

MALDWYN NURSERY & FAMILY CENTRE

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**Additional Learning Needs Policy and Procedure**

**To be read in conjunction with:**

* **Inclusion and equality policy**
* **Statement of purpose**
* **Contract and Registration form**
* **Parental involvement**
* **Medication and asthma**

**The current policy has been developed in line with the Additional Learning Needs and Education Act 2018 and the Additional Learning Needs Code for Wales 2021.**

**Additional Learning Needs (ALN)**

Additional learning needs (ALN) is the term to cover all children and young people with additional needs, regardless of how complex or severe they are. The term ALN will replace ‘special educational needs’ (SEN) and ‘learning difficulties and/or disabilities (LDD) as they will be combined within ALN. For the purpose of this policy ALN will cover current SEN and LDD alongside ALN, except where specifically mentioned.

ALN needs include physical development, speech delay, hearing, disabilities and behavioural issues.

**Responsibilities to children attending the nursery**

All children who attend Maldwyn nursery will be given the same opportunity to progress, experience success, and develop as part of the nursery.

This will be achieved by:

* Welcoming children with ALN who may be admitted (in line with admissions policy) to the nursery. Any child who has ALN identified prior to starting at the nursery to be given extra taster sessions to help with the transition process. The taster sessions will get increasingly longer reducing input from parent/carer at each visit where possible.
* All children to have a one page profile. If child is able to verbalise their ideas then to be completed alongside child and parent/carer if child is not able to verbalise ideas then key worker to complete alongside parent/carer. The one page profile to then inform planning and how best to support a child. One page profiles to then be updated at appropriate intervals.
* Training will be organised for staff to attend to allow them to support the needs of the individual.
* Children identified as having ALN to have an individual development plan (IDP) previously known as a play plan.
* Consideration will be given to individual needs daily, and in more unique situations such as meetings, outings to make sure the same opportunities are available to all.
* Specialised equipment may be purchased/rented to give all the same opportunities.
* We will work closely with outside agencies such as social services, physiotherapists, action for children, speech and language and therapists to ensure a consistent approach. (subject to parental permission)
* Regularly analysing and reviewing progress children make through observations and Welcomm’s. These will be shared with outside agencies if deemed appropriate and with parental consent.
* The nursery will try to ensure that any meetings regarding the child we are invited to that someone appropriate attends either a key worker or the ALNCO.
* Requesting specific support if required from outside agencies such as the Powys Childcare team, Powys, people direct, speech and language therapists and support teachers.
* All staff being aware of who the ALNCO is and their role within the nursery.
* The ALNCO and a nominated individual (Lauren Davies) will regularly review the effectiveness of the nurseries ALN provision.
* Ensuring an effective transition is made between each room through key workers passing on completed reports and having conversations relating to the needs of the individual.
* Respecting all children’s privacy when intimate care is being provided.

**Universal Provision**

The nursery will make sure that all children are given the opportunity to develop when attending the nursery. As part of this the nursery offers specific things to all children giving them the chance to develop, only if these measures do not aid specific development will further steps be taking. Some examples of our universal provision include: Welcomm assessments, calm down areas, circle times and planning the environment appropriately.

**What to do if think have identified a child with an ALN**

If while working with a child you believe you have identified something then please do the following.

* Observe the child in various scenarios and over different sessions as children’s behaviour and response can change dramatically across two sessions.
* Talk to your room leader to see if they have identified the same problem and ask them to also observe.
* Discuss the potential ALN with the ALNCO who will then guide further.
* If the ALNCO decides a referral needs to be sought, then they will inform the key worker who to contact next.
* A REFERRAL CANNOT BE MADE WITHOUT PARENTAL CONSENT
* Always keep the parent involved in the conversation be careful not to diagnose anything yourself when talking with parents and staff. This is not our area of expertise and shouldn’t be putting ideas in parents/carers heads however just informing them of what we have observed.
* Conversations with parents/carers, staff, ALNCO and outside professionals should be treated as confidential and only shared with those who need to know.
* If looking to gain advice from advisory teacher before consent has been given then all information should remain anonymous.
* Follow all advice received from advisory teachers in reference to referrals.

**Tyfu**

Tyfu is a platform that will ensure that there is a collective approach to meeting the needs of children and young people with additional learning needs and to meet statuatory duties under the Additional learning Needs and Education Tribunal (Wales) Act.

Tyfu will allow settings to create one-page profiles, upload universal learning provision plans and monitoring details. It will also be used to create individual development plans for pupils with ALN and make direct referrals to the council.

Information of Tyfu will also be able to be shared with a parents/carers. Key stakeholders will be able to have access to a child’s Tyfu account to upload information such as speech and language reports.

**Staff, Parents, Carers and volunteers with ALN**

Maldwyn Nursery is an inclusive environment for both staff and visitors.

We achieve this by:

* Allowing any forms and contracts which need to be completed to be done a variety of ways. On paper, via the computer or offering to scribe where applicable.
* Give consideration to the needs of the individual when accessing the nursery, meetings and outings and taking action on any recommendations.
* Operating an effective medication policy.
* Supporting staff with completing paperwork through either individual resources or planning in extra time.
* Advertising the nurseries services and vacancies for staff and children’s places in ways the reflect the needs of the community.

**ALNCO**

Maldwyn Nursery and Family Centre’s ALNCO is **Lousie Richards**

**ALNCO responsibilities.**

ALNCO is the individual who at a strategic level ensures the needs of all learners with ALN within the setting are met.

ALNCO are not expected to be directly involved with the day to day process of supporting every learner with ALN.

ALNCO must ensure that records on decisions are kept about ALN

ALNCO must talk to relevant servicers that will support the child through discussing with relevant third parties.

Be available to discuss with parents/carers any concerns which they may have.

Advise and support other practitioners in the nursery.

Ensuring individual records are updated regularly with any potential changes which may have taken place.

Help to ensure a smooth transition from the nursery to school for children.

Support staff if they have any questions regarding ALN and advise them on how best top proceed in a given situation.

To keep up to date with policies and procedures to ensure the best possible development for all children within the nursery.

**The Additional Learning Needs Policy and Procedure was passed for use at Maldwyn Nursery and Family Centre.**

On: January 2023

By: Ian Hancocks

Position: Manager

**Amended May 2024 Ian Hancocks**