

CYLCH MEITHRIN TEDI TWT
INCLUSION AND EQUAL OPPORTUNITIES POLICY

Cylch Meithrin Tedi Twt follows this policy, reviews it annually and updates it as required.

The leader of Cylch Meithrin Tedi Twt will ensure that every member of staff understands this policy.

Cylch Meithrin Tedi Twt will ensure that parents and carers are aware of this policy by taking the following steps:

(Note how you will share this information. E.g. Policy will be placed on the Cylch Meithrin website; Policy to be given in a handbook to parents / carers; place policy in the entrance or where people are able to view it; draw the attention of parents and carers to the policy during parents evenings / mornings. This list is not exhaustive.)

- 1 Information on updated policies will be shared on our social media sites
- 2 Policies will be placed in the entrance where people are able to view them
- 3 Policies will be emailed out at the start of term to all new parents and as and when changes are made.

REVIEWED BY

DATE

(Name)

(Signature)

(Date)

(It is suggested that you review your policy annually and notify CIW, where appropriate, of any changes you make.)

INCLUSION AND EQUAL OPPORTUNITIES POLICY

Aim

The aim of the Cylch Meithrin is to give every child an opportunity to benefit from early years' experiences, whatever his/her needs.

Principles

The Cylch Meithrin is committed to providing appropriate support for every child in the Cylch Meithrin who has additional educational needs. The Cylch Meithrin will work in partnership with the local Referral Scheme¹ and/or other relevant agencies to ensure help and support for the child and his/her family. The Cylch Meithrin recognises that children's needs change and develop continuously, and it is committed to ensuring that the provision meets the needs of the child.

The Cylch Meithrin respects the principle of confidentiality in all aspects of its work, including in the field of additional needs, and it will keep any record or comments about an individual child in confidence, under lock and key at all times, following the guidelines in the **Confidentiality and Data Protection Policy** and the **E-Safety Policy**.

The Rights of the Child

Ensuring that every child has the opportunity to benefit from early years' experiences is part of ensuring the Rights of the Child, as noted in the United Nations Convention on the Rights of the Child, specifically:

- Article 3: All organisations concerned with children should work towards what is best for each child.
- Article 12: Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account.
- Article 23 : Children who have any kind of disability should have special care and support so that they can lead full and independent lives.

¹ Referral Scheme: A number of Referral Schemes operate across Wales, run by local agencies, to support and facilitate children with additional needs to attend and use of the services provided by early years settings with their peers. The Referral Schemes employ Coordinators who work in partnership with other statutory and voluntary agencies and providers for the benefit of children and their families.

Code of Practice

The Cylch Meithrin will act in accordance with the current Special Educational Needs (or Additional Learning Needs) Code of Practice for Wales, and will follow Early Years Action and Early Years Action Plus to support children when necessary. In a case where the Early Years Action Plus does not meet the needs of a child, the child can have a statutory assessment by the Local Education Authority.

One person will be designated as an Additional Needs Coordinator in the Cylch Meithrin. However every member of staff will be responsible for looking after the needs of every child who attends the Cylch Meithrin. The name of the Coordinator will be on the Cylch Meithrin notice board.

The Cylch Meithrin will draw up an Individual Education Plan / Individual Play Plan (see examples in appendices 2 – 4) for every child who has additional educational needs. The Plan will note strategies to help the child, including short term targets, the resources required, different teaching strategies, procedures for reviewing the plan and the results of the action taken.

The Leader and Setting's ALNCo will discuss in confidence with the parents/carers/guardians if he/she has any concerns that their child has additional needs which have not been identified. With the consent of the parents/carers/guardians, the Cylch Meithrin will contact the local Referral Scheme and/or other relevant agencies as appropriate.

It is the responsibility of the Committee / Leader, in partnership with the Referral Scheme, and/or other relevant agencies as appropriate, to facilitate every child's access to the Cylch Meithrin, whatever his/her needs. The Committee / Leader will ensure that the staff receives the necessary training, support and resources to provide for children with additional needs. The Cylch Meithrin will note, in its publicity material, that every child is welcome to participate in all the Cylch Meithrin activities.

It is the responsibility of the Committee / Leader to ensure that all the information kept about the Cylch Meithrin by the Referral Scheme, and / or other relevant agencies as appropriate, is up to date and accurate. The Cylch Meithrin, in partnership with the Referral Scheme, if relevant, will encourage the input of professionals who are involved with the child, in the form of guidance, advice and visits to the Cylch Meithrin.

The Cylch will keep confidential records on a form (see Attachment 1):

- of appropriate sources of information and advice about the child's health and development, e.g. parents/carers/guardians, general practitioner, relevant agencies.
- regarding the child's educational progress and general development, noting any causes for concern.
- which show what action is being taken in the Cylch Meithrin to meet the child's additional needs, and its effectiveness.

