



Inclusion Policy

Including SEND and Equality of Opportunity

This policy should be read in conjunction with West Byfleet Nursery's Local Offer which is available on our website or on request.

West Byfleet Nursery welcomes the inclusion of all children whatever their individual needs may be. All children have the right to be educated and develop to their full potential. We acknowledge current legislation (SEND code of practice 2014, EYFS 2025 and the Equality Act 2010) and recognise that some children may have emotional or behavioural difficulties, sensory processing differences or physical disabilities.

This is how we achieve these aims:

We follow the guidance set out in the EYFS Safeguarding and Welfare Requirements (2025) and the SEND code of practice (2014). We also have regard for the Equality Act 2010 and the Children and Families Act 2014.

We provide for the individual needs of all children, promoting and valuing diversity and differences. It is important that children learn to feel good about themselves, build resilience, and value and respect others by celebrating different cultures and customs.

We operate an 'open door' policy so that parents have the opportunity to discuss any concerns they may have at a time that is suitable to them within nursery working hours.

We work closely with parents and carers to share concerns about a child who has additional needs. We aim to do this prior to the child attending the nursery to enable the child to be fully supported upon admission.

We aim to provide quality and consistency so that every child makes good progress, and no child gets left behind.

We aim to improve outcomes for children by identification of additional needs and implementing early interventions to support those needs.

We provide a warm and welcoming learning environment where we plan our sessions to meet the needs of the individual.

We will make reasonable adjustments to the premises should it be required.

We aim to provide translations of all information for EAL (English as an Additional Language) families on request.

Special Educational Needs and Disability

The support that West Byfleet Nursery is able to provide is detailed in our Local Offer, this is available on our website or on request.

West Byfleet Nursery has two named **SENCos** (Special Educational Needs Coordinators), Alison Doussoux and Vicki Sloan, who share responsibility for co-ordinating and supporting staff to deliver inclusive practice.

The SENCO adheres to the SEND Code of Practice 2014.

The SENCO will liaise with parents prior to the child attending the nursery to plan for the induction of the child and will also work collaboratively with external agencies as and when required.

The SENCO is responsible for writing SSP's (Surrey Support Plan) and supporting staff in their implementation. These will be written with the child's key person and with parental consultation, which is required. The SSP's will incorporate targets set by external agencies if appropriate.

The SSP's will be reviewed regularly on a 6-8 weekly basis, unless it is deemed necessary to review it before this time. Parents will receive a copy of the SSP to review and sign.

The SENCO is responsible for organising and co-ordinating transition meetings should the child move to another early years setting or on transition to school.

The SENCO will attend regular network meetings and training; in order to keep updated with legislation and best practice, updates will then be shared with all staff. This will include signposting to relevant research documents.

The SENCOs are supported by the Managers Ruth Claydon and Nicky Welland.

Assessment

It is the responsibility of all staff to observe all children and report any concerns about a child's level of development to the SENCO and/or the managers. Specific assessments may be carried out within the setting and consultation with parents, to discuss findings, will follow.

Should a parent report a concern about their child, West Byfleet Nursery will use appropriate tools to assess the child's needs. We are guided by the graduated response document and following further consultation with parents, referrals will be made where necessary.

Should it be necessary to seek advice from the setting's Surrey SEND Advisors, parental consent will be sought.

Should it be necessary to complete an Early Help Assessment (EHA) and/or make referrals to external agencies, parental consent will be obtained, sharing information in an appropriate and secure way.

West Byfleet Nursery will work with external agencies by valuing their input and enabling their attendance to support the child within the setting.

If it is deemed necessary, we will complete the documentation required to request extra funding from the local authority to support a child with additional needs.

Staffing arrangements

On induction all staff/students and volunteers are made aware of individual children with additional needs to ensure sensitive and appropriate attitudes are followed.

Staff will be deployed in such a way that the needs of all individual children are met whilst maintaining the legal ratios.

All staff/students and volunteers are made aware of West Byfleet Nursery's Confidentiality policy and Code of Conduct and are expected to adhere to these. Failure to do so will result in disciplinary procedures being instigated.

