



Additional Needs/ Additional Learning Needs policy and procedure:

Ysgol Y Foel Out of School Club has regard for **The Additional Learning Needs Code for Wales 2021** <https://www.gov.wales/sites/default/files/publications/2022-06/220622-the-additional-learning-needs-code-for-wales-2021.pdf> and the **Equality Act 2010 on the Identification, Assessment and Education of Children with Additional Needs/Special Educational Needs**.

Additional guidance: For providers registered with Estyn to deliver Early Years Education this is a statutory requirement and for other registered childcare providers it is best practice.

We do this by:

- Having a named individual Mrs. Emma O'Neill who manages the day-to-day requirements of the Additional Learning Needs Code for Wales 2021.
- Welcoming and providing support as needed to staff, students and volunteers, parents and visitors who have additional needs.
- Welcoming children with additional needs who may be admitted (in line with our admissions policy) after full consultation with their parents, staff, referral scheme co-ordinators, local authority EYALNLO and any other relevant agency workers involved.
- Informing parents of relevant health and safety procedures prior to admission of a child, and by undertaking risk assessments as needed to ensure the best interests of the child are met.
- Giving consideration to disabilities and individual needs when arranging meetings, outings and events, and recording and taking action on any recommendations and decisions made.
- Operating an effective medication policy.
- Ensuring children with disabilities or additional needs have access, alongside their peers, to the facilities, activities and play opportunities provided in order to promote their welfare and development.
- Ensuring the physical environment is, as far as is reasonable suitable for children with disabilities or additional needs.
- Requesting additional assistance as appropriate, such as via a local referral scheme.

- Learning of external agencies who may provide additional support and/or advice and will signpost the family as appropriate, for example Special Needs Advisory Project (SNAP) Cymru, Portage etc.
- Maintaining records of children's progress that are reviewed regularly and released only to other agencies and professionals with the full written permission of parents (in line with the confidentiality policy).
- Co-operating fully with all appropriate agencies (subject to parental permission), such as health visitors, medical staff, therapists, social workers, psychologists, or portage workers, involved in the care of a child with specific needs.
- Arranging for members of staff to attend relevant training to help meet the individual needs of a child.
- Attend or facilitate Person Centred Plan (PCP) meetings where appropriate.

Additional Guidance

The Additional Learning Needs Code for Wales 2021 does not specify a requirement for an ALNCO role in registered childcare settings however good practice would be to have a designated lead role responsible for additional needs.

The Additional Learning Needs lead in Ysgol Y Foel Out of School Club is Mrs. Emma O'Neill

The Additional Learning Needs lead within our setting has responsibility for:

- Liaising with parents and other professionals in respect of children with additional/special educational needs
- Advising and supporting other practitioners in the setting
- Ensuring that appropriate Individual Play/learning Plans are in place
- Ensuring that relevant background information about individual children with additional/special educational needs is collected, recorded and updated
- Ensuring that Person Centred Plans/One Page Profiles are completed
- Ensuring that parents are aware of the role of the Local Authority Early Years Additional Learning Needs Lead Officer
- Ensuring that they and all staff have a good understanding of the code and attend ALN training where appropriate
- Make referrals to local schemes where appropriate
- Refer child to Local Authority Early Years Additional Learning Needs Lead Officer when required

On: July 8th 2025

By: Mrs Amanda Walker Mrs. Caroline Conway
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Position: Ysgol Y Foel Out of School
Club committee

Date of planned review: October 2026

Further reading:

<https://gov.wales/additional-learning-needs>

<https://www.gov.wales/additional-learning-needs-aln-system-parents-rights>