1. Introduction

Coast Services Group Limited provides Children's Services that are inclusive to all children. Our services are committed to:

- Providing all children with the opportunity to access a centre regardless of their ability
- Respecting the rights of all children to participate in a quality children's program
- Providing a family-centred approach which recognises that parents know their children best and want the best for their children
- Recognising that families are different and unique
- Recognising that all children learn in different ways and at different rates
- A child's right to social inclusion.

2. Definitions

Additional needs: Children whose development, in one or more of the following areas, needs support - mobility, expressive and/or receptive communication, social behaviour, behavioural control, fine/gross motor skills, vision, hearing, self care, cognitive skills.

Disability: Something that incapacitates, for example an intellectual, sensory, physical, social or emotional impairment.

Early Childhood Intervention Services (ECIS): ECIS support children with a disability or developmental delay from birth to school entry and their families

Inclusion: The incorporation of children with additional needs into the centre to ensure that they have equal opportunities to achieve their maximum potential

Inclusion support facilitator: Inclusion support facilitators are employed by inclusion support agencies funded by the Commonwealth Government, to provide advice on inclusive practice to childcare services. Inclusion support facilitators also help centres to access a range of practical supports

3. Scope

This Policy applies to all Children's Services operated by Coast Services Group Limited (a wholly owned subsidiary of Coast Community Connections LTD) and our Employees. This applies to Early Childhood Programs, Occasional Care, Out Of School Hours Care, Vacation Care Programs and Services.

4. Policy

Procedures and Implementation

Nominated Supervisor in consultation with the Manager:

4.1 Provide clearly defined enrolment procedures in their enrolment policy, which facilitates access for all children.

4.2 Identifying children who may be disadvantage, have additional needs, or be at risk of discrimination/exclusion, and being aware of the support resources required to ensure that these children are included in service programs.

4.3 Applying for additional resources available to support all children through the Inclusion Support Services.

4.4 Supporting staff to gain the appropriate knowledge and skills for the implementation of this policy.

5. The Nominated Supervisors are responsible for:

5.1 Reviewing enrolment applications to identify children with additional needs.

5.2 To plan and implement a program which incorporates the individual goals for the child with additional needs.

5.3 Ensuring the program provides opportunities for all children to participate and interaction with other children.

5.4 Ensuring that, in consultation with relevant persons involved in the care and education of the child, any specialised medical and nutritional needs of the child are catered for in the day-to-day program.

5.5 Ensuring that the program incorporates opportunities for regular review and evaluation, in consultation with all persons involved in the child's care and education.

5.6 Delivering an Educational Program that is reflective of the services values, beliefs and philosophy and embraces the principles of fairness, equity, diversity and inclusion.

5.7 Working collaboratively with other staff, parents/guardians, other specialist and professions to implement the program at the service and provide individualised support for children, where required.

5.8 Reviewing the Support Inclusion Plan for OSHC on a regular basis in consultation with Inclusion Support Facilitator and the Staff.

5.9 Regularly reviewing with staff, the planning and resourcing provided for children to ensure all children are able to participate as well as being included in the program.

5.10 Working with the staff, families and other support agencies to identify and apply for additional resources/support for children with additional needs.

5.11 Please note that funding for school aged children can take up to 6 weeks from the start of the enrolment process to the actual date care will commence. A child must be actively enrolled into the service for the service to apply for the funding.

5.12 Using Translation services to assist with communication where required.

5.13 Providing information to families about the support available to assist children in our care environment
- Child Care Subsidy
- Ku Inclusion Support Services
- Language and Speech Services
- Early Intervention Services
- Family Support Services

6. All Educators are responsible for:

6.1 Working collaboratively with parents/guardians/other professionals to implement the program provided for the children.

6.2 Educators will talk to the patent/guardians about any concerns and offer the family links to other support services within the community such as Community Health Services, Inclusion Support Agencies.

6.3 Reporting and discussing any concerns regarding a child's behaviour with other staff.

6.4 Ensuring the Privacy Policy is always complied with.

7. The parents/guardians will:

7.1 Communicating with the Service to ensure awareness of their child's specific needs.

7.2 Raise any issues/concerns they have about their child's participation in the program.

7.3 Participate in meetings with the service to support the child.

7.4 Being involved in, and fully informed about, and providing written consent for any individualised intervention or support proposed/provided for their child.

7.5 Respond to requests from the service for written permission to arrange for any assessments or collect reports on their child.

Other related policies and procedures

Enrolment and Orientation Process

Forms and Records

Behaviour Management plan