



SPECIAL NEEDS POLICY

Licensing Criteria C7, 11, 12, 13

Rationale: The needs of the individual child are of paramount importance.
Programmes will be flexible enough to offer a positive learning environment for all.

Purpose: To ensure all children experience and environment that is responsive to their learning needs.

PROCEDURES

- Where possible, the homebased service will seek to provide for all children who wish to enrol at the service.
- All educators will work with children with special needs, encouraging them to take part in all aspects of the curriculum.
- The learning environment will be planned in such a way that it meets the needs of all children attending.
- The homebased services acknowledge that parents are the primary decision makers for the care and education of their children and educators will endeavour to meet the aspirations parents have for their children.
- Meetings with parents/caregivers, support services e.g. Ministry of Education Special Education Service (MoESES), educators and coordinators will take place at an appropriate time. This will be to formulate and/or discuss individual plans.
- Information, records and files about a child's special learning and care needs will be kept on file and will remain confidential to staff, family members of individual and other professionals involved in the Individual Plan (IP) process.
- Information on specialist services will be available in the operations manual for the use of all educators, coordinators and parents. This will be updated regularly.
- In consultation and alongside the educator and parents, the coordinator will seek help from specialist agencies when required, to ensure they can work effectively with

children and families. This will be recorded will be stored in a file on the coordinators computer.