

Policy Title and Number:

Access & Inclusion Policy

Policy Reference Number: JIC-063

**Legislation that informs this policy**

*The Children's Act 1989*

*The Early Years Foundation Stage 2017*

*The Special Educational Needs and Disability Discrimination Act 2005*

*The Revised SEN Code of Practice 2014*

*Education Act 2011*

*Disability Discrimination Act 1995/2006*

*The Children Act 2004*

*Childcare Act 2006*

*UN Convention on The Rights of The Child*

*Removing Barriers to Achievement 2004*

*The Equality Act 2006/2010*

**This list is not exhaustive**

## **Policy Statement**

*Just Imagine Day Nursery – Canvey Island* believes in providing a welcoming, comfortable, accessible environment that is safe and easy to use for children, their parents and relatives, staff and other visitors and users of the nursery premises. The Company believes that the accessibility of the building is a critical issue, especially for people with a disability. In this respect, the Company understands that entrances and exits need to balance welcome and ease of access with the need to control access and ensure safety and adequate levels of security.

## **Aims of the Policy**

The Company is committed to the implementation of a policy to achieve equality of opportunity for all its children, staff, visitors and families ensuring that they are given a chance to attain their full potential through equal access to all nursery facilities where possible.

## **Procedure**

***All Just Imagine Day Nursery – Canvey Island staff are required to sign a confidentiality policy regarding any conversations/meetings or data held on children/staff who attend its services.***

*Just Imagine Day Nursery – Canvey Island* will endeavor to accommodate pupils who use wheelchairs, who are infirm or unsteady on their feet, or who suffer from sight, hearing or other sensory impairments upon assessment of the building & the provision in its rooms.

*Just Imagine Day Nursery – Canvey Island* strives to make all of our facilities accessible to everyone where possible both indoors and outdoors. Any barriers to accessing the provision or to learning are identified by the staff and or Manager who then complete a risk assessment on the management of the barriers to comply with the Law. We regularly review our systems and processes and the way that our services are provided, taking into consideration the requirements of the Disability Discrimination Act.

Key processes in place include:

- an Annual Audit of the premises by a qualified external consultancy firm to ensure that all issues relating to access to and exit from the buildings are considered, any problems are identified and reasonable adjustments are planned and made.

- Monthly internal self-inspections to check individual rooms' accessibility and the inclusion of all of its users. Any alterations or major works must show due consideration to accessibility.
- Ofsted inspections check whether there are any problems that not been addressed and recommend what alterations should be made to improve access and inclusion for all of its users.

All works or extensions should consider disabled access as a key part of building design and incorporate a "level floor" policy, avoiding the use of ramps and slopes wherever possible by ensuring that individual floors are kept to one level.

All works or access alterations must include a full fire risk assessment to consider the impact of changes on fire exits.

We will seek support from the Local Authority(LA) Area Inclusion Co-ordinator. We will continue to develop knowledge of Access and Inclusion for all staff by attending training courses provided by the LA where possible and by reading literature provided to us by the co-ordinators. New recruits are informed of their role and of the SENCO/ENCO's role during the Induction Process so as to ensure that we are inclusive. The SENCO/ENCO will ensure that all new legislation is shared with the Manager & staff through staff meetings or through internal training events.

**Date updated: August 2021**

**Date for review: August 2022**

**Links to other policies:** Equal Opportunities Policy, Health & Safety Policy, Social Misbehaviour Policy, Staff Induction Policy, Settling In & Transitions Policy, Complaints and Staff abuse Policy, SEN/Inclusion Policy, Partnership with Parents & Carers, Admissions Policy, Safeguarding Policy