

## Special Needs, Diagnosed Conditions and/or Disabilities Policy

The Whenuapai Before and After School Care (WASC) centre does not employ staff who are specifically qualified in managing children with special management requirements, including special needs, diagnosed conditions and/or disabilities. It is not the centre's intention to exclude children with these needs, but the decision on whether to accept them or not must be balanced with the wellbeing of other children utilising the centre and the staff members themselves.

Unless enrolment of a child causes major disruption to the Programme, the centre will accept children with a special need or disability, initially on a trial basis. This trial period will be for a period of time as agreed by the parents/guardians of the child and the WASC Manager and Co-ordinator. The parents/guardians of the child will be required to sign an acknowledgement form (Annex A) agreeing to the trial and agreeing to accept and respect the decision of whether their child will be accepted into the programme or not.

Children with special needs will not be excluded from the Programme providing the WASC Co-ordinator, Manager and staff are confident they are able to manage the child and the child's needs can be catered for without negatively affecting other children in the Programme. Children will not be included in the programme if their behaviour or the level of supervision required will compromise Programme safety. As such, the safety of the child and other children in the Programme will be a major consideration.

Full information about the child's requirements, including medication, diet and supervision, must be obtained from the parents/guardians and included with the child's enrolment form. It is the WASC Manager's responsibility to ensure that all staff and volunteers are fully aware of the child's requirements and that they feel confident to provide the necessary care.

If at any stage after acceptance into the WASC Programme staff find they cannot meet the child's care requirements, WASC reserve the right to re-assess whether the child can still be accepted into the WASC Programme.

In some cases, it may be decided a child may still be accepted into the Programme if they are provided one on one care. If this is the case, the parent/guardian will be responsible for the additional cost of this care.

Considerations to be made when deciding whether to accept a child into the programme with Special Needs, Diagnosed Conditions and/or Disabilities:

- Are the other children in the programme adversely affected in any way?
- Are the staff members confident and comfortable in dealing with the child?
- Is the child happy/comfortable being in the WASC Programme?
- Are there any safety concerns?
- Are there any welfare concerns?

### Required Information about Special Needs

The following information is required when enrolling children with special needs/disabilities into the Programme:

- Does the child have a diagnosed disability?
- What are the details of the disability?
- How does the disability affect the child?
- Do they have any medical conditions and what implications does this have for providing care?
- Do they have asthma, allergies, fits, seizures, etc?
- What can the programme do to minimise the chance of these occurring?
- What are the symptoms and what steps have to be taken to control these?
- Do they have any dietary restrictions?
- What is the child's health history, e.g: head injuries, operations, etc?
- Are there any activities the child should avoid for medical reasons?
- Do they take any medication?
- Does the child have any problems with behaviour in associating with other children?
- Do they have a behaviour plan?
- Is there anything specific that upsets the child?
- What methods are used to calm them should they get over-excited or have problems with their behaviour?
- How will the child cope being with a large group of children?
- Do they tend to wander off?
- Do they require any specialised equipment?
- Do they require assistance with eating, washing and toileting?
- Have they been in a programme before?
- What activities do they like?

ANNEX A TO  
POLICY FOR CHILDREN WITH  
SPECIAL NEEDS, DIAGNOSED  
CONDITIONS AND/OR  
DISABILITIES

## Parental Acknowledgement Form

### Child with Special Needs, Diagnosed Conditions and/or Disabilities

Childs Name: \_\_\_\_\_

Special Need, Condition and/or Disability: \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Name and contact number: \_\_\_\_\_  
\_\_\_\_\_

I hereby agree to a trial period of \_\_\_\_\_ days to allow WASC staff members to assess whether they possess the skills to provide appropriate care for the above named child within the WASC programme. I confirm I have provided all information required of me regarding the child's special needs and any other information that may be helpful in their management.

Furthermore, I agree to accept and respect the final decision as to the whether the child be accepted/not accepted into the programme. I understand the decision of acceptance will also consider the wellbeing of the other children utilising the centre, and the confidence and skills of staff members to manage these special needs.

I understand that if at any stage after acceptance into the WASC Programme staff find they cannot meet the child's care requirements, WASC reserve the right to re-assess whether the child can still be accepted into the WASC Programme. If it is decided to remove the child from the Programme under these circumstances, I agree to accept and respect this decision.

Sign: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_