

Special Educational Needs and Disabilities (SEND)

This policy has been created with regard to:

- The SEND Code of Practice 2015
- Children and Families Act 2014 (Part 3)
- Equality Act 2010
- Working Together to Safeguard Children (2018)
- Statutory Framework for the EYFS (2024)

Special Educational Needs and Disability (SEND) code of practice.

The Club has regard to the statutory guidance set out in the Special Educational Needs and Disability code of practice (DfE 2015) to identify, assess, and make provision for children's special educational needs.

At **Fun Fest** we use the SEND Code of Practice (2015) definition of Special Educational Needs and Disability:

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- *has a significantly greater difficulty in learning than the majority of others of the same age, or*
- *has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.*

Statement of intent

We are committed to the inclusion of all children while they are temporarily at Fun Fest during the school holidays. We ensure all children are cared for and supported to develop to their full potential alongside their peers through positive experiences. We enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment for the short time the child is with us, where children are supported according to their individual needs, and we work hard to ensure no child is discriminated against or put at a disadvantage because of their needs. Each child's needs are unique, and we do not attempt to categorise children.

Working in Partnership with Parents / Carers.

We require parents / carers to provide the relevant information to ensure the Fun Fest team are fully informed of their child's needs, so we can best support them during their time at Fun Fest during the school holidays.

We are committed to working in partnership with parents to help the children settle and feel comfortable in our environment.

We are committed to working with any child where Fun Fest is an appropriate setting. Parents and carers should be aware that Fun Fest is not a specialist S.E.N setting and we cannot always accommodate children with complex needs or disabilities. We will always make every effort to accommodate children where possible and make reasonable adjustments to enable every child to make full use of the Club's facilities. All children have a right to a broad and well-balanced early learning environment.

Should Fun Fest deem this is not the correct setting to support your child, Fun Fest will work closely with parents and carers and the local authority to sign post an alternative setting.

Settling in procedures:

It is vital that parents / carers contact the holiday club by phone to discuss the needs of their child before making a booking. Parents / carers must disclose any relevant information regarding their child's needs and requirements before booking including (but not limited to)

- EHCP (Education and Health care plan)
- Formal diagnosis (ADHD, ASC)
- Attachment issues
- Behaviour
- Anxieties (CAMHS referral)

We are able to offer a phased settling in process and reduced hours and sessions according to the child's needs to ensure they are comfortable and familiar with the Fun Fest environment.

All new children will be given support to settle in when joining the Club according to their individual needs. Parents are required to work closely with Fun Fest to achieve the best outcomes for the child.

We will:

- Recognise each child's individual needs and ensure all staff are aware of, and have regard for, the Special Educational Needs Code of Practice (2015)
- Ensure that all children are treated as individuals/equals and are supported to take part in every aspect of the Club routine according to their individual needs and abilities.
- Support the specific needs of children with special educational needs and/or disabilities and meet those needs through a range of strategies.
- Fun Fest Head Office provides a SEN coordinator for remote support and advice. We cannot always provide a specially trained SEN practitioner in every Fun Fest club.
- Encourage children to value and respect others.
- Monitor and review our practice and provision and, if necessary, make adjustments, and seek specialist equipment and services where required
- Challenge inappropriate attitudes and practices
- Promote positive images and role models during play experiences of those with additional needs wherever possible.
- Celebrate diversity in all aspects of play and learning.
- Work in partnership with parents and other agencies to meet individual children's needs, including the education, health and care authorities, and seek advice, support and training where required.
- Liaise with parents on the needs and benefits of introducing reduced hours or adaptations for their child.

The role of the Fun Fest Head Office SENCO remote support includes;

- Ensuring all Fun Fest franchise partners understand their responsibilities to children with SEND and the setting's approach to supporting children with SEND.
- Advising and supporting colleagues.
- Advising Franchise partners to work closely with parents / carers throughout and that their insights inform action taken by the setting.
- Advising Franchise partners to work with the main education provider if appropriate.
- Provide a **Complaints Procedure** and make it available to all parents in a format that meets their needs.
- Monitor and review our policy and procedures annually.

Effective assessment of the need for early help

We are aware of the process for early help and follow the following procedure:

Franchisees to Insert link to Local Authority - [Getting an Early Help Assessment](#)

Fun Fest will provide feedback regarding the child at our settings and support parents and the main education provider when seeking an Early Help Assessment.

Plan

Where a child has a formal report from the main education provider, Fun Fest will follow the appropriate recommendations where possible while they are temporarily at our club.

Do

Fun Fest will appoint a key person who is available on the day and will be responsible for working with the child. They will work closely with parents / carers and other practitioners to support the child's needs during their time at Fun Fest.

Review

The effectiveness of the support and its impact on the child will be reviewed with parents / carers at the end of each day. The impact and quality of the support will be evaluated by the key person and the Franchise Partner in full consultation with the child's parents and considering the child's views. Information will be shared with parents about the impact of the support provided.

Education and Health Care Plan (EHC)

Some children and young people may require an EHC needs assessment in order to decide whether it is necessary to develop an EHC plan. The purpose of an EHC plan is to adjust and offer support to meet the special educational needs of the child, to secure the best possible outcomes for them across education, health and social care.

The local authority will conduct the EHC needs assessment and consider a wide range of evidence, including:

- evidence of the child's developmental milestones and rate of progress
- information about the nature, extent and context of the child's SEND
- evidence of the action already being taken by us as the main education provider to meet the child's SEND
- evidence that, where progress has been made, it has only been as the result of much additional intervention and support over and above that which is usually provided.
- evidence of the child's physical, emotional, and social development and health needs, drawing on relevant evidence from clinicians and other health professionals and what has been done to meet these by other agencies.

Parents / Carers of children with SEN must contact the holiday club manager before booking so that information can be shared about the support required. If a child has 1:1 support in school it is likely that 1:1 support will be required in Fun Fest in order for the child to take part in the range of activities.

Whilst Fun Fest is not a specialist SEN setting, we will work with the local authority and other agencies if required to ensure that the child receives the support they need to gain the best outcomes.

We will review this policy annually to ensure it continues to meet the needs of the children/parents and our Club.

This policy was adopted on	Signed on behalf of the Club	Date for review
18 th October 2023 28 th July 2024	V Hayton	October 2024 Reviewed on the 18 th October 2023 Reviewed on by Tina Iezekil 16/10/2024, added "who is available on the day" Review date 16/10/2025