Equality and Inclusion Policy and Procedure

Including additional support needs and additional learning needs (ALN)

Ysgol Y Foel Out of School Club is committed to actively promoting equality of opportunity, dignity and inclusion for all children and adults who use, work in or visit our provision. Every child should feel valued, safe and able to participate in play and care alongside their peers.

Legal and regulatory framework

This policy has regard to the Equality Act 2010, the Additional Learning Needs and Education Tribunal (Wales) Act 2018, the Additional Learning Needs Code for Wales 2021, the Child Minding and Day Care (Wales) Regulations 2010 (as amended), and the National Minimum Standards for Regulated Childcare (2026), particularly Standards 4 and 16.

We oppose unlawful discrimination, harassment and victimisation. The Equality Act identifies nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The applicable legal protections vary according to the context, including employment and provision of services.

Promoting equality and inclusion

- Operate fair and inclusive admissions and recruitment procedures, making reasonable adjustments for disabled people as required by law. We will not exclude a child solely because of disability or additional learning needs.
- Respect the individuality, potential, family circumstances, home languages, cultures, faiths and beliefs of children and adults, including Welsh language needs.
- Identify and remove barriers to participation in facilities, resources, outings, meetings and activities, and review access arrangements with families.
- Provide books, toys, posters and play opportunities that represent diverse communities and families positively, without stereotyping.
- Challenge discriminatory language, racist incidents, bullying and exclusion promptly and sensitively, in line with the behaviour management and safeguarding policies.
- Respect children's privacy and dignity, including when providing intimate care, and listen to their views using age-appropriate and accessible methods.
- Make information about places, vacancies and the service accessible through appropriate community channels, including the local authority Family Information Service.
- Promote fairness in recruitment, employment, training and access to development opportunities. Staff, volunteers and students receive induction and ongoing support to implement this policy.

Meeting individual needs and ALN

Additional support needs can arise at any time and do not necessarily constitute statutory ALN. The club will plan support in partnership with children and families and will not wait for a diagnosis before considering reasonable adjustments.

- Consult parents, staff and relevant professionals before admission and throughout attendance to understand individual needs and agree appropriate support.
- Adapt play resources, routines, communication methods and the physical environment as reasonably required. Plan staffing and training to meet individual needs while maintaining required ratios.
- Undertake proportionate individual risk assessments, agree health and medication arrangements, and ensure children can participate safely without unnecessary restrictions.
- Record observations and agreed strategies in individual play or support plans and one-page profiles where appropriate; review progress with the child and family.
- Where possible, discuss suspected ALN with parents. Either the provider or parent may raise concerns with the local authority. Liaise with the school ALNCo for school-aged children and the Early Years ALN Lead Officer (EYALNLO) where appropriate for younger children.
- Seek specialist advice, equipment and support from Flintshire County Council and relevant professionals; signpost families to SNAP Cymru, Portage or other appropriate services.
- Participate in person-centred planning meetings and support relevant arrangements in statutory Individual Development Plans (IDPs), in partnership with the responsible school or local authority. The club's support plan is not itself a statutory IDP.
- If the club is approved and funded by the local authority to provide nursery education, it will have regard to relevant ALN Code guidance in accordance with its funding arrangements.

Responsibilities and information sharing

Mrs Emma O'Neill is named in the previous policy as the designated ALN lead, subject to committee confirmation. This childcare role is distinct from the statutory school ALNCo role. The committee will confirm suitable cover during absence.

- The ALN lead liaises with families and professionals, supports staff, coordinates referrals and person-centred planning, maintains relevant support records and monitors agreed actions.
- The Person in Charge (Mrs Napper) implements this policy, supports staff and monitors equality and inclusion in daily practice. The registered provider retains overall accountability and the committee approves the policy.
- All staff and volunteers must understand and implement the policy, challenge discrimination and report concerns to the Person in Charge or designated safeguarding lead as appropriate.
- Keep records secure and share only necessary information using an appropriate lawful basis under UK GDPR and the Data Protection Act 2018. Seek parental agreement where appropriate; safeguarding disclosures and other lawful disclosures must not be delayed because consent is unavailable.

Concerns, monitoring and review

Children, parents, staff and volunteers may raise concerns under the complaints, safeguarding or whistleblowing procedures as appropriate. Discriminatory incidents will be recorded, investigated sensitively, and followed up with proportionate action and support. Safeguarding concerns will be acted on without delay.

The Person in Charge and ALN lead will seek feedback from children and families, monitor participation and barriers, review incident records and report improvement actions to the committee. This policy will be available to parents and reviewed annually, or sooner following changes in legislation, guidance, staffing or operational arrangements. Read alongside the ALN, admissions, behaviour management, safeguarding, medication, intimate care, confidentiality and complaints policies.

YSGOL Y FOEL OUT OF SCHOOL CLUB

Policy approval record

Previous approval / version	7 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 – National Minimum Standards: https://www.gov.wales/national-minimum-standards-regulated-childcare

Welsh Government – ALN guidance: https://www.gov.wales/additional-learning-needs-guidance-schools-early-years-settings-and-local-authorities

Equality Act 2010: https://www.legislation.gov.uk/ukpga/2010/15/contents

SNAP Cymru: https://www.snapcymru.org