

## Individual and Special Educational Needs

### EYFS overarching legal requirement:

“Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.”

**Every Child Matters Outcome:** Positive Contribution  
Enjoy and Achieve

**EYFS Requirement :** Organisation  
Statutory Framework page 25

#### EYFS Principle into Practice: A Unique Child

- Child Development (card 1.1)
- Inclusive Practice (cards 1.2)

#### EYFS Principle into Practice: Positive Relationships

- Respecting Each other (card 2.1)
- Parents as Partners (card 2.2)
- Supporting Learning (card 2.3)
- Key Person (card 2.4)

#### EYFS Principle into Practice: Enabling Environments

- Supporting Every child (card 3.2)
- The Learning Environment (card 3.3)
- The Wider Context (card 3.4)

This policy applies to:

1. Early Years Register (EYR)

This policy is not a requirement of The Childcare Register (CR), however it is highly recommended that a policy is written to ensure that you provide a consistent message to all parents about the quality service provided.

### Policy

A policy is a description of the setting aim / commitment. Consider the following when detailing your policy.

- How does your setting cater for children’s varying needs?
- How would you demonstrate your commitment to meeting children’s individual needs?

- What is your commitment to working with external agencies for the inclusion of all children?

## **Procedure**

A procedure is a description of the way a setting goes about a particular activity or process. In this context, it is how the setting puts their aim or commitment into practice. Consider the following information when detailing your procedures,

- This procedure must be closely linked with the setting's procedure for Equal Opportunities.
- The setting must identify the name of the Special Educational Needs Co-ordinator/s; (EYFS Statutory Framework, page 25)
- How will you consult with other agencies in order to meet children's individual needs?
- How will you ensure accessibility to the premises and facilities? (Include the toilets and play areas, you may have to re-consider the layout of the room).
- How will you manage to meet the privacy requirements for children with special needs? Consider the ages of these children.
- How will you observe the development of children with special needs? Who will you share this information with?
- How will you include children with special needs?
- How are you going to ensure other children's awareness is raised with regards to these special needs?
- What is your setting Admission Policy with regard to children with special needs?
- This procedure must refer to the Special Educational Needs Code of Practice, in relation to the setting.
- How will individual children's records be kept confidential?
- How will you ensure that you and your staff are knowledgeable with regard to children with special educational needs and their parents? Will you need to access specialist training? Who is going to arrange that?
- How are you going to provide sufficient support for these children? Will you need a volunteer or other specialist help? Consider the implications of staff deployment where a higher staff to child ratio is needed.

**Date created**  
**Date updated**

**Related Policies:** Equality of Opportunity Policy

**For more information...**

EYFS Statutory Framework

EYFS CD ROM

Requirements for the Childcare Register: Childminders and home child carers  
- Ofsted ref 080161

Requirements for the Childcare Register: Childcare providers on non domestic  
or domestic premises – Ofsted ref 080143

**Additional duties under national legislation:** Anti-discriminatory legislation

**Ofsted are the registering, inspecting and enforcing body for childcare, and as such, they alone, have the final say on the suitability of persons, premises and the number of childcare places that can be offered therein. Therefore, any information provided by Children & Young People's Services (CYPS) should be used as a guide only.**