

Supporting children with individual needs flowchart

INITIAL STEPS

As soon as you are aware that a child with an individual need wishes to start in your setting it is essential that you start to work on gathering the right information. If the child is accessing your setting via a Short Break referral, you may receive a pre populated application form from Early Childhood Services. Seek advice from your insurance company regarding cover for children with individual needs You may want to consider whether you will require additional staffing or a resource, if so you will need to fill in a DCATCH Application Form. If you are aware of the child s condition, do some research, so you are prepared for the initial meeting.

MEET

Meet with the child and family to discuss the child s individual needs
Tell the family about your training, knowledge and experience of supporting children with individual needs
Complete your settings All About Me form. An example can be seen in the Everybody s Business book

TRAINING NEEDS

Identify training needs for staff to complete prior to the child starting and make a plan and time scale to implement this. If an existing child has a diagnosis where specialist training is identified to safeguard the child, the child s attendance will have to be interrupted until all relevant training is complete, by the relevant named professional (see next step).

RECORD OF TRAINING

Access training with the appropriate Health Care Professional and complete a training record (template example from Supporting Children with Individual Needs toolkit, one form for each training attended for that child) & ensuring that it is signed by the Health Care Professional. Training record to be per child, for each training requirement for each attendee.

CARE PLAN

- Highlights level of need & who is responsible for each task/procedure
- Signed by a medical professional
- Kept confidentially
- Signed by parents
- Review if conditions change
- Carry out 6 monthly / yearly review depending on child s individual needs

RISK ASSESSMENT

- To complete prior to child starting to ensure setting can meet their needs
- Complete specific to the child
- To plan & make arrangements
- Required for legal reasons
- Keep on child s file
- Confirm in writing insurance cover is in place

IS EVERYTHING IN PLACE?

Yes

When all the above is completed, you and your staff will feel happy and confident to meet the needs of the individual child