

BATH OPPORTUNITY PRE-SCHOOL

POLICY DOCUMENTS

Special Needs - Policies and Procedures

Our pre-school aims to have regard to the Code of Practice on Special Educational needs and also to the guidelines supplied to private and voluntary providers of pre-school education. We aim to provide a welcome and appropriate learning opportunity for all children.

- All children, including those with special needs, are admitted to the pre-school after consultation between parents, pre-school manager and the SENCO
- Our aim is to provide for the developmental needs of each child in the pre-school.
- All children in the pre-school, irrespective of their special needs, are encouraged wherever possible and appropriate to participate in all the group's activities.
- Our system of observation and record-keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.
- The needs and progress of children who have special educational needs are monitored by our pre-school's Special Educational Needs Coordinator.
- Our key worker system ensures that each of our Early Years Practitioners are responsible for, and close to, just four or five children, so each child receives plenty of adult time and attention.
- We work closely with the parents of all the children in the pre-school to ensure that
 - the pre-school draws upon the knowledge and expertise of parents in planning provision for the child
 - the child's progress and achievements are shared and discussed with parents on a regular basis
 - parents know the identity of the pre-school's Special Educational Needs Coordinator
 - parents know the identity of their child's key worker
- Parents are aware of BOP's ethos, mission statement and aims relating to children with Special Educational Needs.
- If it is felt that a child's needs cannot be met in the pre-school without additional personnel and/or equipment, services will be sought to ensure that provision is

appropriate to the child's needs.

- We work in liaison with relevant professionals and agencies outside the group to meet children's specific needs.
- We work in liaison with practitioners in other settings our children go to (if appropriate) enabling coordinated Individual Education and Care Plans
- Our staff attend, whenever possible, training on special needs, arranged in-house and/or by the Early Years Childcare and Play Team and other professional bodies.

This policy will be reviewed in 2015 taking into account feedback from the children, their families, staff and outside providers. This policy will be situated in a place where members of the local community can view and comment on the contents.