Mistley Kids Club

SEND (Special Educational Needs and Disability) Every Child Matters

Mistley Kids Club will abide by the guidelines set out in the SEND code of practice 2014 Published by the Department for Education & Health

Mistley Kids Club is committed to welcoming, including and making children feel part of kids club, regardless of special health care need or disability. As the number of children with chronic health conditions such as asthma, diabetes, cancer, epilepsy and allergies increase, as well as the number of children with emotional or behavioural issues, the ability to plan for and include all children is vital. Inclusion of children with special needs has been shown to enrich the childcare experience for all staff, children and families of enrolled children. The new SEND code is for all children from 0 – 25. Mistley Kids Club is registered for children aged 4-19(if they have SEND).

We at Mistley kids club provide a vast range of activities and opportunities for all of our users. Able-bodied children and children and young people with more complex needs and disabilities who may have an EHC plan (Education Health Care Plan formerly called STATEMENT) are encouraged to interact and participate to the full.

We encourage all of our children to learn about each other and form friendships and interact, so that all children are fully included. We use a step by step approach and offer support where needed.

Our SENCO is Millie Moss and her job description is to:

* Ensure all practitioners in the setting understand their responsibilities to children with SEN and the setting’s approach to identifying and meeting SEN;
* Advise and support colleagues;
* Ensure parents are closely involved throughout and that their insights inform action taken by the setting;
* Liaise with professionals from beyond the setting.

The Graduated Approach: Assess, Plan, Do & Review. These are the four steps to the graduated approach.

Assess:

This initial assessment should be reviewed regularly to ensure that support is matched to need. Where there is little or no improvement in the child's progress, more specialist assessment may be called for. This could be from special education professionals, for example: specialist teachers; educational psychologists; health, social care or other agencies beyond the setting. Where professionals are not already working with the setting, the SENCO will ask permission from the parents/carers to make contact with relevant professionals.

Plan:

Where SEN support is to be provided the practitioner and the SENCO should agree, in consultation with the parent:

* the outcomes they are seeking;
* the interventions and support to be put in place;
* the expected impact on progress, development or behaviour;
* a clear date for review.

In Essex this action plan is known as a ‘One Plan’.

Plans should take into account the views of the child. Parents should be involved in planning support and, where appropriate, in reinforcing the provision or contributing to progress at home. The support and intervention provided should be selected to meet the outcomes identified for the child, based on reliable evidence of effectiveness, and provided by practitioners with relevant skills and knowledge.

Do:

With support from the SENCO, the play workers should oversee the implementation of the interventions or programs agreed as part of SEN support. The SENCO should support the practitioner in assessing the child's response to the action taken, in problem solving and advising on the effective implementation of support.

Review:

The effectiveness of the support and its impact on the child's progress should be reviewed in line with the agreed date. The impact and quality of the support should be evaluated by the play worker and the SENCO working with the child's parents and taking into account the child's views. They will agree any changes to the outcomes and support for the child in light of the child's progress and development. Parents will have clear information about the impact of the support provided and be involved in planning next steps. This cycle of action should be revisited in increasing detail and with increasing frequency, to identify the best way of securing good progress.

All of our children are different and also have many different needs, some more complex than others. Therefore, this is why each and every child will receive differentiated and personalised support. This is also the same for our children with or who need a PEEP (personal emergency evacuation plan). As all children need different amounts of support, some needing a lot and some not needing any, all children that require one will have a PEEP which is designed and personalised for that particular child and their needs.

We have a large accessible toilet which is easily accessible and we also have changing facilities for children who may be incontinent, if your child requires changing or personal care please ask for a Personal Care Plan form. Please may we ask that if your child requires the use of incontinence products please ensure that you supply a sufficient amount for the duration of the day as we change the children on a regular basis.

The manager and SENCO will discuss with parents /carers ways of meeting the needs, views, feelings and wishes of their children whilst at Kids Club. We see the importance that the child or young person and their parents/carers participate as fully as possible in decision making whilst attending kids club. We will be alert to identifying emerging difficulties at the earliest point. Where needed we will provide one-to-one support if funding can be identified. We will endeavour to meet the needs of the children and adapt our play setting and activities accordingly so that all the children can exercise their own choices.

We have a system which is called ALL ABOUT ME. The ALL ABOUT ME folder is unique to your child and is full of relevant information about your child, filled in by the child’s parent/carers to help us at kids club get to know what your child does and doesn’t like and what they’re able to do.

This is so that you, the parent/carer and we at kids club work closely to ensure the best care is always met for your child. This system is also used when a new play worker has to care for your child so they know all the likes and dislikes of your child. These will be regularly updated when necessary. Please inform us of any changes so we can keep up to date records.

Mistley Kids Club will treat all children equally while respecting their needs and abilities. We implement a risk assessment on each child that has special and additional needs.

We will endeavour to include children up to the age of 19 dependant on their level of need and development, helping them to achieve the best possible outcomes for their future and to help them prepare effectively for their transition process into adulthood. At the time of nearing their 19th birthday, we will work with the family and endeavour to find more suitable and appropriate facilities to cater for their needs.

Training of the play workers and management will be undertaken in order to raise awareness of the needs of children with disabilities. All staff are made aware if we have a child with special or additional needs and the appropriate care that the child will need whilst at kids club.

Regular reviews with the parents are to take place in case of any change in care. Management is on hand at any time if a parent has a query or concern or maybe just a chat or some support.

We will actively encourage specialist staff from disability organisations and people with disabilities to become involved within the club, to increase the knowledge and experience of the team and to provide positive role models.

We liaise with local schools that also have children on the SEND register and we encourage joint planning and commission of services to ensure close co-operation, between education health services and social care.

Children who attend from special needs schools are transported via their own personal taxi service from school to kids club or if you would prefer we do provide a service in which a member of staff will collect your child/ren and return them home at a preferred time.

In order to overcome fears or prejudice, all users will be made aware of the needs of the children with special or additional needs, this will take place at registration.

Mistley Kids Club will provide access and appropriate facilities for children with physical disabilities and will continue to look into ways in which this can be improved.

At Mistley Kids Club we have a number of staff who are qualified in Essex Steps which is a safe way to restrain and escort children for their own safety or that of others. When extreme cases arise these staff members are the only ones that are allowed to carry out this procedure. In some cases, we may need to use a car harness to transport your child safely, if this is the case we will speak with the parents/guardians beforehand. If you have any concerns please seek advice from the management

If in the case of illness, i.e. seizures or fits, we will make an accurate record in our daily diary so we can monitor your child more closely. Or if you would like us to fill in a daily health sheet provided by yourself we will happily do this.

We now have several members of staff that have received training from an NHS specialist to administer epilepsy rescue medication. All medication for this will be kept in a locked tin in a locked cupboard and only the staff trained to administer this drug will be able to administer it to the child with written consent from the child’s parent/guardian.

Please see Mistley Kids Club in the Essex Local Offer

The safety and wellbeing of your child/children is 100% paramount at all times.

Special needs children have a right to:

* Equality and inclusion in all aspects of life
* Be treated as individuals
* Be fully involved in shaping the support they receive from us.

They are encouraged to:

* Recognise and exercise their rights
* Challenge when those rights are denied
* Make choices about opportunities and to see those choices through.  
    
    
  The above are values and principles we try to instil in all of our children at Kids Club.

For further information regarding SEND:

## The Essex SEND Information, Advice and Support Service help line number is 0333 013 8913

## The new shared mailbox is [send.iass@essex.gov.uk](mailto:send.iass@essex.gov.uk).