

10 Ways to Support Inclusivity

In 2021 Wales launched the Additional Learning Needs Code for Wales. The code contains statutory guidance for local authorities, governing bodies of maintained schools (including maintained nursery schools and pupil referral units) and other public authorities.

While Out of School Childcare Clubs are not bound by the Code they should have **regard** to it.

Out of School Childcare Clubs provide care and play opportunities: children who attend the provision may or may not have additional needs to support them to interact with their peers and have a positive play experience regardless of their Additional Learning Needs within an educational setting.

Below are ten ways you can support inclusivity for all children within your setting

1. **Put policy into practice** – It is important that your Out of School Childcare setting can demonstrate its commitment to supporting children with additional needs, or a disability that attend your setting, and outlines how and what you intend to do to be an inclusive provision. This must be clearly demonstrated in your Additional Learning Needs Policy and your Equal Opportunities Policy. We have templates available to support members with this.
2. **Knowledge** – Some practitioners may feel at times that they are not ‘trained’ to cater for a child with additional needs and this can lead to the child’s needs failing to be met. Many organisations, such as ourselves, offer training and support in this area or can signpost to relevant training opportunities. Commit to attending as many awareness courses as you can and encourage all staff to do the same. Familiarise yourselves with the Additional Learning needs Code and what it means to both your setting and the child. Knowledge is empowering and can give you the confidence to know you can support any child with additional needs. Understanding what you as a setting can do to be an inclusive provision can make a big difference to your staff, children and their families.
1. **Communicate** – A child with additional needs may have many adults and professionals in their life who play an important role in supporting their well-being. As the child’s childcare or Playwork professional you will also be involved and so it is important to communicate with each other as much as possible. Before a child starts attending your setting, speak to the child’s parents or carers and find out all that you need to know to support their child. Talk to the child, introduce yourself and find out a little about them. Keep up this communication on a regular basis by speaking to the person who drops the child off to your setting – this may be a member of school staff or a parent or carer and find out if there is any useful or helpful information you may need to know. Similarly, ensure you share any useful or relevant information to whomever collects the child from your setting. Don’t forget to communicate with the child too! Parents/Carers and other professionals working with your child will know which communication methods are most appropriate.
2. **This is Me!** - It is possible that children with additional needs will have a One Page Profile, that you may find useful, but you may want to adopt a similar tool for all children attending your setting. Our new ‘This is Me’ template can be used for all children of all ages to help you find out more about the children attending your setting. Remember that these are working documents. Preferences change and your One Page Profiles should reflect those changes and updates shared with other children, families and professionals on a regular basis.
3. **Take a child centred approach** – This will help your setting to always ensure the child’s needs come first and are considered in every decision you make that may affect them. You should involve children in any decision making where possible. It can be easy to forget to ask the child how they may feel about any support or changes you put in place but it is important that you include them and ensure they are happy.

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4. **Child Focus** - Understanding what support a child needs is vital to providing them with the best care and play experience possible. It can be easy to feel that your setting is not equipped or experienced enough to cater for a child with additional needs or a disability, but this does not have to be the case. We often rely on 'labels' to help us understand what an additional need may look like and whilst they are important, it can sometimes prevent us from looking at the child for who they are. By putting the child first, this puts focus on the child as an individual rather than their ability.
5. **Key workers are key** – Children attending your setting may need a 1-1 staff member to enable them to have the best experience, but where this isn't necessary (or financially possible), allocate a member of staff to be the child's key worker who will oversee that the child's needs are always being met. This should ideally be a regular member of staff who works the same days the child attends but all staff should have an awareness and understanding of what each individual children's needs are. Some local authorities may offer financial assistance to enable you to employ a 1-1 staff member so it is worth checking to find out what is available. Funding may also be available for children with additional learning needs who are eligible for the Childcare Offer.
6. **Consider the environment** - For some children with additional needs, environmental factors can affect how they feel and behave. Loud noises, distractions, crowds, large spaces, small spaces, doors slamming, hand dryers and lights are just some of the external factors that children can be sensitive to. Through communication with the child and the adults who care for them, you should be able to find out this information in advance and implement any adaptations required to your setting. For example, many children can be sensitive to the noise hand dryers make, so you could use paper towels instead. Or you may care for a child who benefits from a quiet space and some time away from the other children so create a space or den for when children need a safe quiet place. You can't always control external factors in a busy environment so identifying coping strategies should a child feel distressed as a team can help you be prepared and act quickly.
7. **Equipment** – You may find that some of your equipment or activities need to be adapted to cater for a new child attending. Again, communication will help you understand whether what you currently offer is sufficient. Sometimes this can feel costly to adapt, so ask the child's parents/carers if they have anything they can send in and perhaps keep at club, or if you are on a school site, ask for permission to use any equipment, toys or books the child may be fond of. Seek funding pots that will enable you to purchase items, or please do contact us, or your local authority to see if they have any means to help. Specialist and sensory play equipment can often be expensive but there are many DIY ways of recreating items, and you could even get the children involved in this, a quiet sensory space for children can easily be created from simple card or blanket structure filled with battery operated fairy lights
8. **Review** – As with all children, hobbies, interests, health, challenges, and behaviours change over time. For children with additional needs it is especially vital that their needs are continuously being evaluated, reflected upon, reviewed and met. Consistent and regular communication through appropriate methods will ensure your child's needs are met and it is crucial that all staff at your setting are reviewing what's on offer. Is it meeting the child's need and if not, what must be changed? If you're not sure if you are meeting your children's needs, or if you feel there are adaptations which could be made but you are not sure how to go about them then please don't hesitate to get in touch with your friendly team at Clybiau Plant Cymru Kids' Clubs who can support you with every aspect of your Out of School Childcare Business.

