



AJB Sports in Education

Inclusion, SEND & Additional Needs Policy

Holiday Clubs, Wraparound Care and Childcare Provision

Policy Statement

AJB Sports in Education is committed to creating an inclusive environment where all children feel welcomed, valued and supported.

We believe that every child should have the opportunity to participate in our holiday clubs, HAF programmes, sports and activity provision, Breakfast Clubs, After-School Care, Wraparound Care and other programmes wherever reasonably possible.

We aim to promote inclusion, remove barriers to participation and provide positive experiences for children regardless of individual needs, backgrounds or abilities.

Purpose

This policy outlines AJB Sports in Education's approach to supporting children with SEND and other additional needs. Support is based on the child's needs and does not depend on a formal diagnosis.

- Special Educational Needs and Disabilities (SEND).
- Additional support needs.
- Medical needs.
- Communication needs.
- Sensory needs.
- Social, emotional and behavioural needs.
- Personal or intimate care needs.
- Transition or regulation needs.

Our Commitment

- Promote equality of opportunity and participation.
- Create environments where differences are respected.
- Identify and reduce avoidable barriers.
- Consider and make reasonable adjustments where applicable and practicable.
- Work collaboratively with children, families and schools where appropriate.
- Support children's wellbeing, confidence, independence and enjoyment.
- Review support when needs or circumstances change.

Information Sharing and Planning

Parents/carers are expected to provide accurate and up-to-date information about needs that may affect safe participation. AJB may ask what the child enjoys, what they find difficult, how they communicate, what may overwhelm or distress them, and which strategies work well.

Where appropriate and with a lawful basis for sharing information, AJB may liaise with the child's school or relevant professionals to support consistency and safe planning.

- SEND and additional needs.
- Medical conditions and medication.
- Communication and sensory needs.
- Behaviour, regulation and emotional needs.
- Personal care requirements.
- Mobility or accessibility requirements.
- Known triggers, risks and effective support strategies.

Reasonable Adjustments

Reasonable adjustments will be considered on an individual basis and reviewed where necessary. The aim is to support meaningful and safe access rather than applying a one-size-fits-all approach.

- Activity adaptations or modified equipment.

- Flexible participation or alternative activities.
- Visual supports, routines or additional explanations.
- Quieter spaces or sensory adjustments where available.
- Additional transition support.
- Changes to communication methods.
- Adjusted seating, grouping or supervision arrangements.
- Reasonable changes to routines or expectations.

Individual Support Plans

Where a child has significant or ongoing needs, AJB may agree an Individual Support Plan with the parent/carer. The plan may record strengths, needs, communication, triggers, successful strategies, adjustments, medical or personal-care information, emergency arrangements and review points.

Relevant staff should have access to the information they need to support the child safely, while confidential information is limited to those with a legitimate need to know.

Transitions and Wraparound Care

For Wraparound Care, AJB will consider the handover between school and AJB, changes in routine, collection arrangements and any support information that needs to transfer safely between the school day and AJB provision.

Where appropriate, transition visits, familiarisation, visual information or a phased approach may be considered.

Staffing Considerations and Safe Provision

AJB operates within planned staffing arrangements and available resources. A child's needs may sometimes require additional planning, staffing, training or environmental adjustments.



Before concluding that AJB cannot safely meet a child's needs, management should, where reasonably possible, gather relevant information, discuss needs with the family, consider reasonable adjustments and alternative support arrangements, and assess the actual risks and resources involved.

Any decision to restrict, suspend or decline provision because needs cannot be safely met will be made by AJB management fairly, sensitively and on an individual basis, with the safety and wellbeing of the child and others in mind. The reasons and relevant considerations should be recorded.

Behaviour and Inclusion

AJB recognises that behaviour can be influenced by communication, sensory differences, disability, unmet need, anxiety, regulation difficulties or other additional needs.

Staff should seek to understand individual circumstances, use reasonable adjustments and supportive strategies, and work with parents/carers where appropriate. Safety remains essential, and significant risks may require an individual Behaviour Support Plan or further management review.

Medical Needs

AJB will work with families to understand relevant medical needs, medication and emergency procedures. Medical needs should be managed alongside the AJB First Aid Policy, Medication Policy and any individual healthcare/support plan.

Parents/carers remain responsible for providing accurate information and required medication/supplies and for notifying AJB when arrangements change.

Personal and Intimate Care

Children who require assistance with toileting or personal/intimate care will be treated with dignity, privacy and respect. Where regular care is required, AJB may agree an



individual care plan before or during provision. Staff will follow AJB's Toileting, Personal Care & Intimate Care procedures.

Safeguarding and Confidentiality

Additional needs do not reduce a child's right to safeguarding. Staff should remain alert to signs of abuse, neglect, bullying, exploitation or discriminatory treatment and follow AJB's Safeguarding & Child Protection Policy where concerns arise.

Information about a child's needs will be handled confidentially and shared only where there is a legitimate need to know or another lawful safeguarding/legal reason.

Related AJB Documents

This policy should be read alongside AJB's Equality, Diversity & Inclusion Policy, Safeguarding & Child Protection Policy, First Aid Policy, Medication Policy, Behaviour procedures, Toileting/Personal Care procedures, Individual Support Plan documentation and site-specific risk assessments.

Review

This policy will be reviewed annually or sooner where legislation, statutory guidance, AJB provision or operational learning identifies a need for change.

Policy Owner	AJB Sports in Education
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Approved By	
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Signature	