

## 2.11 Including Children with Special/Additional Needs Policy

The service 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 the children, families, and educators.



### Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Disability Discrimination Act 1999*
- *QLD Anti-Discrimination Act 1991*
- *Inclusion and Professional Support Program Guidelines (2013-2016)*
- *National Quality Standard, Quality Area 5 – Relationships with children and Quality Area 6 – Collaborative partnerships with families and communities*
- *Policies: 2.1 – Respect for Children, 2.3 - Educator Ratios, 2.9 – Inclusion and Anti-bias, 4.9 - Children's Toileting, 9.1 - Access, 9.2 – Enrolment, 9.3 – Communicating with Families.*



### Procedures

The parent/carer will be required to provide relevant information upon enrolment which pertains to the child's special/additional needs. This shall be in response to appropriate questions on the enrolment form and included as part of an interview process.

The service 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 service shall have the right to request any information regarding the child's needs as far as it may impact on their ability to participate in the program and be appropriately cared for within the service.

Parent/carer permission shall be requested should the service wish to contact the Inclusion Support Program (ISP) Qld. This shall be in the format as required by the ISP.

The service shall contact the Inclusion Support Program to obtain advice and information about the inclusion process as required.

The processes outlined in the Inclusion Support Program Guidelines shall be followed to establish a service support plan. This may involve professional support from the ISP.

The service shall appropriately assess their capacity to include the child within the service through conducting a risk management process if necessary.

The service shall maintain the right to decide 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 educators to ensure continuity of care and commitment to inclusion.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	March 2021	May 2021
		January 2022	May 2022
		May 2025	May 2025