Apollo After School Club

SEND and Inclusion Policy

Apollo After School is committed to providing an inclusive environment where all children, including those with Special Educational Needs and Disabilities (SEND), are valued and supported. We aim to ensure that every child can access our provision, participate fully, and reach their full potential in a safe and nurturing environment.

At Apollo After School, we aim to:

- identify and meet the needs of children with SEND within our care environment.
- Work in partnership with parents/carers, schools, and external agencies to support the child's development.
- Promote inclusion and remove barriers to participation.
- Ensure staff are confident and competent in supporting children with a range of needs.

Definition of SEND

A child is considered to have SEND if they have a learning difficulty or disability that calls for special educational provision to be made for them. This may include difficulties with:

- Communication and interaction
  Cognition and learning
- Social, emotional and mental
  health Sensory and/or physical
  needs

Identification and Assessment

We liaise closely with the child's school, parents/carers, and any relevant professionals to identify specific needs.

Information shared with us before the child starts is used to plan appropriate support.
Ongoing observations and regular discussions with parents/carers help us monitor progress and adjust support as needed.

Support and Inclusion

Individual strategies or reasonable adjustments are made to ensure each child can fully participate (e.g., visual timetables, flexible routines) while ensuring all children are kept safe within out club staff to child ratios (1:10).

At Apollo After School Club, our Special Education Needs and Disabilities Co-ordinator (SENCo) is our setting's manager.

SENDCo will request to view any existing Education, Health and Care Plan (EHCP) adapting it and applying what is relevant for the wrap-around setting.

Where required, staff may create a short-term Support Plan to address specific needs (e.g., medical, dietary, or behavioural support).

Partnership with Parents and Carers

We believe in strong communication with parents/carers. On registration, parents are required to answer specific SEND questions which staff on site will view in order to make any reasonable adjustments. Parents/carers are strongly encouraged to share relevant information about their child's needs. Where parents do not disclose information regarding their child's additional needs, this may be considered a safeguarding concern as it could affect the wellbeing of the child while in our setting.

Staff are encouraged to share regular feedback with how a child is settling and progressing in our setting whilst also encouraging parents to share any updated information.

Staff Training and Development

All staff receive training on inclusion and supporting children with SEND.

The SENDCo attends relevant local authority or network training and shares updates with the team. Additional specialist training is arranged when needed to meet specific children's needs.

Working with Other Professionals

We work collaboratively with schools, health visitors, therapists, and other external agencies to ensure consistency and effective support for each child when invited to so by parents/families.

Accessibility

Our setting strives to be physically accessible to all children. Reasonable adjustments will be made to support participation and independence.

Monitoring and Review

This policy is reviewed annually, or sooner if legislation or guidance changes. The SENDCo monitors the effectiveness of provision and ensures continuous improvement.

Designated SENDCo

Name: Setting Manager

Role: SENDCo for Wrap Around Care

Contact: Setting Manager

apolloyouthclub@gmail.com

This policy was updated and adopted by: **Apollo Youth Club**	Date: August 2026
To be reviewed: July 2027	Signed: Jackie Daniel, Chair

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage* (2025): Safeguarding and Welfare Requirements: SEND [3.76], Information for parents and carers [3.97].