



Special Educational Needs & Disability (SEND) Policy

Little Imaginations Early Years Camp

Little Imaginations welcomes all children regardless of any special educational needs, disability, or behavioural difficulties. We are committed to ensuring that every child has the opportunity to attend and fully participate in our camps.

We maintain ongoing communication with local authorities and relevant external agencies to ensure our procedures align with current Department for Education guidance. This supports early identification of needs and enables us to provide the best possible experience for all children in our care.

We make our facilities and activities as accessible as possible, considering the range of activities offered and the differing needs of children within each age group. Where reasonably practicable, we aim to ensure that each child's individual needs are met. Children's experiences are monitored on a daily basis, and we maintain regular communication with parents and carers.

Our SEND Process

While we aim to be as inclusive as possible, Little Imaginations is unable to provide 1:1 supervision within our standard staffing ratios. To ensure all children can engage safely and positively within our setting, we follow the process outlined below:

1. Registration and Initial Information

All parents and carers must complete a registration form prior to booking or attending. This includes information about any additional needs and whether the child receives 1:1 support in another setting, such as school.

2. Children with Additional Needs (No 1:1 Support)

If a child has additional needs but does not receive 1:1 support in their usual educational setting, we may request further information to better understand how to support them.

Our team will review the information provided and determine appropriate next steps. In most cases, this will involve making reasonable adjustments and confirming the child's place at camp.

3. Children with 1:1 Support in Other Settings

If a child receives 1:1 support in another setting (whether for educational, behavioural, or safety needs), we require a pre-attendance assessment visit:

- The parent or carer must attend a **2-hour visit** with the child and act as their 1:1 support
- A document outlining expectations during the visit will be provided and must be signed in advance
- The visit will be **free of charge**

During this visit, the Camp Manager will assess whether the child's needs can be met safely within our staffing ratios and list any adaptations or training that may be needed to be completed ahead of the child's next visit.

4. Planning and Adjustments

Following the visit, we will work in partnership with parents and carers to explore reasonable adjustments, which may include:

- Reduced staff-to-child ratios (e.g. 1:6 or 1:7 where financially viable)
- Placement within a quieter group or location
- Shorter sessions or a reduced timetable
- Seeking support, training, or funding from the local authority

Our aim is to support each child's inclusion wherever it is safe and practical to do so.

Any child who requires ongoing 1:1 supervision is welcome to attend, provided that a parent supplies their own carer or privately funds 1:1 support. Any external carer must hold a valid and clear Disclosure and Barring Service (DBS) check, and a copy must be provided to the Camp Manager prior to attendance.

As a provider, we ensure all staff receive training in line with the Department for Education's SEND Code of Practice. If we identify that a child may require additional support that has not been previously disclosed, we will discuss this with parents or carers at the earliest opportunity. All such matters are treated with strict confidentiality, and reasonable adjustments will be made wherever possible.

This policy will be reviewed and updated in line with any changes to legislation. We will continue to liaise with appropriate bodies to ensure our practice remains current and effective.

In some cases, we may offer flexible arrangements such as shorter days or reduced weeks, based on individual needs. We may also request that parents visit the setting in advance to ensure the environment is suitable for their child.

Review of Policy

Reviewed April 2026 (By Nicola Barney)

Next Review Date April 2027