

**D.P.S.**

**Out of School Club**

**Additional Needs  
Policy**

## **ADDITIONAL NEEDS POLICY**

### **Principle**

DPS Out of School Club is committed to the inclusion of children with additional needs and treat each child as an individual, valuing their unique attributes and qualities.

### **Policy Statement of Intent**

It is our aim to ensure that children with additional needs have access to the same range of services as other children. We believe that every child should be given the same opportunities and we therefore promote an inclusive practice.

### **Procedures**

It is our policy, to include all children within our provision when:

- The facility is suitable and where we can effectively and competently meet the needs of all children.
- Adult to child ratios are maintained.
- Reasonable steps to adapt the physical environment, resources, equipment and facilities to overcome barriers are possible.

We believe that by identifying individual and specific needs we can take proactive steps alongside parents to accommodate all children attending the setting:

- The Out of School Club will work together with families and outside agencies to actively support the inclusion of a child with an additional need.
- The Person in Charge will consult with parents about a child's needs, including special services or equipment for a child with additional needs.
- The staff team will be made aware of additional needs and will be encouraged to avail of special needs training where appropriate.
- Staff will carry out a risk assessment to ensure appropriate measures are in place that promotes a safe environment for the child to learn and develop. Any potential hazards will be highlighted to the staff team.
- If a child is identified as possibly having additional needs, the information will be sensitively discussed with the parents in a private area. Parents will be encouraged to seek the relevant help. An individual care plan for the setting may be developed.
- Child's right to privacy and confidentiality are respected when discussing potential additional needs.
- If a child is identified as a child in need (Article 17, Children (NI) Order 1995), the Person In Charge, with the knowledge of the parents, gives appropriate information to the referring agencies.

It is our policy to foster an inclusive and anti-discriminatory environment in which:

- Each child is seen as an individual, with unique attributes and qualities.
- The Club will provide an environment that is safe and understanding, reflects positive images.
- All children will be encouraged to develop a positive self-esteem and self-image.
- Negative and discriminatory remarks are dealt with appropriately and promptly.
- Staff will act as a positive role model which is reflected within their approach and language used when interacting with all children.
- Ensure the privacy of children when intimate care is provided, foster their dignity by talking sensitively to the child and providing help in a discrete manner.

**Links with other policies:**

Equal Opportunities Policy  
Intimate / Personal Care Policy  
Safeguarding and Child Protection Policy  
Managing the Risks Associated with the Individual Service User Policy  
Confidentiality Policy  
Staff Training and Development Policy

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed: .....  
(on behalf of the management team)

Position: .....  
Chairperson

Date: .....  
March 2021

Reviewed on:

Date: ..... Signed: .....

Date: ..... Signed: .....

Date: ..... Signed: .....