

Inclusion Policy

Statement of Intent: Wilsden Pre-school believes that all children have a right to a warm, loving, caring, safe and stimulating environment which respects the diversity of culture and individuality.

Aim: To ensure our pre-school is inclusive and child-centered, where children of all abilities can participate fully in decision making, learning and having fun.

Method:

- Miss Greenwood is our Inclusion Manager

- The Inclusion Leader's role is to:-
 1. Support our children and their families through what can be a difficult time.
 2. Liaise with professionals to arrange visits to our setting ensuring that the parents are fully informed about these visits and their outcome.
 3. Keep all staff up to date with children's progress and diagnosis at our weekly Inclusion meeting.
 4. Keep up to date Child Support Framework once professionals become involved so all staff know which professional belongs to which child.
 5. Help write the children's Individual Learning Plan and ensure that all staff and parents knows the contents.
 6. Keep in contact through letters or telephone calls with professionals who are supporting our children.
 7. Attend on our behalf the Area Senco Forums and bring up any issues raised by her or other members of staff.
 8. Attend relevant courses to increase her knowledge on all our children.

- All our children are observed by their Key Worker and through this process should any concerns be raised these are brought to our weekly Inclusion meeting.

- Once our Senco is involved she talks to the parents about their child's home life to see whether issues we have raised match any they may have. Staff continue to observe.
- With parent's permission their child is then placed on our SEN register and they are asked to sign a permission form which they receive a copy of. A copy is also held by our Senco and Area Senco.
- Our senco keeps parents fully informed about any visits from our Area Senco who visits the child in the setting to observe.
- Our Senco also keeps parents fully informed about any other professionals who may become involved and need to visit the child in our setting.
- Should a child need any additional equipment or resources we work in partnership with our Area Senco Mrs. Denise Langley.
- We have regard to the Code of Practice.
- Our staff are Makaton trained.
- Our staff have been trained in use of Visual Timetable and this is used for all our children to inform them of the plan of the day.
- We set short achievable goals as well as long term ones for all our children.
- Our curriculum is planned so all children have access to the Early Years Foundation Stage at their own level.
- The layout of the setting ensures that all children can access areas of learning and carry out activities at their own level.
- Visual prompts are used so that all children can help themselves to a wide range of activities.
- Our tools and equipment are age and ability appropriate.

- All our policies are made available on the parent's notice board.
- Our policies are reviewed annually in September after the new committee of parents is elected or when appropriate because of new legislation.
- All complaints follow our Complaints Policy.
- Our children are provided with additional support when identified by our Area Senco.
- A support framework is compiled to include all professionals and agencies who work with our children so all staff are familiar with who's who. These frameworks are displayed in our lockable cupboard.
- Staff training is identified through observations on children or from professional advice.
- Our Manager, Mrs. Christine Sharp is the Sen Governor at Wilsden Primary school and through support helps parents through the transformation process.
- After consultation with the parents through our partnership with Wilsden Primary their Senco visits our setting before children attend to talk through any issues we or parents may have. Other school Senco's are welcomed too.
- We always communicate with parents before we consult any professionals.
- We value parents input into their child's Individual Education Plan and their Individual Learning Plan through meetings with our key workers.
- We encourage all our children to develop a positive sense of self image and pride in own identity through good role models from staff, implementing our Behaviour Policy and through praising children on a regular basis for good work, sharing and being kind and helpful.

- Through our continuous provision we celebrate different cultures and abilities.
- We treat all children and staff with the same respect and expect our children and staff to do the same.
- At the present time all our information packs are in English but through our Admissions Form we identify if we need to write it in a child's home language.

**This policy was adopted at a meeting of Wilsden Pre-school held
on**

Signed on behalf of the pre-school

July 2008