

[Link to Statutory Framework for the Early Years Foundation Stage.](#)

[Section 1 The learning and development requirements. Section 2. Assessment. Section 3. Key person. Equal opportunities.](#)

Special Needs Policy

Topsham House Day Nursery, with regard to the DCFS Code of Practice on the Identification and Assessment of Special Educational Needs, provides a welcoming and caring environment, and appropriate learning opportunities for all children who attend.

Statement

Topsham House is committed to the integration of children with special needs. Children with special needs, like all other children, are admitted into the Nursery after initial meetings between the child's parents, Mrs Maxted and the Manager. It will be determined whether the child's needs can be provided for by Topsham House. These needs will be reviewed on a regular basis.

All children have the right to be educated and develop their full potential alongside each other. It is a positive experience to be able to share the same opportunities and overcome any difficulties together. It must be noted that Topsham House consider that inherent in this policy statement is that fact that children with exceptional needs should be addressed in the same way.

Aims

To recognise any special needs a child may have and ensure all staff are aware of the DCFS Code of Practice on identification and assessment of special needs.

- To employ a special needs co-ordinator (SENCO) who has undertaken training in the care and assessment of children with special needs. To assess each child's specific needs and adapt our facilities as appropriate.
- To liaise with other agencies, including the health and education authorities and seek advice, support and training.
- To ensure that all children are treated as equals and are encouraged to take part in every aspect of the nursery day.
- To ensure that all children are treated as individuals regardless of their family background/ culture/ race/ disability/ SEN.
- To promote positive images of those with special needs wherever possible.

Topsham House believes that all children have a right to experience and develop alongside their peers no matter what their individual needs. Each child's needs are unique therefore any attempt to categorise children is inappropriate.

Children learn from interacting with other children and by giving them these experiences children with special needs can be educated and develop as far as practicable with peers without special needs.

The nursery is committed to working alongside parents, in the provision for their child's individual needs to enable us to help them to develop to their full potential.

Topsham House is committed to work with any child who has a disability to enable the child to make full use of nursery's facilities.

All children with special needs have a right to a broad and well-balanced education.

Topsham House believes that it is paramount to find out as much as possible about a particular child's condition and the way that affects his/her educational needs by: -

- 1 Liaison with the child's parents.
- 2 Liaison with any professional agencies.
- 3 Reading any reports that have been prepared.
- 4 Attending any review meetings with the local authority.
- 5 Regular monitoring of observations done on the child's development.

All children will be given a full settling in period when joining the nursery according to their needs.

Topsham House sets out to assist all children attending the nursery to attain their maximum potential within their perceived capabilities. Assessment of each child is ongoing and records are kept for each child from when they start at Topsham House. Development charts are completed on a regular basis with each child having a nominated keyworker. The child is observed by the staff in the room and any concerns are addressed to the Special Needs Co-ordinator. Parent's evenings are held twice a year, and daily feedback is given to the parents by the appropriate member of staff. If necessary meetings are arranged to discuss the individual child's progress and development with the Manager, Special Needs Co-ordinator and the child's keyworker and parents. Observations will be used as evidence to provide a basis for discussion, and any moving/ handling procedures will be discussed with the parent.

The nursery has a Special Needs Co-ordinator – **Sam Tatton** works closely with all staff to make sure there are systems in place to plan, implement, monitor, review and evaluate the special needs policy of the nursery, always making sure plans and records are shared with parents.

Topsham House works, and liaises with staff from other agencies: Therapists, Health visitors, Educational Psychologists, Social workers and Paediatricians to help meet the child's needs. Any complaints should be made following Topsham House's Complaints Procedure, and parents are advised that they may contact the Parent Partnership at County hall for independent advice.

Please Note

The policies of Topsham House are under continual review in the light of team discussions and its effectiveness. Policies may be amended at any date and any revisions are handed to staff accordingly.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>21/05/2014</i>	<i>Karen Haylett</i>	<i>June 2015</i>

