attending.

Staff are kept up-to-date with training, information, new legislation and any other aspect of special needs through in house training, notice boards, team meetings and external training. We have a named member of staff who takes the lead on special educational needs issues (see below).

We ensure sessional staff deal sensitively with toileting, changing, feeding, administering medicines ensuring the privacy of children (see Personal and intimate care policy).

Consultation

Inclusive consultations with children who attend YMCA sessions is at the heart of our ethos and is carried out through various methods including the fun scale, sticker charts, sound boards, Makaton and Picture Exchange Communication Systems (PECs), which ensure we meet their individual needs and obtain their individual views and opinions.

YMCA East Surrey special educational needs coordinator (SENCO)

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