

# QUEEN'S UNIVERSITY BELFAST

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## Childcare Services

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### **Policy for Children with Additional Needs**

Childcare Services at Queen's welcomes children with additional needs as part of our community.

If an application is received from a child with additional needs the child may be assessed by health professionals to ensure service provision will be appropriate for their specific requirements. We will endeavour to match those needs to our service provision.

Consideration will be given to the individual needs of children when planning the children's activities and routines; we aim to provide activities which are accessible to the individual needs of all our children. Children will have full access to the environment, resources, staff and activities wherever possible.

Children with additional needs will be offered inclusive provision and will engage in activities on offer in our setting together with children who do not have identified additional or special educational needs. Activities, resources and materials will be adapted, if possible, to help children with different individual needs to learn with an informed choice of resources being made available. We believe in the involvement of all the children in our care and the importance of taking their views into account. We will involve all children by offering choices using objects, photographs/pictures, verbal means etc and all children are encouraged to express preferences using a variety of methods to ensure full inclusion.

Childcare Services at Queen's recognise the importance of early identification and assessment of children with additional or special educational needs. To aid with this, staff receive training to enable them to potentially identify, through planning and observations, any significant development markers or delay. Training needs for staff will be reviewed regularly.

We recognise the vital role of parents/carers in the identification, assessment and response to their child's additional needs or special educational needs. We will endeavour to work in partnership with parents/carers and we will ensure that the parents/carers views and contributions are valued.

We actively promote an open door policy which means parents and carers can approach staff at any time. We will endeavour to afford parents/carers the opportunity to attend the setting either to engage in therapeutic work or to observe their child within the group.

Childcare Services at Queen's is committed to effective collaboration between all agencies working with a child and a multidisciplinary approach to meeting a child's additional or special educational needs. We will liaise with outside agencies such as health, education and the HSC Trust regarding the needs of a child. Consultation and permission from parents/carers will be sought and obtained if an outside agency requires attendance to the setting in order to work with a child or staff or to observe a child.

Children with additional or special educational are welcomed into our setting. We may ask parents/carers to provide further details of professionals involved with their child. When we

are aware that a child may have additional needs prior to starting at our setting, we will endeavour to make the transition for that child into our setting as smooth as possible.

This may involve an individual settling in programme which will be devised by our setting, parents/carers and other professionals known to the child.