**Additional Support Needs**

In keeping with the Equal Opportunities Policyand UNCRC Rights of the Child,we will provide equality of opportunity to all children and families.

Special needs cover a wide range and can include children who have physical or mental disabilities, children who are HIV positive, children facing short term difficulties, children with language needs, and children with behavioural problems.

The Club@Midmill staff will need to have a detailed knowledge of a child’s specific needs to ensure their needs are known and can be met within the Club.

There needs to be accurate and up to date information within the Clubs Membership Pack to ensure the child’s needs can be met, this needs to be reviewed regularly. Staff need to be aware immediately of any changes.

If appropriate, advice should also be sought from other agencies, e.g. health visitors and social workers.

While in the Club all children will be treated as equals and will be encouraged to participate. Staff will observe the child to assess their needs and interests and a Care Plan developed if required.

**NOT** to be confused with a Health Care Plan see **Medication Appendix 1.**

The **GIRFEC** approach ensures that any child who requires additional help which is not generally available should have a plan to address their needs and improve their wellbeing.

**What is the Child’s Plan?**

**Not every child or young person will require a Child’s Plan**.  Where additional help is needed the plan will be drawn up in consultation with the child, their parents and the other services involved. This will record all actions required to support the child’s wellbeing including who will do the action and by when. It will also set out what is to be achieved by the actions set out in the plan.

The aim of the Child’s Plan is to simplify the statutory planning process so that all services follow the same approach and children, and families are key partners in that process.

**What’s in a Child’s Plan?**

Every plan, should include and record:

* Information about the child’s wellbeing need.
* The details of the action to be taken, known as the targeted intervention(s).
* The service which is to provide the targeted intervention(s).
* The way in which the targeted intervention is to be provided.
* The wellbeing outcome(s) which the plan aims to improve.

Most plans will also include other information about the child’s circumstances, the timescales for reviewing the plan and achieving the outcomes and who will coordinate the support described in the plan and keep children and parents informed. In some situations, the plan will contain information about statutory measures which have been decided by a Children’s Hearing, or agreed as a result of child protection procedures, or because the child has become looked after by the Local Authority.

Parents need to inform staff of any dietary requirements, this must be recorded and other staff fully informed. Routine or emergency medication will only be given under strict guidelines agreed by parent/ carer and Aberdeenshire Council (see relevant medication forms)

## Parents/carer who themselves have special needs will be made welcome at the Club and supported in keeping with the Equal Opportunities Policy.