- which show any permanent learning difficulties which the child has, and any relevant advice received.

The Cylch Meithrin will forward relevant information to the parents/carers/guardians and, with their consent, to local statutory agencies if necessary

Although one person will be designated as an Additional Needs Coordinator in the Cylch Meithrin, **every** member of staff will be responsible for caring for the needs of every child who attends the Cylch Meithrin.

The role/responsibility of the individual which the Cylch Meithrin has designated as the Additional Needs Coordinator:

- to ensure that the name of the Additional Needs Coordinator is displayed on the notice board.
- to ensure that the name and the contact details of the local Referral Scheme Coordinator are available, if relevant.
- to operate as a link between the Cylch Meithrin and the Referral Scheme Coordinator to promote inclusion within the Cylch Meithrin where relevant.
- to cascade information about local training courses, and also to notify the Referral Scheme Coordinator or the Support Officer of any training needs within the Cylch Meithrin for support in identifying relevant training opportunities.
- to advise and support other practitioners within the Cylch Meithrin.
- to ensure that relevant forms about each child with additional needs, are kept up-to-date, in accordance with **Confidentiality and Data Protection Policy and E-Safety Policy** guidelines.
- to ensure that relevant background information about children with additional needs is collected and recorded and that it is updated regularly.
- to ensure close contact with parents/carers/guardians and other professional workers in relation to children with additional needs.
- to complete an Individual Education Plan/Individual Play Plan for every child with additional needs, in partnership with the relevant agencies.
- to ensure that records are kept, including a record of children who are under 'Early Years Action' and 'Early Years Action Plus' and children who are going through the process of being statemented.
- to ensure that the Cylch Meithrin consults with parents/carers/guardians regularly, providing information regularly on the actions taken to help the child and the results of those actions. (The Cylch Meithrin will ensure that the child's strengths are emphasised in addition to information about the support that is given).

Associated Policies

Confidentiality and Data Protection Policy

E-Safety Policy

Polisi Cynhwysiant a Chyfle Cyfartal / Inclusion and Equal Opportunities Policy Ebrill 2017 CM

Further Information and Useful Links

The following publications and websites provide useful additional information:

'The A to Z of Special Needs: A Practical Resource for Early Childhood and Primary Teachers' by Anne Vize. Teaching Solutions, 2011.

Sense Cymru 'Making Plai Inclusive: A toolkit for play settings'

<https://www.sense.org.uk/sites/default/files/making-play-inclusive-play-settings.pdf>



COFNOD ANGHENION YCHWANEGOL / RECORD OF ADDITIONAL NEEDS.

Enw'r lleoliad <i>Setting name</i>	
Enw'r plentyn <i>Child's name</i>	
Cyfeiriad cartref <i>Home address</i>	
Rhif ffôn <i>Phone number</i>	
Dyddiad geni <i>Date of birth</i>	

Natur unrhyw anghenion ychwanegol:

The nature of any additional needs:

Pryderon ynghylch cynnydd addysgol neu ddatblygiad cyffredinol y plentyn:

Concerns about the educational progress or general development of the child:

Cymorth a chefnogaeth ychwanegol a ddarperir yn y Cylch Meithrin:

Extra support and help provided in the cylch:

Crynodeb o Gynllun Addysg/Chwarae Unigol (os yn berthnasol):

(mae manylion llawn yn cael eu cadw yn ffeil y plentyn)

A summary of the Educational or Individual Play Plan (if relevant):

(details are kept in the child's file)

Trefniadau monitro a chofnodi cynnydd y plentyn:

(mae manylion llawn yn cael eu cadw yn ffeil y plentyn)

Arrangements for monitoring and recording the child's progress:

(full details are kept in the child's file)

Manylion Meddyg Teulu <i>Family Doctor (GP) Details</i>	
Enw Meddyg Teulu <i>GP's Name</i>	
Cyfeiriad y Meddyg Teulu <i>GP's address</i>	
Rhif ffôn y Meddyg Teulu <i>GP's phone number</i>	
Gweithiwr Cymdeithasol (os yn berthnasol) <i>Social Worker (if relevant)</i>	
Enw'r Gweithiwr Cymdeithasol <i>Social Worker's Name</i>	
Cyfeiriad y Gweithiwr Cymdeithasol <i>Social Worker's Address</i>	
Rhif ffôn y Gweithiwr Cymdeithasol <i>Social Worker's Contact Number</i>	
Arbenigwyr Eraill (Enwau arbenigwyr eraill sy'n gysylltiedig â'r plentyn, e.e. Therapydd Lleferydd, Seicolegydd Addysg os yn berthnasol) <i>Other Specialists (The names of other specialists associated with the child, e.g. Speech Therapist, Educational Psychologist if relevant)</i>	
Maes Arbenigol / Specialist's Field	
Enw <i>Name</i>	
Cyfeiriad <i>Address</i>	
Rhif ffôn <i>Phone Number</i>	
Maes Arbenigol / Specialist's Field	
Enw <i>Name</i>	
Cyfeiriad <i>Address</i>	
Rhif ffôn <i>Phone Number</i>	

