



Zac's Club Special Educational Needs and Disabilities Policy

Statement of intent

Zac's Club, Riccall have a commitment to the care and education of all the children in our care. To ensure all children are given the opportunity to reach their full potential we provide additional support to children with special educational needs or disabilities.

The following procedures are in place to enable us to achieve this:

- The named SENCo within the setting is Lauren who is also able to refer SENCo matters to Levi Kelton, Manager, Zac's Club Escrick as appropriate. Lauren also liaises with the school SENCo (Mrs Kelly Zacharenko) and T/A's as appropriate in school.
- We ensure that the provision for children with SEND is the responsibility of all members of the staff team.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity and provides for suitable support being in place for anyone who needs it, before starting the sessions.
- We ensure that our physical environment is as far as possible suitable for children with impairments.
- The identified SENCo's will attend regular training and cascade this knowledge amongst the staff team.
- The SENCo will liaise with the School and Zac's Club staff to develop strategies to support individual children; this will involve discussions with the parents / carers and other health professionals and agencies who are involved in working to support the child and the family.
- Assessment of specific individual needs, adaptations, and resource or additional support will be undertaken prior to sessions commencing for the child if they have any existing SEND and a 'My Support Plan' or 'EHCP', or as soon as the SEND is identified. Where appropriate, and to gain a better understanding of a child's requirements and how these can be supported, a home visit will be offered.
- The named SENCo will support Zac's Club staff with the planning and assessment of children with special educational needs, and in consultation with parents and the school will assist in the process of establishing a My Support Plan or EHCP where required. If a My Support Plan or EHCP is already in operation in school, we will discuss this with the child's teacher, and hold a copy if deemed necessary, to ensure continuity of care across the settings and with home. At annual review of these documents, the SENCo will also contribute with details of progress made and identified needs that exist.

Policy written by Ruth Newton on 19/6/17, updated by Hannah Jaskowski on 18/1/19. Further updated by Ruth Newton 22/5/20. Updated by Lauren Moughan on 01/10/2021 and updated on 21/09/22. Updated by Emma Robinson 18/10/23, and by Lauren Moughan on 30/01/24. Reviewed by Lauren Moughan 02/10/2024 Updated by Levi Kelton 04/10/24



- Where additional or specific resources are required the SENCo will liaise with the manager or director to purchase or borrow specific items. The local authority (NYCC) can be contacted with regard to funding issues.
- Where additional staff cover is required to meet a child's specific needs over and above their normal age related ratio, such as for one to one through to one to three staffing support (our normal ratios are 1:10 or 1:8 depending on age) during sessions then the SENCo will complete a referral to the Local Authority (NYCC) where there are funds available to provide this. Currently such funds are only available through their Feast scheme, which only specifically covers the main school holidays.
- Where we do not receive funding for necessary additional staffing over and above a child's normal age related ratio, that would be necessary to support a SEND child's needs, we can only accommodate within our sessions if our staffing numbers and occupancy will allow for the additional staff ratio, whilst still allowing for the provision to be financially viable, and the safety and education of all other children in the wider group not being compromised in doing so.
- Parents are a child's most enduring educator and will be consulted at all times regarding their child's development and they will be consulted regarding meetings with other professionals and review meetings, ensuring that appointments are set at convenient times.
- We provide a broad and balanced curriculum for all children with SEND and this curriculum is differentiated to meet individual needs and abilities if necessary.
- We ensure privacy for all children with SEND when intimate care is being provided, and appropriate training is provided for staff needing to offer this level of care.
- Where specific training is identified Zac's Club will access this through the training programme set by North Yorkshire, or through relevant agencies working with the child. This knowledge will be cascaded throughout the staff team.
- Parents have the right to complain if they feel their child's needs have not been met. (refer to complaints policy)
- When children attend more than one setting, including and in addition to the school, the SENCo will form links with other settings to discuss the child's specific developmental needs, with parental consent, to ensure the exchanging of information that will support their learning across the settings and inform the planning process.
- We ensure the effectiveness of our SEND provision by collecting information from a range of sources. e.g. My Support Plan and EHCP reviews, staff and management meetings, parental and external agency's views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- We are also aware of other children's perspectives surrounding children with SEND and promote inclusion of all children through conversations with

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children about the differences we all have and how that creates a diverse world.

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