

# ADDITIONAL NEEDS POLICY

Supporting children with additional needs requires educators to extend upon the strategies they already use in providing quality care for children. It is imperative for educators to develop a comprehensive understanding of each child’s interests and abilities and implement a program and environment that is receptive to their needs and inclusion.

As Out of School Hours Care (OSHC) Service offer flexible attendance options, and vacation care options, it is critical that our service works in partnership with families and other professionals to ensure specific consideration and adaptations/adjustments allow children with additional needs access and participation. Kids United OSHC is committed to take into account children’s social and cultural diversity, including learning styles, abilities and disabilities to achieve positive experiences for children in our setting.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE		
1.1.1	Approved learning framework	Curriculum decision-making contributes to each child’s learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.

QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
3.2.2	Resources support play-based learning	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.

5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.

**QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES**

6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child’s learning and wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children’s inclusion, learning and wellbeing.
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.

**EDUCATION AND CARE SERVICES NATIONAL REGULATIONS**

155	Interactions with children
156	Relationships in groups
157	Access for parents
168	Education and care service must have policies and procedures
170	Policies and procedures are to be followed

**RELATED LEGISLATION**

[Disability Discrimination Act 1992](#)

**POLICIES**

Anti-Bias and Inclusion Policy Behaviour Management Policy Code of Conduct Policy Educational Program Policy Enrolment Policy	Interaction with Children, Family and Staff Policy Medical Conditions Policy Privacy and Confidentiality Policy Respect for Children Policy
---	--

## PURPOSE

Kids United OSHC understands and meets our obligations under the Disability Discrimination Act (DDA) to support children with disability and be responsive to each child, irrespective of their additional needs and abilities. We aim to provide a supportive and inclusive environment that sanctions each child to fully participate in its education and care at the OSHC Service. Educators will remain encouraging, unprejudiced and supportive, ensuring that all children are treated equally and fairly and have the opportunity to grow and develop to their individual potential.

## SCOPE

This policy applies to children, families, staff, educators, approved provider, nominated supervisor and management of the OSHC Service.

## DEFINITIONS

According to the Inclusion Support Program Guideline (Australian Department of Education September 2022, there is no national definition of ‘*additional needs*.’ This term is used within the policy to describe children who may need or require specific considerations or adaptations to participate fully in our OSHC service.

Additional needs may include children who:

- have a disability or developmental delay which includes, but is not limited to- physical, sensory, intellectual, ADHD/ADD or autism spectrum disorder
- are presenting with challenging behaviours and/or behavioural or psychological disorders
- have a serious medical or health condition
- are presenting with trauma-related behaviours

Meeting the needs and requirements of children who:

- are Aboriginal or Torres Strait Islanders
- are recent arrivals in Australia
- are from refugee or humanitarian backgrounds
- come from culturally and linguistically diverse background
- live in isolated geographic locations
- are experiencing difficult family circumstances or stress
- are at risk of abuse or neglect
- are experiencing language and communication difficulties
- have learning difficulties

- are gifted or have special talents
- have other extra support needs.

### WHAT IS A DISABILITY

Disability is defined broadly in the Disability Discrimination Act (DDA) and does not rely on formal diagnosis of disability. Disability can be visible or non-visible. Disability in relation to the DDA includes: Physical; intellectual; psychiatric; sensory; neurological and learning disabilities as well as physical disfigurement.

### REASONABLE ADJUSTMENTS

Changes to a policy, practice, procedure, program or environment that enables a person with disability to access and participate in the service on the same basis as others. [ACECQA: The Disability Discrimination Act 2022].

We understand that additional needs may be temporary or permanent with diverse origins, which require different responses. Supporting children with additional needs enables them to have equitable access to resources and participation. This can lead to stronger skills in literacy and numeracy, social and emotional development and understanding of diversity. Strategies for supporting children with additional needs can differ significantly, because every child is unique.

### IMPLEMENTATION

#### THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- we meet our obligations under the *Disability Discrimination Act 1992* (DDA)
- all staff understand and comply with the (DDA) including making reasonable adjustments to the program, practices and environment in collaboration with families and children
- support is provided to educators to make reasonable adjustments to support children with disability access and participate in the Service
- completed enrolment forms are used to gather information about children's additional needs and supports that may be required
- equitable access is provided to support children with additional needs
- communication with families is consistent and supportive
- develop effective relationships with school leaders and the OSHC service to support the child
- they have a thorough understanding of the NDIS plan for each child (if applicable) and assist to help achieve goals and build skills and independence

