

Equality and inclusion (including additional needs) policy and procedure

To be read in conjunction with:

- **Statement of purpose.**
- **Admissions, arrivals and collections, settling in, failure to collect a child.**
- **Children who are lost or missing.**
- **Parental involvement.**
- **Medication and asthma**
- **Prevent Duty Policy & Procedure**

It is the policy of *Wenvoe Playgroup CIO* as members of Early Years Wales, to be fully committed to the active promotion of equality of opportunity for all children and adults involved in our provision.

We do this by:

- Taking account of the Equality Act 2010
- Operating an inclusive admissions policy and procedure.
- Recognising and respecting individuality and potential of all children and adults who may work, use, or visit *Wenvoe Playgroup CIO*.
- Ensuring that *Wenvoe Playgroup CIO* reflects and meets the needs of the local community and incorporates equal opportunities into all areas of our work.
- Challenging discrimination where it may be perceived in the way *Wenvoe Playgroup CIO* operates - this includes staff recruitment, employment and training, and how resources, facilities and activities are arranged and available for use by children and their parents/carers.
- Offering children activities that give them the opportunity to explore, value and acknowledge similarities and differences between themselves and others, and learning about the impact of discriminatory remarks and behaviour.
- Providing activities that give children and adults the opportunity to understand they are part of a multiracial society; and to respect cultures, lifestyles, languages and religions other than their own.
- Respecting all children's privacy when intimate care is being provided.
- Operating an effective participation policy that ensures children's views are listened to, acted on and feedback given to children.

- Obtaining and providing resources such as books, posters and activities that positively and accurately reflect the diversity of society.

Additional Learning Needs:

Wenvoe Playgroup CIO has regard for:

- the Special Educational Needs Code of Practice for Wales (2002)
- the Equality Act 2010 on the Identification, Assessment and Education of Children with Additional Learning Needs.
- the Additional learning Needs and education Tribunal Wales Act 2018

We do this by:

- Welcoming and providing support as needed to staff, students and volunteers, parents/carers and visitors who have additional/special needs.
- Welcoming children with additional needs who may be admitted (in line with our admissions policy) after full consultation with parents/carers, staff, referral scheme co-ordinators and any other relevant agency workers involved.
- Informing parents/carers of relevant health and safety procedures prior to admission of a child, and by undertaking risk assessments as needed to ensure the best interests of the child are met.
- Giving consideration to individual needs when arranging meetings, outings and events, and recording and taking action on any recommendations and decisions made.
- Operating an effective medication policy.
- Including children with additional needs in routine activities, adapting our resources to meet the specific needs of the child.
- Requesting additional assistance as appropriate, such as via a local referral scheme.
- Maintaining records of children's progress that are reviewed regularly and released only to other agencies and professionals with the full written permission of parents (in line with the confidentiality policy).
- Co-operating fully with all appropriate agencies (subject to parental permission), such as health visitors, medical staff, therapists, social workers,

psychologists, or portage workers, involved in the care of a child with specific needs.

- Arranging for members of staff to attend relevant training to help meet the individual needs of a child.
- Delegating the role of Additional Learning Needs Co-ordinator (ALNCo) who will support the day-to-day requirements of ALN.

The role of the ALNCO:

The ALNCO should have responsibility for:

- Ensuring liaison with parents/carers and other professionals in respect of children with additional needs.
- Advising and supporting other practitioners in the setting to implement strategies to support individual needs.
- Ensuring that appropriate Individual Education Plans are in place and kept up to date.
- Ensuring that relevant background information about individual children with additional needs is collected, recorded and updated.

This Equality and Inclusion (including additional needs) policy and procedure was passed for use in *Wenvoe Playgroup CIO*

On: 17/11/25

By: *Sandra Morgan*

Position: RI/Person In Charge

Date of planned review: Annually or sooner if change in practice/legislation.