LOWER PLENTY PRIMARY SCHOOL OSH 

126 Main Road, Lower Plenty 3093

Phone: 9435 2585 Fax: 9432 0844

Email: lower.plenty.ps@edumail.vic.gov.au

Website: www.lowerplentyps.vic.edu.au

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# INCLUDING CHILDREN WITH ADDITIONAL NEEDS POLICY

## PURPOSE

Lower Plenty 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..

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

* Lower Plenty 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.
* Lower Plenty 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 Berwick Primary OSHC wish to make contact with the Inclusion Support Agency.
* Lower Plenty 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 Lower Plenty Primary OSHC support plan. This may involve professional support from the ISA.
* Lower Plenty Primary OSHC shall appropriately assess their capacity to include the child within the service through conducting a risk management process if necessary.
* Lower Plenty 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.

## FURTHER INFORMATION AND RESOURCES

Children’s Services Act 1996

Children’s Services Regulations 2009

Education and Care Services National Law Act 2010

Education and Care Services National Regulations (156, 168)

Quality Area 1

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

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2024.