Enw'r Arweinydd / Rheolwr <i>Cylch Leader / Manager's Name</i>			
Llofnod <i>Signature</i>		Dyddiad <i>Date</i>	
Enw'r rhiant / gofalwr / gwarcheidwad <i>Parent/carer/guardian's Name</i>			
Llofnod <i>Signature</i>		Dyddiad <i>Date</i>	

**Atodiad 2 / Appendix 2: CYNLLUN CYNNYDD UNIGOL / INDIVIDUAL
PROGRESS PLAN**

CCU-17

Dyddiad Date		Rhif CCU IPP No.	
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Rhan A / Section A

Enw'r Plentyn <i>Child's Name</i>	
Dyddiad Geni <i>Date of Birth</i>	
Enw Lleoliad <i>Setting Name</i>	
Arweinydd <i>Supervisor / Room Leader</i>	
Person Penodedig <i>Assigned Person</i>	
Unrhyw Bersonau Proffesiynol eraill <i>Any Other Professionals Involved</i>	
Awgrymiadau gan yr uchod <i>Suggestions from the above</i>	
Cryfderau a diddordebau'r plentyn <i>Child's strengths and weaknesses</i>	
Ardaloedd sydd angen eu datblygu <i>Areas for development</i>	
Targedau <i>Targets</i>	Strategaethau / Adnoddau / Syniadau <i>Strategies / Resources / Ideas</i>
1	
2	
3	

Dyddiad Adolygu <i>Review date</i>	
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	Enw <i>Name</i>	Llofnod <i>Signature</i>	Dyddiad <i>Date</i>
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Arweinydd <i>Supervisor</i>			
Cyd-gysylltydd Anghenion Ychwanegol <i>Additional Needs Co-ordinator</i>			
Person Penodedig <i>Assigned Person</i>			
Rhiant/Gofalwr/Gwarcheidiwr <i>Parent/Carer/Guardian</i>			

Rhan B / Section B

	Targedau <i>Targets</i>	Sylwadau <i>Comments</i>	Strategaethau / Adnoddau / Syniadau pellach <i>Further Strategies / Resources / Ideas</i>
1			
2			
3			
Gweithredoedd i'r dyfodol <i>Future Actions</i>			

	Enw <i>Name</i>	Llofnod <i>Signature</i>	Dyddiad <i>Date</i>
Arweinydd <i>Supervisor</i>			
Cyd-gysylltydd Anghenion Ychwanegol <i>Additional Needs Co-ordinator</i>			
Person Penodedig <i>Assigned Person</i>			
Rhiant/Gofalwr/Gwarcheidiwr <i>Parent/Carer/Guardian</i>			

Atodiad 3 / Appendix 3: Sut i lenwi Cynllun Addysg Unigol / How to complete and Individual Education Plan

Targedau	My Targets
Dim mwy na 4 targed.	<i>No more than 4 targets.</i>
Targedau CAMPUS: C yraeddadwy A mser benodol M esuradwy (gweledol) P enodol i anghenion y plentyn U chelgeisiol S ynhwyrol	SMAART targets: <i>Specific (to the child's needs)</i> <i>Measurable (observable)</i> <i>Achievable</i> <i>Ambitious</i> <i>Realistic</i> <i>Time measurable</i>
Sut ydw i'n mynd i'w wneud?	How am I going to do it?
Pa weithgareddau ydyn ni'n mynd i wneud i gyrraedd y targedau?	What activities are we going to do to reach the targets?
Pwy sy'n mynd i fy helpu a phryd?	Who's going to help me and when?
Enwau (ac arbenigedd lle bo'n briodol) yr oedolion sy'n mynd i helpu.	<i>Name (and expertise where applicable) of the adults who will help.</i>
Sut wnes i a beth sy'n digwydd nesaf?	How did I get on and what happens next?
Nodi cynnydd gyda'r dyddiad.	<i>Note and date progress.</i>
Ambell waith bydd bydd tic a dyddiad yn ddigonol.	<i>Sometimes a tick and the date will be sufficient.</i>

Enw <i>Name</i>		Rhif CCU <i>IPP No.</i>	
Dyddiad <i>Date</i>		Cyd-gysylltydd Anghenion Ychwanegol <i>Special Needs Co-ordinator</i>	

Targedau <i>Targets</i>	Sut ydw i'n mynd i'w wneud? <i>How am I going to do it?</i>	Pwy sy'n mynd i fy helpu a phryd? <i>Who's going to help me and when?</i>	Sut wnes i a beth sy'n digwydd nesaf? <i>How did I get on and what happens next?</i>
			