



Staff Handbook

Inclusion and SEND Policy

INCLUSION AND SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) POLICY

In order to make it easier for all staff to keep themselves informed of Bowerbirdy's policies and any changes made to them, we will highlight any changes made from one update to the other.

New text will be highlighted as follows: **This is new text xxx xxx xxx.**

Any old text that has been deleted will be highlighted as follows: ~~This is old text that has been deleted yyy yy yyyyyy.~~

We hope this will help you to quickly be able to identify any changes made to our policies.

Inclusion and SEND Policy

Introduction

Bowerbirdy is committed to ensuring that all children, young people, staff, and volunteers are included, supported, and treated with dignity and respect. This policy sets out Bowerbirdy's approach to inclusion, accessibility, and the support of individuals with additional needs or disabilities.

This policy operates alongside Bowerbirdy's Equal Opportunity and Anti-Harassment Policy and is informed by the Equality Act 2010. Bowerbirdy recognises its duty to make reasonable adjustments to ensure that no individual is placed at a substantial disadvantage as a result of disability or additional needs.

This policy applies to all Bowerbirdy activities, staff, volunteers, contractors, participants, and families.

Objectives

In devising this policy, Bowerbirdy has the following objectives:

1. To ensure that children and young people with special educational needs and disabilities are able to access and participate in Bowerbirdy activities wherever reasonably practicable.
2. To promote inclusion, equality of access, and positive participation across all programmes and services.
3. To ensure reasonable adjustments are made to activities, environments, communication methods, and delivery styles where required.
4. To ensure staff are aware of their responsibilities in supporting children and young people with additional needs or disabilities.
5. To work in partnership with parents, carers, and relevant professionals to support individual needs.
6. To ensure no individual is treated less favourably due to disability, medical condition, neurodiversity, or additional needs.
7. To provide a safe, respectful, and supportive environment for all participants.

Definition of SEND

Special Educational Needs and Disabilities may include, but are not limited to:

- Physical disabilities
- Sensory impairments
- Learning difficulties
- Autism spectrum conditions
- Attention deficit disorders
- Speech, language, and communication needs
- Social, emotional, or mental health needs
- Medical conditions requiring additional support

The above list is not exhaustive, and each individual's needs will be considered on a case-by-case basis.

Reasonable Adjustments

Bowerbirdy will take reasonable steps to remove barriers to participation and make appropriate adjustments, which may include:

- Adapting activities to suit individual abilities

- Providing additional support or modified equipment
- Adjusting communication methods or instructions
- Allowing alternative ways to take part in activities
- Making environmental adjustments where possible

What is considered reasonable will depend on the nature of the activity, the needs of the individual, and health and safety considerations.

Staff Responsibilities

All staff and volunteers have a responsibility to:

- Be aware of this policy and adhere to its principles
- Treat all participants with respect and dignity
- Raise any concerns relating to inclusion or unmet needs with their Manager or Designated Safeguarding Lead
- Follow agreed support strategies and reasonable adjustments
- Maintain confidentiality and handle information sensitively

Managers and Team Leaders are responsible for ensuring that inclusion considerations are planned for and reviewed as part of programme delivery.

Information Sharing and Confidentiality

Information relating to a child or young person's additional needs or disability will only be shared on a need-to-know basis and in line with data protection requirements. Consent will be sought from parents or carers where appropriate.

Safeguarding and SEND

Bowerbirdy recognises that children and young people with additional needs or disabilities may be more vulnerable to safeguarding risks. Staff must remain vigilant and follow Bowerbirdy's Safeguarding Policy at all times. Any concerns must be reported in line with safeguarding procedures.

Complaints and Concerns

If a parent, carer, participant, or staff member feels that inclusion needs have not been appropriately considered or supported, concerns should be raised in the first instance with a Manager or Director. Every effort will be made to resolve issues promptly and appropriately.

Breaches of Policy

Any failure to adhere to this policy may be treated as a disciplinary matter and managed in line with Bowerbirdy's disciplinary procedures.

Policy Review

This policy will be reviewed annually or sooner if required due to changes in legislation or operational practice.

NOTE: This Policy was approved by the following officer on 01/01/2026 and is due for review every 1 year: John-Paul White