



*Cawley Childcare Ltd*

*(I/A Home from Home Creche & Preschool & Kids Campus)*

# **Policy & Procedure**

## **INCLUSION**

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<b>Document Title:</b>	<b>Inclusion Policy</b>
<b>Document Author:</b>	<b>RC</b>
<b>Document Approved:</b>	<b>Rachel</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Rachel</b>
<b>Person responsible for approving Policy</b>	<b>Rachel &amp; Danielle</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Hard copy and induction</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Email, website, hard copy available on premises</b>
<b>Method of communication of policies to Children in the Service After School Age Children</b>	<b>This is a Child Friendly Version of this policy which is available in the Service for school age children</b>
<b>Date the Document is Effective From:</b>	<b>November 2022</b>
<b>Scheduled Review Date:</b>	<b>November 2023</b>

### **Inclusion Policy**

Cawley Childcare Ltd is dedicated to its ethos of offering access to all adults, families and children from our community, inclusive of gender, marital status, family status, age, ability, race, sexual orientation, religious beliefs and members of the travelling community. Our settings aim to promote positive attitudes towards all members of our society.

We provide:

- An open door of accessibility for the children and families in our service. Admissions are on a first come first served basis from our waiting list or in line with stipulations from Department of Children and Youth Affairs in relation to the ECCE scheme.
- Team members engage with parents to share and receive information and support the whole child's perspective.

- Families and children are invited to share information/resources which illustrate aspects of their lives, culture and/or community.
- An informal meeting will be carried out for new families to the service. This involves registration, sharing of information re the child/service/policies and procedures. For children commencing on a fulltime basis, an induction time will be organised for the new child(ren). This involves registration, sharing of information regarding the child/service/policies and procedures.
- We recognise the needs of families may vary and we will endeavour to meet those needs where possible.
- The curriculum, activities and resources represent the diversity of family within our wider community.
- Stereotyping in any form is discouraged within the service. All resources/activities promote equal gender play.
- We strive to promote meaningful real learning experiences for each child recognising their abilities and learning style.
- We are an equal opportunities employer. Positions are based on qualifications, competency and enthusiasm.
- New team members have a period of settling in and induction in the service. All team members are made aware of the importance of inclusive practice.
- Where possible, team members will attend training in e.g. Inclusion, special needs, equality and diversity, Aistear & Siolta training etc.
- We are committed to the inclusion of children with additional needs. We believe that the development of young children with disabilities or special educational needs is more likely to be enhanced through attending services for all children.

We ensure that:

- The physical environment is appropriate
- The team regularly update their training
- The ratio of adults/children is correct at all time

**Policy drawn up by : Rachel Cawley      Date: October 2021**