- they contact their local Inclusion Agency to access information and support about the Inclusion Support Program (see: [Inclusion Development Fund Manager \(IDFM\)](#) for your state/territory organisation)
- they develop a *Strategic Inclusion Plan* and *Individual Support Plans* in collaboration with the Inclusion Agency (IA) which will identify any barriers preventing a child's inclusion and implement strategies for improvement
- they seek assistance, training, and where possible, financial funding from inclusive support agencies to promote the development of skills in children with identified additional needs
- educators are meeting the needs of each individual child, by providing educators with targeted professional development and opportunities to network with professional agencies
- they access the Inclusion Support Portal (IS Portal) through PRODA
- parents/guardians provide written consent for information about their child to be shared with relevant IA, IDFM and the Department if accessing support under the Inclusion Support Program
- families are encouraged to meet with the educators who will be working with the child to ensure an understanding of the child's needs, appropriate methods for communication, and to ascertain those suitable resources and support is provided to both the family and the child
- the OSHC Service works in partnership with allied health professionals and families to verify the educational program and learning environment is inclusive for each child with additional needs, including children and families from culturally diverse backgrounds
- specific plans and programs provided by external resource providers and professionals for children with additional needs are shared with educators and copies filed in the child's individual record
- children are encouraged to feel safe and secure during their education and care at the OSHC Service by developing trusting relationships with educators, other children, and the community
- inclusive strategies and practices are embedded in the delivery of quality education and care
- the privacy and confidentiality for children and families is maintained
- the indoor and outdoor environment and equipment is designed or adapted/adjusted to ensure access and participation for all children, supporting the inclusion of children with additional needs.

This may include the use of:

- portable ramps
- use of standing frames and support swings
- specialised furniture such as chairs, tables and positioning equipment
- communication charts and Auslan dictionaries
- resources and books in languages other than English to support Indigenous children and children from linguistically diverse backgrounds

- the program and curriculum are inclusive and meet the individual needs of children with additional needs, disability or developmental delay
- children’s sensory sensitivities to pressure, texture, smell, noise, or colour are considered within the environment.

### EDUCATORS WILL:

- treat children equally and fairly and with respect
- create an inclusive program and environment, which is adaptable and supportive of all children
- advocate for children’s rights
- conduct specific observations on the individual child, outlining their interests, strengths, and developmental needs to support programming including open ended learning opportunities
- meet with families of children with additional needs to familiarise themselves with the specific communication needs of each child. Communication could include verbal and non-verbal communication skills and cues and may necessitate the use of systems such as sign language, the use of images, and/or learning key words in the child’s home language
- establish a means for frequent communication with parents of children with additional needs through a communication book, verbal daily information exchanges, and/or formal and informal meetings.
- work with all families to meet children’s developmental needs in order to build strengths and capabilities
- develop an Inclusion Support Plan (ISP) in collaboration with Inclusion Agency professionals, health professionals and parents of the child and keep a copy in the child’s individual record
- liaise with school counsellor and other key personal at the school to ensure consistent strategies are implemented for the child at OSHC Service
- work with other professionals who play a role in supporting the child’s development
- create a flexible environment, which can be adapted to each child’s needs within the OSHC Service to support the inclusion of children with additional needs
- implement programming experiences and activities, that are inclusive for all children to access, explore and participate.
- listen carefully to all children’s concerns and discuss issues of inclusion and exclusion, and fair and unfair behaviour.
- act as role models by displaying appropriate behaviour and language, being consistently aware of and responsive to children who may require additional support, attention, or assistance.

- discuss a wide range of emotions, thoughts, and views constructively with the children within a supportive environment
- not judge or compare one child's development with another
- talk to children about differences and acceptance.
- provide opportunities for all children to play and learn together, promoting cooperative, caring, and social behaviours.

### ENROLMENT TRIAL PERIOD:

We are committed to providing a safe, nurturing, and stimulating environment for your child to learn and grow. Understanding the importance of finding the perfect service fit for your family.

All new enrolments are subject to a trial period of [2 weeks or equivalent] to ensure that the program meets the needs of the child and family. This applies to all enrolments at Kids United OSHC and is designed to support a smooth transition for the child into the OSHC setting, allowing both parents and staff to make informed decisions about ongoing enrolment.

Kids United OSHC reserves the right to terminate the enrolment agreement during or after the trial period if it is determined that the program is not a suitable fit for the child.

- A trial period will be offered if the enrolment has been completed in accordance with Kids United OSHC enrolment procedures and service capacity requirements allowing for the trial to take place.
- The trial will commence for a two-week period. During this time, the needs of the child will be assessed within the environment. This might include behavioural observations, adjustment to the routine, interaction with staff and peers.
- After the two-week trial period has finalised, a meeting will be held to discuss the child's needs and the transition period within the service.
- Either party may decide not to proceed with the enrolment during or after the trial period. We kindly request [notice period 48 hours] notice prior to the end of the trial period if parents choose not to continue.
- If deemed necessary, a trial period may be extended to assess the needs of the child within the service.
- Any risk to the safety of child or unacceptable behaviour displayed within the service may result in an unsuccessful trial period and the enrolment being terminated. Please refer to Kids United OSHC Behaviour Guidance Policy for further information.

- Kids United OSHC enrolment fees will be charged as per our payment of fees policy. Families will be responsible to pay a fee for each session of the child's attendance. Kids United OSHC is an approved CCS service, if eligible CCS can be applied.

