



Equality and Inclusion Policy and Procedure

(including additional learning needs / special educational needs)

It is the policy of Trelawnyd Little Learners to be fully committed to the active promotion of equality of opportunity for all children and adults involved in our provision.

We do this by:

- Taking account of the Equality Act 2021
<https://www.equalityhumanrights.com/en/equality-act/equality-act-2010>
- Operating an inclusive admissions policy and procedure
- Recognising and respecting individuality and potential of all children and adults who may work, use, or visit Trelawnyd Little Learners
- Ensuring that Trelawnyd Little Learners reflects and meets the needs of the local community and incorporates equal opportunities into all areas of our work
- Challenging discrimination where it may be perceived in the way we operate - this includes staff recruitment, employment and training, and how resources, facilities and activities are arranged and available for use by children and their parents
- Offering children activities that give them the opportunity to explore, value and acknowledge similarities and differences between themselves and others, and learning about the impact of discriminatory remarks and behaviour
- Offering activities that consider the abilities of every child in the setting, making changes where needed to allow accessibility for every child for every opportunity
- Providing activities that give children and adults the opportunity to understand they are part of a multicultural society; and to respect cultures, lifestyles, languages and religions other than their own
- Respecting all children's privacy and dignity when intimate care is being provided
- Operating an effective participation policy that ensures children's views are listened to, acted on and feedback given to children

- Advertising vacancies for staff and children's places in ways that reflect the needs of the rural community and surrounding areas, by placing information with the local authority Family Information Service, doctors' surgeries, health visitors, local playgroup, village hall
- Obtaining and providing resources such as books, posters and activities that positively and accurately reflect the diversity of our society

Additional / Special Needs

Trelawnyd Little Learners has regard for the Additional Learning Needs Code for Wales and the Equality Act 2010 on the Identification, Assessment and Education of Children with Special Educational Needs.

We do this by:

- Delegating the role of additional learning needs coordinator (ALNCO) to Ally Smith, who will closely work with Trelawnyd School's ALNCO who manages the day-to-day requirements of the ALN Code of Practice (2023)
- Welcoming and providing support as needed to staff, students and volunteers, parents / guardians and visitors who have additional / special needs
- Welcoming children with additional / special needs who may be admitted (in line with our admissions policy) after full consultation with parents / guardians, staff, referral scheme coordinators and any other relevant agency workers involved
- Informing parents / guardians of relevant health and safety procedures prior to admission of a child, and by undertaking risk assessments as needed to ensure the best interests of the child are met
- Giving consideration to disabilities and individual needs when arranging meetings, outings and events, and recording and taking action on any recommendations and decisions made
- Operating an effective medication policy
- Including children with additional / special needs in routine activities, and adapting our resources to meet the specific needs of the child as far as is practicable
- Requesting additional assistance as appropriate, such as via a local referral scheme
- Maintaining records of children's progress that are reviewed regularly and released only to other agencies and professionals with the full written permissions of parents / guardians (in line with the confidentiality policy)
- Cooperating fully with all appropriate agencies (subject to parent / guardian permission), such as health visitors, medical staff, therapists, social workers, psychologists, or portage workers, involved in the care of a child with specific needs
- Arranging for members of staff to attend relevant training to help meet the individual needs of a child

The role of the ALNCO

The ALNCO should have responsibility for:

- Ensuring liaison with parents / guardians and other professionals in respect of children with additional / special educational needs
- Advising and supporting other practitioners in the setting
- Ensuring that appropriate Individual Support Plans are in place
- Ensuring that relevant background information about individual children with additional educational needs is collected, recorded and updated
- Ensuring that parents / guardians are aware of the local parent partnership service