

# 10

## Policy documents

**As part of their action plan, some of our target settings are reviewing their policies and procedures.**



### Reviewing documents

Our target settings have been taking a close look at all the policies and plans they have in place to ensure that their documents conform to the most recent official SEND guidance.

For example:

- What inclusion plans and policies does the setting have (eg inclusion and diversity policy, accessibility plan)?
- Are all the plans and policies easily accessible to parents/carers (eg via website, in reception)?
- Does the setting's SEND policy link to the LA Local Offer (eg link from website)?
- Is the terminology used in the documents clear, accurate, consistent and appropriate (eg accessible toilet rather than disabled toilet)?
- Does it make reference to the new SEND Code of Practice 2014 and the Equalities Act?

Project Leaders are supporting their settings to learn from the good practice of others, for example, by:

- looking at plans and policies of other settings (eg online)
- looking at how inclusive the setting's staff recruitment processes are
- researching policy templates available from other organisations.

## Further information

- Family Action is funded by the Department for Education (DfE) to support school-based childcare providers with developing high-quality and inclusive childcare for 0-5s with special educational needs and disabilities (SEND). Find out more about the project, and download a wide range of free resources from: [www.learning-exchange.org.uk](http://www.learning-exchange.org.uk)
- Our Learning Exchange Facebook page gives links to events, suppliers, equipment, training and venues that might be of interest to school-based childcare providers: [www.facebook.com/pages/Learning-Exchange/904749822892733?sk=timeline](https://www.facebook.com/pages/Learning-Exchange/904749822892733?sk=timeline)

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