

### **(i) Children with Special Needs.**

Bread of Life OSCAR believes in the inclusion of all children in our programmes where possible. We recognize each child as an individual with their own needs and talents. If a child has special needs the OSCAR Manager and Staff will decide whether we can meet the needs of the child. The decision will be based on if the staff feel competent and supported to manage the child's needs effectively while also ensuring that the enrolment does not unreasonably interfere with the supervision of other children at the programme. If the child's need can be met, the staff will then work together with the caregiver to put a plan in place to ensure that necessary resources are available to meet the needs of the child.

Full information about the child's requirements including information on the child's condition, special aides required, medication, diet and other requirements must be obtained from the parents and included with the child's enrolment and safety forms on Enrolmy. If a child is high needs, the office staff and Manager must be contacted prior to the child's first day in the programme. Failure to inform the office could result in the parent being asked to pick up their child ASAP.

It is the Manager's responsibility to ensure that all staff and volunteers are fully aware of the child's requirements and that they feel confident that any additional necessary care is put in place.

If the child will require further special aids e.g. Modified facilities, extra staff or staff training, the OSCAR Manager will consult with the Bread of Life Trustees who will make the final decision. Each case will be considered individually and every effort will be made to include the child within the limits of the programmes resources.

Children who have a disability, which is not infectious or modifiable, shall not be discriminated against and shall have the same rights as other children to attend OSCAR, if appropriate care within the programme and staff can be arranged. There is no additional funding available for one to one care within our services. Other ways to fund one –one care would need to be in place before the child is accepted on to the programme.

#### **Children with Special Requirements:**

Each term and each holiday the supervisors need to review the Enrolment/Health and Safety forms found on Enrolmy. The information on this form will be shared with the staff at programme staff meetings, and the supervisor is to make any relievers aware of this information. It is to be kept in a confidential space, available to staff only.

**(ii) Medication**

**Policy:**-Only consented medicines will be administered.

**Procedures:**

- All medication for a child must be recorded on a medicine consent form.
- All children's medication will be stored in a secure location, accessed only by staff.
- On administering medication two staff members to sign form.
- Parent to sign form when collecting child.

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