Additional Needs / Additional Learning Needs Policy and Procedure

Ysgol Y Foel Out of School Club is committed to inclusive childcare and equitable access to play, care and learning opportunities for every child. We recognise that additional support needs may arise at any time and may not constitute statutory additional learning needs (ALN).

Legal and regulatory framework

We have regard to the Additional Learning Needs and Education Tribunal (Wales) Act 2018, the Additional Learning Needs Code for Wales 2021, the Equality Act 2010, the Child Minding and Day Care (Wales) Regulations 2010 (as amended), and the National Minimum Standards for Regulated Childcare (2026), particularly Standard 4 (Meeting individual needs) and Standard 16 (Equal opportunities).

As a childcare setting, we support identification and inclusion but do not assume the statutory ALN decision-making duties of a maintained school or local authority. If the club is approved and funded to deliver nursery education, it must have regard to relevant ALN Code guidance in accordance with its funding arrangements.

We do this by:

- Designating Mrs Emma O'Neill as the club's ALN lead, subject to confirmation by the committee.
- Welcoming and supporting children, staff, students, volunteers, parents and visitors with additional needs.
- Working with parents and relevant professionals during admission and throughout attendance, in line with our admissions policy. We make reasonable adjustments and do not exclude children solely because of disability or ALN.
- Seeking and taking account of children's views, preferences, communication needs, home language and family circumstances when planning support.
- Explaining relevant health and safety arrangements to parents and completing individual risk assessments where needed, without unnecessarily restricting participation.
- Considering accessibility and individual needs when arranging meetings, outings and events, recording decisions and following up agreed actions.
- Operating effective medication, intimate care and healthcare procedures, with individual care plans where appropriate.
- Ensuring equitable access to facilities, activities and play alongside peers, adapting the environment and resources as reasonably required.
- Planning staffing, supervision, training and any additional support to meet individual needs while maintaining required ratios.

Identifying and supporting individual needs

- Staff record observations and discuss emerging concerns with the ALN lead and, wherever possible, the child's parents. Support and reasonable adjustments should not be delayed while awaiting a formal diagnosis or ALN decision.
- Agree practical strategies with the child and family, record them in an individual play or support plan where appropriate, and review their effectiveness regularly.
- With parents, liaise with the school ALNCo for school-aged children and with the local authority Early Years ALN Lead Officer (EYALNLO) for children below compulsory school age who do not attend a maintained school. Either the provider or parent may raise possible ALN with the local authority.
- Seek specialist advice, equipment or assistance from the local authority and relevant professionals as needed. Signpost families to SNAP Cymru, Portage or other appropriate services.
- Participate in person-centred planning meetings where appropriate and support relevant arrangements in any statutory Individual Development Plan (IDP), in partnership with the body responsible for maintaining it. The club's own support plan is not a statutory IDP.
- Keep accurate, secure records of observations, agreed support, referrals, progress and reviews. Share only necessary information using an appropriate lawful basis under UK GDPR and the Data Protection Act 2018. Seek parental agreement where appropriate; safeguarding or other lawful disclosures must not be delayed by a lack of consent.
- Ensure staff receive relevant training and advice, and review arrangements whenever a child's needs, staffing or circumstances change.

Designated ALN lead

Mrs Emma O'Neill is named in the previous policy as the designated ALN lead. A designated childcare lead is distinct from the statutory school ALNCo role. The committee will confirm the appointment and arrangements for cover during absence. The Person in Charge (Mrs Napper) ensures day-to-day implementation; the registered provider retains overall accountability.

The ALN lead is responsible for:

- Liaising with children, parents, the school ALNCo and other relevant professionals.
- Advising practitioners and coordinating appropriate training.
- Ensuring individual support plans, one-page profiles and relevant background information are maintained and reviewed.
- Helping families understand local authority support and referral routes.
- Coordinating referrals, person-centred meetings and agreed actions; monitoring progress and escalating concerns where needed.

Local authority and family support

Flintshire County Council – ALN Section, Education Department, Ty Dewi Sant, St David's Park, Ewloe, CH5 3FF. General ALN enquiries: 01352 704028 / 01352 704150 / 01352 704029. Ask for the Early Years ALN Lead Officer where appropriate. The individual officer's name and direct contact details should be confirmed before adoption.

SNAP Cymru provides independent information, advice and support for families: https://www.snapcymru.org

Monitoring and review

The Person in Charge and ALN lead will monitor implementation, seek feedback from children and families and report to the committee. The policy will be reviewed annually and sooner if legislation, guidance, personnel or operational arrangements change. Concerns can be raised under the club's complaints procedure.

Policy approval record

Previous approval / version	8 July 2025
Date revised	24 November 2026
Name / position	Mrs Napper – Person in Charge
Approval authority	Out of School Club Committee (delegated authority)
Date approved	_____
Signature on behalf of provider	_____
Next scheduled review	July 2027

Further guidance

Welsh Government – ALN Code: https://www.gov.wales/additional-learning-needs-code

Welsh Government – National Minimum Standards: https://www.gov.wales/national-minimum-standards-regulated-childcare

Welsh Government – ALN guidance for families: https://www.gov.wales/additional-learning-needs-guidance-parents-and-carers

Flintshire County Council – Children & Young People with Additional Learning Needs: https://www.flintshire.gov.uk/en/Resident/Schools/Children--Young-People-with-Additional-Learning-Needs.aspx