

	<b>Policy</b>
	<b>Policy Category: GOVERNANCE</b>
	Date Created: November 2016
	<b>Policy Name: Special Needs Policy</b>

## Policy and Recommended Procedure

### Facilities

- Convenient parking is provided for disabled persons.
- All areas of the centre are accessible to those in a wheelchair.
- We have clearly marked disabled toilet facilities.
- Facilities are marked with International signage.

### Support Services

- A positive, ongoing working relationship is established with Special Education Service Providers. e.g. Group Special Education
- Teachers are responsible for liaising with Special Education Service Providers, accessing any other specialist services and working with parents in meeting the needs of the child.
- The centre staff will have strong communication with the Support Worker if there is one required.
- The Support Worker and/or External Services may find a child with special needs and assist them in relating and participating in the centre.
- A record of current and appropriate support agencies and services is maintained and developed.
- Staff will refer to this record to access the support needed to meet the individual needs of children and families.
- Staff will identify areas for Professional Development that would enable the centre to meet more fully the needs of children and families with Special Needs. Staff will attend Professional Development and bring back information to share with the other staff.

### Enrolling a Child with Special Needs

- The Manager and/or Team Leader will meet with the parent / caregiver to establish what the child's needs are and to discuss how the centre could meet those needs. E.g. adapted equipment, staffing, specialised resources, funding etc.
- This is the first step in building a positive, inclusive relationship with open communication and great results.

### Individual Development Planning

- The key worker will facilitate the IDP meeting which should be held every 6 months, or sooner if needed.
- The people to attend the IDP will be the key worker, the parent/s, the support worker, any other interested staff, any relevant specialists.
- At the IDP this team will work together to assess where the child is at currently, where the next area of growth will be and how the team will work together to achieve this goal. The goals will be based around the areas of Te Whariki.
- A copy of the plan will be provided to all team members and will form the basis for reviewing the goals at the next IDP.

### Meeting Children's Needs

- A strong core programme will be offered and staff will be encouraged to guide each child's learning to the next stage within a positive social context.
- Child centred routines will be established within the centre.
- Staff will celebrate diversity, allow for flexible participation in groups and promote a strong sense of community.

This policy is reviewed annually or when there is a significant change in the area of the policy topic.

<b>Authorised:</b>	Vikki Cooper
<b>Date:</b>	February 2025
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<b>Consultation Undertaken:</b>	ECC, Staff Hui, Newsletter, Website