

Little  
School Club



Disciples Out of

### Additional Needs Policy

The club will recognise special needs and take into account the needs of the children with disabilities. We aim to fully integrate children with special needs into all aspects of the club.

The manager, in consultation with parents and other agencies when appropriate will assess the needs of any child with special needs. Whenever possible these needs will be met.

- The manager, in consultation with the committee will decide whether a child's needs can be adequately met. An action plan will be written. This may include the attention of a particular, one to one support or help with special activities
- If additional staffing is required, help will be sought from other agencies and volunteers wherever possible. This additional support before the placement can commence.
- The action plan of every child will be reviewed at regular intervals by parents, staff and external agencies.
- Confidentiality will be paramount. All records are confidential and can only accessed by the club staff and shared with the parents/carers of the child.
- All staff are willing to undertake training to work with children with special needs.
- When planning activities staff will consider the needs of all children and encourage participation.

This policy was adopted by: Little Disciples OSC	Date: April 2016
To be reviewed: January 2017	Signed: <i>(Club Manager)</i>