#### THE PURPOSE OF THE TRIAL PERIOD:

- To introduce your child to our childcare environment, routines, and activities.
- To observe and assess your child's adjustment and comfort level in our setting.
- To establish open and effective communication between parents and childcare staff.
- To ensure the service can support the child's needs within the service environment.
- To deem the environment suitable to care for the needs of the child.

#### EXPECTATIONS DURING THE TRIAL PERIOD:

- Attendance: Your child is expected to attend the childcare according to the agreed schedule. Regular attendance is crucial for a meaningful assessment during the trial period.
- Feedback: We encourage parents to provide feedback and express any concerns or observations during the trial period. Regular communication will be initiated by our staff to discuss your child's adjustment and experiences.
- Assessment: At the end of the trial period, a meeting will be scheduled with parents to discuss observations, feedback, and decide on continued enrolment.

#### CONCLUSION OF TRIAL PERIOD:

Successful completion of the trial period does not automatically guarantee a spot in the service program; it will depend on the assessment of the fit between the child's needs and Kids United OSHC capacity to meet those needs effectively.

Successful applications are reviewed on a first-come, first-served basis, subject to availability and the services enrolment criteria. If a spot is available and the child meets the enrolment criteria, the family will receive an offer of enrolment. If no spots are available, the child will be placed on our waiting list.

#### INCLUSION SUPPORT PROGRAM (ISP):



To assist in the provision of an inclusive environment for children with additional needs, our OSHC Service may apply for additional support through the [Inclusion Support Program \(ISP\)](#) if the eligibility requirements are met.

The Nominated Supervisors and educators will refer to the Inclusion Support Guidelines and consult with families to submit an application. Applications would need to be submitted for the different types of care the child accesses through our Service (care during school terms and vacation care). The objectives of the Inclusion Support Program include:

- supporting Out of School Hours Services increase their capacity and capability to provide quality inclusive practices for all children
- to address access and participation barriers
- support the inclusion of children with additional needs

(See: [Guide to Strategic Inclusion Plan](#))

## HIGH POTENTIAL AND GIFTED CHILDREN

Our OSHC Service will collaborate with families to support the needs of high potential and gifted children.

We will:

- respect the uniqueness of each child
- acknowledge the characteristics of high potential and gifted children
- be sensitive to the social-emotional needs of gifted children and assist them to feel a sense of belonging
- develop our capacity to cater for the needs of gifted children through professional development
- support children's transition to school
- assist educators cater for gifted children who also have a disability- 'Twice Exceptional' children

## FAMILIES WILL:

- work collaboratively with our OSHC Service
- share information about their child's specific needs- their interests, things they do well, strategies that are used at home to support their child, identify routines or situations that may cause physical or emotional challenges
- provide accurate information about their child's additional needs including relevant reports, documentation, NDIS plans, details about support services and other allied professionals
- help to identify possible barriers for inclusion and reasonable adjustments that may be required

- consent to our OSHC Service accessing external professional support if required to assist educators manage the diagnosed, or undiagnosed additional needs of their child
- collaborate with external professional support agencies and educators to implement plans to support inclusion
- provide written consent for information about their child to be shared on the IS Portal if accessing support under the Inclusion Support Program
- adhere to our policies that should the safety of other children and staff be compromised enrolment may be suspended or terminated.

## CONTINUOUS IMPROVEMENT/REFLECTION

The *Additional Needs Policy* will be reviewed on an annual basis in conjunction with children, families, educators, staff and management.

## CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Guide to Strategic Inclusion Plan
-----------------------------------

## SOURCE

- Australian Children’s Education & Care Quality Authority. (2014).
- Australian Children’s Education & Care Quality Authority. (2022). [Disability Discrimination Act 1992 \(DDA\) resources](#). Australian Government Department of Education) (2022). [My Time, Our Place- Framework for School Aqe Care in Australia.V2.0](#)
- Australian Government Department of Education (2014) *Continuity of Learning: A resource to support effective transition to school and school aged care*.
- Australian Government Department of Education. (2022) [Inclusion Support Program \(ISP\) Guidelines](#). Version 2.4 September 2022.
- Catholic Education Office Melbourne (2013) *Gifted and Talented Students A Resource Guide for Teachers in Victorian Catholic Schools*
- Early Childhood Australia Code of Ethics. (2016).
- Early Childhood Australia (ECA), & Early Childhood Intervention Australia (ECIA). (2012). [Position statement on the inclusion of children with disability in early childhood education and care](#).
- Early Childhood Intervention Australia *National Guidelines for Best Practice in Early Childhood Intervention*
- Education and Care Services National Law Act 2010. (Amended 2018).
- [Education and Care Services National Regulations](#). (2011).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Framework. (2017). (Amended ~~2020~~ 2023).
- New South Wales Department of Education *High Potential and Gifted Education Policy* (2019)
- Raising Children *Supporting gifted and talented learning* <https://raisingchildren.net.au/preschoolers/play-learning/gifted-talented-children/supporting-learning>
- Revised National Quality Standard. (2018).
- [Western Australian Education and Care Services National Regulations](#)

