Little Disciples Childcare

Individual Additional Needs Policy

"Caring for children, supporting parents and sparking imaginations. Where quality, affordability and excitement meet!"

Document Title:	Individual Additional Needs Policy
Owner:	Little Disciples Childcare
Approval Date:	August 2026
Next Review Date:	August 2027
Distribution List:	Committee, Management Team, Staff & Parents
Responsible Individual Signatures:	
Responsible Individual Signatures:	

Version	Date	Changes Made	Author	Approved By	Next Review Date
1.0	September 2023	Initial Release for Provider changes	S. Gocher	A. Stephens	Annually – September 2024
2.0	August 2024	Policy Review	S. Gocher	A. Stephens	Annually – August 2025
1.1	January 2025	Minor amendments – Pg numbers and Document Control	S. Gocher	A. Stephens	Annually – August 2025
1.1	August 2025	Policy review, no changes	S. Gocher	A. Stephens	Annually – August 2026
1.1	August 2026	Policy review, no changes	S. Gocher	A. Stephens	Annually – August 2027

Policy Statement

At Little Disciples Childcare, we are committed to providing a seamless and cohesive approach to childcare across all our services. This policy and procedure apply equally to both our Nursery Plus provision and our Breakfast, Afterschool and Holiday Club services. This integrated framework ensures consistent standards of care, safety and quality across all aspects of our provision, fostering a supportive and nurturing environment for every child in our care.

Individual Additional Needs Policy

At Little Disciples Childcare, we recognise that while some children who require additional support in school may not need the same level of support in our play setting, others may require specific care or facilities beyond our usual provision. Our aim is to create a welcoming and supportive environment for all children, staff and parents, treating everyone with dignity and respect. We are committed to supporting the integration of all children and adults as individuals. Please refer to our Equal Opportunities Policy for further details.

Key Principles

- **Child-Centred Approach**: We consult with children and parents/carers to understand each child's individual needs and preferences. Children are involved in discussions about their support where appropriate.
- **Inclusive Planning**: The individual needs and views of children are considered when planning activities and selecting toys and equipment.
- **Reasonable Adaptations**: Where practicable and reasonable, we make adaptations to our facilities and environment to cater to individual additional needs. This may include changes to physical spaces, communication methods, or activity planning.
- **Ongoing Monitoring**: We monitor and record the progress of children with additional needs in consultation with parents and carers. Strategies are discussed collaboratively and implemented in a manner that respects the child's voice.
- **Staff Training**: Our staff receive ongoing training to ensure they are equipped to support children with a variety of additional needs, such as autism awareness or speech and language support.
- **Collaboration with External Agencies**: We work closely with outside agencies to meet the specific needs of children, ensuring a holistic approach to their care.
- **One-to-One Support**: If a child requires one-to-one support, we collaborate with parents/carers and relevant organizations to seek additional funding and staffing resources.
- **Respect and Privacy**: The privacy and dignity of every child are paramount. Intimate care is provided respectfully in line with our Intimate Care Policy.
- **Anti-Discriminatory Practice**: We promote an anti-discriminatory environment and encourage a positive atmosphere for all.

Additional Learning Needs (ALN) Framework in Wales

The Welsh Government introduced the Additional Learning Needs and Education Tribunal (Wales) Act (2018) to ensure all children and young people in Wales have the best opportunities to succeed. This Act establishes a statutory framework for supporting children and young people with ALN, replacing previous legislation around special educational needs (SEN). The Act introduced a new statutory plan called an 'individual development plan' (IDP).

The Additional Learning Needs Code outlines the responsibilities of schools, colleges, local authorities and health services in supporting children and young people with ALN.

Little Disciples Childcare and the ALN Code

- **Non-Public Funding**: Little Disciples Childcare is not publicly funded to provide education and therefore, has no legal responsibility under the ALN Act/ALN Code.
- **School/Local Authority Responsibility**: The responsibility for ensuring the requirements of the ALN Act and Code are met, including the creation and implementation of IDPs, lies with the child's school or local authority.

- **Collaborative Planning**: While not legally responsible, we may participate in person-centred planning to help create a comprehensive picture of a child's needs. Our Keyworkers may provide insights that could influence the IDP or its implementation.
- **Ongoing Dialogue**: The IDP may guide how we support a child within our setting. We maintain an open dialogue with schools to ensure a coordinated approach to the child's care and support.
- **Regular Reviews**: The Setting Manager and Additional Learning Needs Coordinator (ALNCo) meet every term or as needed to discuss children requiring additional support. This includes reviewing Individual Development Plans and One-Page Profiles to ensure our practices remain current and effective.

Roles and Responsibilities

- **ALN Coordinator (ALNCo)**: The ALNCo works with parents, staff and external agencies to coordinate support for children with additional needs. They also facilitate staff training and ensure that information is shared and handled securely, in line with our Data Protection Policy.
- **Setting Manager**: Oversees the implementation of this policy and ensures that the setting remains an inclusive and supportive environment.

Information Sharing and Confidentiality

We handle all sensitive information regarding children's additional needs with the utmost confidentiality and in accordance with our Data Protection Policy. Information is only shared with relevant staff and external agencies on a need-to-know basis, with the consent of parents/carers.

Procedure for Raising Concerns

Parents/carers with concerns about the support their child is receiving should contact the ALN Coordinator or Setting Manager. We are committed to working collaboratively with families to address concerns promptly and effectively.

Policy Review

This policy is reviewed annually or sooner if there are changes in legislation or the needs of the children in our care. Feedback from parents, staff and external agencies is welcomed as part of the review process.

By implementing this policy, Little Disciples Childcare aims to support each child's individual needs, fostering an inclusive environment where all children can thrive.