

11. Equality and Inclusion (including Additional Needs) policy and procedure

To be read in conjunction with:

- **Statement of purpose.**
- **Contract and registration form.**
- **Admissions, arrivals and collections, settling in, failure to collect a child, and when a child is lost or missing.**
- **Parental involvement.**
- **Medication and asthma.**

It is the policy of Bradley Playgroup 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 (<http://wales.gov.uk/topics/equality/equalityactatwork/equalityact10/?lang=en>).
- Operating an inclusive admissions policy and procedure.
- We gain consent from all parents/carers to upload photographs of our activities onto our Facebook page each week.
- Recognising and respecting individuality and potential of all children and adults who may work, use, or visit Bradley Playgroup.
- Ensuring that Bradley Playgroup 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 Bradley Playgroup 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.
- Advertising Bradley Playgroup's service and vacancies for staff and children's places

in ways that reflect the needs (including language needs) of the community, by placing information with the local authority Family Information Service, doctors' surgeries, health visitors, local post offices, libraries, and shops.

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

Additional needs:

Bradley Playgroup has regard for the Additional Learning Needs Code of Practice for Wales (<http://wales.gov.uk>) and the Equality Act 2010 on the Identification, Assessment and Education of Children with Additional Educational Needs. *For providers registered with Estyn to deliver Early Years Education this is a statutory requirement and for other providers it is best practice.*

We do this by:

- Welcoming and providing support as needed to staff, students and volunteers, parents/carers and visitors who have additional 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 disabilities and 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 and 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 with regards to the children's welfare.
- 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) to Alexandra Newland, who manages the day-to-day requirements of the Additional Needs Code of Practice.

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 educational needs.
- Advising and supporting other practitioners in the setting.
- Ensuring that appropriate, individual plans are in place.
- Ensuring that relevant background information about individual children with additional educational needs is collected, recorded and updated.
- Ensuring that parents/carers are aware of the local parent partnership service.

This **Equality and Inclusion (including Additional Needs)** policy and procedure was passed for use in Bradley Playgroup

On: 22nd March 2023, 1st April 2022, 30th April 2021, 01/04/19, 24th April 2018

Amended on: 22nd March 2023, 6th September 2022, 1st March 2022, 17th September 2021, 4th January 2021, 13th July 2017,

By: Alexzandra Newland

Position: Lead Supervisor

Date of planned review: March 2024