10 Ffordd o Gefnogi Cynhwysiant

Yn 2021 lansiodd Cymru'r Cod Anghenion Dysgu Ychwanegol i Gymru. Mae'r cod yn cynnwys arweiniad statudol i awdurdodau lleol, cyrff llywodraethol ysgolion a gynhelir (yn cynnwys ysgolion meithrin a gynhelir ac unedau cyfeirio disgyblion) ac awdurdodau cyhoeddus eraill.

Er nad yw Clybiau Gofal Plant Allysgol wedi eu rhwymo gan y Cod, dylent **roi ystyriaeth** iddo.

Mae Clybiau Gofal Plant Allysgol yn darparu cyfleoedd gofal a chwarae i'r plant sy'n mynychu'r ddarpariaeth, p'un a oes ganddynt anghenion ychwanegol ai peidio, er mwyn eu cefnogi i ryngweithio â'u cyfoedion a chael profiad chwarae cadarnhaol, mewn lleolid addysgol, waeth bynnag fo'u sefyllfa o ran Anghenion Dysgu Ychwanegol.

Isod gwelir deg ffordd y gallwch gefnogi cynhwysiant yn achos pob plentyn yn eich lleoliad.

1. **Rhowch bolisi ar waith** - Mae'n bwysig bod eich lleoliad Gofal Plant Allysgol yn gallu dangos ei ymrwymiad i gefnogi plant ag anghenion ychwanegol neu anabledd sy'n mynychu'ch lleoliad, ac mae'n amlinellu sut y gallwch fod yn ddarpariaeth gynhwysol a beth i'w wneud. Rhaid dangos hyn yn glir yn eich Polisi Anghenion Dysgu Ychwanegol a'ch Polisi Cyfle Cyfartal. Mae templedi ar gael gennym i gefnogi aelodau gyda hyn.
2. **Gwybodaeth** - Efallai y bydd rhai ymarferwyr weithiau'n teimlo nad ydynt wedi eu 'hyfforddi' i ofalu am blentyn ag anghenion ychwanegol, a gall hyn arwain at fethiant i ateb anghenion y plentyn. Mae nifer o sefydliadau, fel ninnau, yn cynnig hyfforddiant a chefnogaeth yn y maes yma, neu'n cynnig eich cyfeirio at gyfleoedd chwarae ychwanegol. Gall deall yr hyn y gallwch chi fel lleoliad ei wneud i fod yn ddarpariaeth gynhwysol wneud gwahaniaeth mawr i'ch staff, y plant a'u teuluoedd.
3. **Cyfathrebu** - Mae'n bosibl y byddai nifer o oedolion a gweithwyr proffesiynol yn rhan o fywydau plentyn ag anghenion proffesiynol, rhai sydd â rôl bwysig yn cefnogi eu llesiant. Fel gweithiwr proffesiynol gofal plant neu waith chwarae'r plentyn byddwch chi hefyd yn glŷn â hyn, ac felly mae'n bwysig eich bod yn cyfathrebu â'ch gilydd gymaint â phosibl. Cyn i blentyn ddechrau mynychu eich lleoliad siaradwch â'i rieni neu ofalwyr a mynnwch wybod y cyfan y mae arnoch angen ei wybod er mwyn cefnogi eu plentyn. Parhewch â'r cyfathrebu hwn yn rheolaidd drwy siarad â'r person sy'n gollwng y plentyn yn eich lleoliad - gall hwn fod yn aelod o staff yr ysgol neu'n ofalwr, a mynnwch wybod a oes unrhyw wybodaeth ddefnyddiol neu ddefnyddiol y gall fod arnoch angen ei gwybod. Yn yr un modd, sicrhewch eich bod yn rhannu unrhyw wybodaeth ddefnyddiol neu berthnasol â phwy bynnag sy'n casglu'r plentyn o'ch lleoliad. Peidiwch ag anghofio cyfathrebu â'r plentyn yn ogystal! Bydd y rhieni/gofalwyr a'r gweithwyr proffesiynol eraill a fydd yn gweithio gyda'ch plentyn yn gwybod pa ddulliau cyfathrebu yw'r mwyaf priodol.
4. **Dyma Fi!** - Mae'n bosibl y bydd gan blant ag anghenion ychwanegol Broffil tudalen, a allech ei gael y ddefnyddiol, ond efallai y byddech am fabwysiadu erfyn tebyg yn achos yr holl blant sy'n mynychu eich lleoliad. Gellir defnyddio ein templed 'Dyma Fi' newydd yn achos pob plentyn o bob oed i'ch helpu i wybod mwy am y plant sy'n mynychu eich lleoliad. Cofiwch fod y dogfennau yma i gyd yn ddogfennau gweithio. Mae hoffterau'n newid, a dylai'r Proffiliau Tudalen adlewyrchu'r newidiadau a'r diweddariadau hynny a rennir gyda phlant eraill, teuluoedd a gweithwyr proffesiynol yn rheolaidd.
5. **Mabwysiadwch ddull plentyn-ganolog** - Bydd hyn yn gymorth i'ch lleoliad sicrhau ar bob adeg fod anghenion y plentyn yn dod gyntaf, a'u bod yn cael eu hystyried ym mhob penderfyniad a wnewch a allai effeithio arnynt. Dylech gynnwys y plant mewn unrhyw broses benderfynu lle bo hynny'n bosibl. Gall fod yn hawdd anghofio gofyn i'r plentyn sut maen nhw'n ei deimlo ynghylch unrhyw gefnogaeth neu newidiadau y byddwch yn eu rhoi yn eu lle, ond mae'n bwysig eich bod yn eu cynnwys a'ch bod yn gwneud y sicr eu bod yn hapus.

