



School No: 2068 Established 1878

2.5 Including Children with Additional Needs



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary School OSHC recognises that additional support may be required when including children with special needs into the program. These procedures will support the successful inclusion of children with special / additional needs through implementing practices which are conducive to a supportive environment for children, families and staff.

Procedures

- Cranbourne Primary OSHC shall follow through with an equal opportunity enrolment process for all children. This will involve collecting appropriate information about children which may impact on their ability to participate in the program.
- The family shall be required to provide relevant information upon enrolment about their child/ren which pertains to the child's special / additional need. This shall be in the format of appropriate questions on the enrolment form and interview.
- Cranbourne Primary OSHC shall have the right to request any information in regard to the child/ren's needs so far as it may impact on their ability to participate in the program and be appropriately cared for within the service.
- Parent permission shall be requested should Cranbourne Primary OSHC wish to make contact with the Inclusion Support Agency.
- Cranbourne Primary OSHC shall contact the Inclusion Support Agency to obtain advice and information about the inclusion process as required.
- The processes outlined in the Inclusion and Professional Support (IPSP) Guidelines shall be followed to establish Cranbourne Primary OSHC support plan. This may involve professional support from the ISA.
- Cranbourne Primary OSHC shall appropriately assess their capacity to include the child within the service through conducting a risk management process if necessary.
- Cranbourne Primary OSHC maintains the right to make a decision regarding the suitable placement of children with special needs in the service based on the information, support and advice available.
- Appropriate training and support shall be provided for all staff to ensure continuity of care and commitment to inclusion

Relevant Laws and Regulations

Children's Services Act 1996

Children's Services Regulations 2009

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Quality Area 1

IPSP Guidelines http://foi.deewr.gov.au/system/files/doc/other/ipsp_guidelines_20132016_0_0.pdf

Relevant Policies

Enrolment Staff Training

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025