



SPECIAL NEEDS POLICY

Policy Statement

This policy clarifies the Centre's position on the ability to provide an uncompromised childcare service for children with special needs. It recognises and understands the Centre's limitations and opportunities in relation to provision of care for children with special needs. It sets out principles and practices aimed to ensure the rights and responsibilities of parents, whanau, staff and children, are satisfied, in relation to access to appropriate and effective childcare and education.

The Centre will ensure that where a child with special needs attends the Centre that:

- sufficient resources are available to provide appropriate and effective care and learning opportunities
- the rights of the child's parents, and/or caregivers to have access to mainstream education are not compromised
- the care and wellbeing of other children and staff at the Centre is not compromised by the requirements of the special needs child, and the child's parents and/or caregiver, staff and special needs teachers are all involved in all decision making with respect to the child's attendance at the Centre.

Procedure

- In the case of a special needs child on the waiting list selected to fill a vacancy, a meeting will be held after receipt of an application form to discuss what the special needs are and how they might impact on the Centre. This meeting will involve parents or caregivers, the supervisor of the Centre plus one other staff member and any relevant specialist service providers.
- An assessment of the Centre's physical environment will be undertaken by the supervisor to establish whether the care and education needs of the child can be met. This might include, but is not limited to, an assessment of whether staffing levels and skill are sufficient, whether the Centre is safe enough to accommodate the special need(s), and whether other stakeholders are satisfied suitable arrangements can be made and maintained.
- Attendance of a child with special needs at the Centre will only occur if the above assessment and criteria identify that the physical surroundings and resources available are suitable to provide appropriate and effective care and learning opportunity.
- On enrolment, appropriate safety and emergency procedures, which fully satisfy the child's particular special need(s) will be established by the supervisor. Attention must also be given to ensuring the safety and wellbeing of other children and staff is not compromised.
- The supervisor will perform a three monthly audit of the needs of any special needs child at the Centre and whether specialist services will be required on either an ad-hoc or on-going