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6. **Ffocws ar y Plentyn** - Mae deall pa gefnogaeth sydd ei hangen ar blentyn yn hollbwysig wrth ddarparu'r gofal a'r profiad chwarae gorau posibl ar eu cyfer. Gall fod yn hawdd teimlo had yw'ch lleoliad â'r adnoddau digonol na digon o brofiad i ofalu am blentyn ag anghenion ychwanegol neu anabled, ond ni raid i bethau fod felly. Byddwn yn dibynnu ar labeli yn aml i'n helpu i ddeall sut beth allai angen ychwanegol fod, ac ef fod anghenion o'r fath yn bwysig, gall hyn weithiau ein hatal rhag gweld y plentyn fel y person ydyw. Drwy roi'r plentyn yn gyntaf, rhoddir y ffocws ar y plentyn fel unigolyn yn hytrach na'u gallu.
7. **Mae gweithwyr allweddol yn allweddol** - Mae'n bosibl y bydd ar y plant sy'n mynychu eich lleoliad angen aelod 1-1 o'r staff i'w helpu i gael y profiad gorau, ond lle nad yw hyn yn angenrheidiol (neu'n bosibl yn ariannol), neilltuwch aelod o'r staff i fod yn weithiwr allweddol i'r plentyn, un a fydd yn goruchwyllo i wneud yn sicr bod anghenion y plentyn yn cael eu hateb ar bob adeg. Yn ddelfrydol, dylai hwn fod yn aelod rheolaidd o'r staff sy'n gweithio ar yr un diwrnodau ag y mae'r plentyn yn bresennol, ond dylai pob aelod o'r staff fod ag ymwybyddiaeth a dealltwriaeth o'r hyn yw anghenion unigol y plant. Mae'n bosibl y gall rhai awdurdodau lleol gynnig cymorth ariannol i'ch galluogi i gyflogi aelod staff 1-1, felly mae'n werth gwirio i ddod i wybod beth sydd ar gael. Mae'n bosibl y bydd hefyd ariannu ar gael i blant ag anghenion dysgu ychwanegol sy'n gymwys am y Cynnig Gofal Plant.
8. **Ystyriwch yr amgylchedd** - I rai plant ag anghenion ychwanegol, gall ffactorau amgylcheddol effeithio ar y ffordd y maent yn teimlo ac yn ymddwyn. Mae synau uchel, pethau sy'n tynnu sylw, tyrfaoedd, manau mawr agored, manau bychain, drysau'n cau'n glep, sychwyr dwylo a goleuadau yn rhai o lith y ffactorau allanol y gall plant fod yn sensitif iddynt. Drwy gyfathrebu â'r plentyn a'r oedolion sy'n gofalu amdanynt, dylech fod yn gallu cael hyd i'r wybodaeth yma ymlaen llaw, a rhoi ar waith unrhyw addasiadau y bydd eu hangen ar eich lleoliad. Er enghraifft, gall llawer o blant fod yn sensitif i'r sŵn y mae sychwyr dwylo' ei wneud, felly gallech