



## Equality and inclusion (including additional learning needs/additional needs) policy and procedure.

**It is the policy of Ysgol Y Foel Out of School Club to be fully committed to the active promotion of equality of opportunity for all children and adults involved in our provision.**

**We do this by:**

- Taking account of the Equality Act 2010  
<https://www.equalityhumanrights.com/en/equality-act/equality-act-2010>
- Operating an inclusive admissions policy and procedure.
- Recognising and respecting individuality and potential of all children and adults who may work, use, or visit Ysgol Y Foel Out of School Club
- Ensuring that *Ysgol Y Foel Out of School Club* reflects and meets the needs of the local community and incorporates equal opportunities into all areas of our work.
- Challenging discrimination where it may be perceived in the way we operate - this includes staff recruitment, employment and training, and how resources, facilities and activities are arranged and available for use by children and their parents.
- Offering children activities that give them the opportunity to explore, value and acknowledge similarities and differences between themselves and others, and learning about the impact of discriminatory remarks and behavior.
- Providing activities that give children and adults the opportunity to understand they are part of a multiracial society: and to respect cultures, lifestyles, languages and religions other than their own.
- Respecting all children's privacy and dignity when intimate care is being provided.
- Operating an effective participation policy that ensures children's views are listened to, acted on and feedback given to children.
- Advertising Ysgol Y Foel Out of School Club's service and vacancies for staff and children's places in ways that reflect the needs (including language needs) of the community, by placing information with *the local authority Family Information Service, doctors' surgeries, health visitors, local post offices, libraries, and shops.*

- Obtaining and providing resources such as books, posters and activities that positively and accurately reflect the diversity of our society.

### **Additional learning needs:**

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/special needs.
- Welcoming children with additional needs who may be admitted (in line with our admissions policy) after full consultation with parents, staff, referral scheme co-ordinators, local authority Early Years Additional Learning Needs Lead Officer 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.
- Including children with additional needs in routine activities, adapting our resources to meet the specific needs of the child as far as is practicable.
- 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 within your setting should have 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

**This Equality and inclusion (including additional/special needs) policy and procedure was agreed for use in Ysgol Y Foel Out of School Club**

On: July 7<sup>th</sup> 2025

By: Mrs. Amanda Walker Mrs. Caroline Conway Miss Brid O'Connell

Position: Ysgol Y Foel Out of School Club Committee

Date of planned review: October 2026

**Further reading**

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