**Special Needs Policy**

As a result of sections within the Children & Families Act 2014, a new Special Educational Needs Code of Practice came into effect on 1st September 2014. This highlights that all children and young people are entitled to an education that enables them to make progress.

Jade Ashman, our Director is the SENCO (Special Educational Needs Co-ordinator) for My Childcare and Me and if she felt a child needed additional support she would contact SEN Advisers for advice.

As childcare providers, Ofsted require us to be aware that some children may have special needs and to be proactive in ensuring that appropriate action is taken when a child is identified as having special needs or starts being cared for by My Childcare and Me. We must promote the welfare and development of the child in partnership with parents and other relevant agencies.

We have therefore put the following procedures in place:

-If we feel that a child in our care has a special need we will keep observational notes and share these notes with the child’s parents as soon as it is reasonably possible.

We will discuss what support is available and keep matters confidential at all times.

-If we are caring for a child with special needs, we will include them by valuing and acknowledging children’s individuality and help them feel good about themselves. We will ask for information from parents about the child’s routines, likes and dislikes. We will ensure that activities are adapted to enable the child to participate. Where possible, we will arrange access to specialist equipment if needed. We will at all times encourage the child’s confidence and independence.

We will work in partnership with parents and discuss with them any agencies that maybe involved in their child’s support care, any equipment that their child may need and request advice/support that will help us to provide the best care possible for their child.