ddefnyddio tyweli papur yn hytrach. Neu gallech fod yn gofalu am blentyn sy'n cael budd o dreulio rhywfaint o amser i ffwrdd o'r plant eraill, felly gwëwch le neu dden i'r plant ar gyfer adegau pan fydd arnynt angen lle tawel, diogel. Ni allwch bob tro reoli ffactorau allanol mewn amgylchedd prysur, fell gall nodi, fel tîm, y dulliau ymdopi yn achos plentyn sy'n ofidus iawn eich helpu i fod yn barod ac i weithredu'n gyflym.
9. **Cyfarpar** - Gallech weld bod angen addasu rhywfaint o'ch cyfarpar neu weithgareddau er mwyn darparu ar gyfer plenty newydd sy'n mynychu. Unwaith eto, bydd cyfathrebu'n gymorth i chi ddeall a yw'r hyn yr ydych yn ei gynnig ar hyn o bryd yn ddigonol. Weithiau gall deimlo'n gostus i addasu, felly gofynnwch i rieni/gofalwyr y plentyn a oes ganddynt unrhyw beth y gallant ei anfon i mewn ac efallai ei gadw yn y clwb, neu os ydych ar safle ysgol, gofynnwch am ganiatâd i ddefnyddio unrhyw gyfarpar, teganau neu lyfrau y gallai'r plentyn fod yn hoff ohonynt. Gwnewch geisiadau am botiau ariannu a fydd yn eich galluogi i brynu eitemau, neu cofiwch gysylltu â ni, neu'ch awdurdod lleol i weld a oes ganddyn nhw unrhyw ffyrdd o'ch helpu. Yn aml, gall cyfarpar chwarae arbenigol a synhwyrdd fod yn ddrud, ond mae nifer o ffyrdd gwneud-eich-hun o ail-greu eitemau, a gallech hyd yn oed gal y plentyn i fod ynglŷn â hyn; gellir creu man synhwyrdd, tawel i blant yn hawdd o strwythur cardfwrdd neu flancedi wedi ei lenwi â goleuadau addurn pŵer-batri.
10. **Adolygu** - Fel yn achos pob plentyn, mae hobiau, diddordebau, iechyd, heriau ac ymddygiadau'n newid dros amser. I blant ag anghenion ychwanegol, y mae'n arbennig o bwysig bod eu hanghenion yn cael eu gwerthuso, y myfyrir arnynt ac y cânt eu hadolygu a'u diwallu, ac mae'n hollbwysig bod yr holl staff yn eich lleoliad yn adolygu'r hyn sydd ar gael. A yw'n bodloni angen y plentyn, ac os nad ydyw, beth sydd yn rhaid ei newid? Os nad ydych yn siŵr eich bod yn ateb anghenion eich plentyn, neu os ydych yn teimlo bod gwelliannau y gellid eu gwneud, yna peidiwch â phetruso rhag cysylltu â'ch tîm cyfeillgar yn Clybiau Plant Cymru Kids' Clubs a all eich cefnogi ym mhob agwedd o'ch Busnes Gofal Plant Allysgol.

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