

**Safeguarding and welfare requirements - Equal opportunities.**

Providers must have, and implement a policy and procedure, to promote, equality of opportunity for children in their care including support for children with educational needs or disabilities.

**St Nicolas Playgroup
Special Educational Needs and Disabilities Policy****1.0 Policy statement**

At St Nicolas playgroup it is our stated aim to provide a secure, happy environment for all children of pre-school age. In so doing we will have regard to DFE Code of Practice 2015 on Special Needs and Disability 0-25yrs and the guidelines supplied to private and voluntary providers of pre-school education, the Equality Act 2010 and the Children and Families Act 2014. In welcoming all children, we will be aware of tailoring the provision we offer to the individual child's needs and abilities by providing appropriate learning opportunities. We aim to promote access for all children to the same range of services and resources.

- Children with special needs and disabilities like all other children are admitted to the playgroup after consultation between parents, playgroup leader, and key person.
- We aim to identify, assess and address individual children's needs and progress through regular observations and record-keeping in conjunction with parents.
- By tailoring our provision/activities we aim to provide for the developmental needs of all the children in the group.
- We aim to provide appropriate funding to acquire equipment/personnel if a child's needs cannot be met through the existing provision made by the group.
- Through our key person system, each adult will be responsible for approximately six children. The key person will make observations and continual assessments of each child ensuring that all information is kept confidential and is only for discussion by those people directly involved in the care of the child.
- The needs and progress of the children who have special educational needs are monitored by our group's special educational needs coordinator, Sophie Searles.

2.0 Working with parents

We work closely with the parents of all the children within the group to ensure that:

- the group draws upon the knowledge and expertise of parents in planning provisions for the child.
- the child's progress and achievements are shared and discussed with parents on a regular basis.



- parents know how to identify the group's special needs coordinator.
- all staff support parents and take into account both their wishes and feelings and those of their children.

3.0 Working with outside agencies

We work in partnership with relevant professionals and agencies outside of the playgroup to meet children's specific needs with parents' permission.

Staff are encouraged to attend whenever possible, in-service training by appropriate professional bodies on special needs.

4.0 Designated SENCO

The SENCO in this setting is Mrs Sophie Searles, who completed her training in 2023.

The role and responsibilities of SENCO include:

- To ensure effective liaison with parents and other professionals in respect of children with special educational needs.
- To provide information for parents on special educational needs issues.
- To process data on individual children with special educational needs, ensuring it is collected, recorded, reviewed, and updated.
- To ensure that all children with special educational needs are appropriately involved in planning for their needs.
- Ensuring that the appropriate Assess Plan Do Review forms are in place and the special educational needs register is maintained.
- To continuously liaise with external agencies for ongoing support including the Early Years Team Action Process, Family Star Assessment, Statutory Assessment, and EHCP process.
- The SENCO takes the lead in monitoring and reviewing Individual Educational Plans with colleagues, the key person, and parents to plan ongoing support of children with special educational needs.
- All additional information from relevant professionals concerned in the care of children with special educational needs will be kept in the child's file and shared with those directly involved in the child's care.

The committee will work closely with the SENCO and her colleagues to determine how the provision for children with special educational needs is approached within the setting. It will ensure the policy is reviewed on a regular basis with all staff.

This policy was reviewed by:	The Manager	Signed
On:	Date: 31 August 2025	V E Evans
Date of next review:	Date: 31 August 2026	