Equality of Opportunity

At West Byfleet Nursery we believe in valuing and celebrating the diversity within our community. This policy applies to every staff member, volunteer, parent, carer, and child. Each person is valued as an individual, with differing social, cultural, and religious backgrounds. Individual needs, likes, dislikes, similarities, and differences are respected and valued.

We aim to develop good practice and positive attitudes in the early years and encourage an anti-discriminatory approach. We believe that all children have a right to equal opportunities to learn, develop and grow with dignity in a community of mutual respect. We believe that all children have the right to be listened to and valued.

We intend to achieve these aims in the following ways:

All staff are involved in the planning and implementation of this policy and are asked to share contributions that promote positive practice.

We will support parent/carers who are experiencing problems with the English language by signposting extra support, for instance to local English classes for adults.

We will refer children with EAL to REMA (Race and Ethnic Minority Achievement service) if we believe it necessary, to seek advice and provide extra support, such as translators.

All children and families are allocated a key person to provide assistance and support, and to ensure they feel included, safe and valued.

Every effort is made to obtain suitable specialist equipment, aids or resources that may assist any staff member or child in the setting.

We do not discriminate against or refuse entry to a child with a disability. Reasonable adjustments will be made to the premises to cater for anyone with any form of disability.

We purchase, organise, and monitor equipment, toys, books, and resources to reflect diversity in the immediate and wider society. We display positive images of differing races, cultures, religions, social groups, physical abilities, and gender in the nursery.

All staff are required to ensure that their own knowledge about different cultural groups is up to date.

At West Byfleet Nursery we are mindful of unconscious bias based on culture, religion, upbringing or any preconceived ideas.

The nursery ensures that nobody is subjected to discrimination, racist comments, or gender bias. Cultural and religious diversity is respected and valued. We actively challenge any biases (unconscious/insensitive) towards children, staff, families and the wider community.

Children have freedom of choice, time for discovery, and support when it is necessary.

Staff value parents as their children's first educators, and they work closely with parents to share information and experiences, thus promoting positive role models for the children.

The nursery celebrates a variety of festivals and special events each year from cultures represented within our community. Parents and carers will be made aware of these celebrations through their child's tapestry account, emails and newsletters.

All our activities and resources take into account each child's individual stage of development and learning, following close observations of their interests and needs. Activities are differentiated according to the individual needs to ensure all children are included.

We make sure that children, whose first language is not English, have full access to our resources and activities and are supported in their learning and explorations.

We encourage the children to respect and value each other through their play. We discourage them from making hurtful and unkind remarks. Staff ensure that children are helped towards understanding that it is wrong to judge others. We explain why, talk things through and praise positive behaviour.

Staff challenge and deal with inappropriate practices and attitudes promptly.

Staff record any seriously inappropriate racist, sexist or any other negative stereotypical comments made by children, staff, volunteers, or parents.

If any parent, volunteer, staff member or visitor is abusive in any way they will be asked to leave the premises.

Should any staff member fail to adhere to the inclusion policy, disciplinary procedures may be initiated as outlined in our Code of Conduct.

Alison Doussoux is the named person responsible for ensuring the Inclusion Policy is implemented and the effectiveness monitored regularly.

We base our admissions on a fair system (see Admissions Policy).

Staff training and recruitment

The nursery takes great care to follow the Equality Act 2010 when advertising, interviewing and appointing staff.

We ensure that all vacancies are advertised in a wide area so that the vacancy is accessible to everyone.

All staff are informed and updated on new legislation, such as the SEND code of practice 2014, as necessary.

We offer the opportunity for staff who have identified an area in which they wish to improve their own knowledge and expertise to attend courses.

We expect all staff to behave in a professional manner, follow the above policy and be consistent, sensitive, and fair. We expect them to challenge others who make inadvertent racist, sexist, or insensitive remarks.

All job posts advertised include a commitment to equality and diversity.

All job posts have a specification and applicants will be selected for short listing by the management team.

Signed: Ruth Claydon Date: 17th July 2025 Review date: July 2026