



SENSE INCLUSION

Policy & Procedures

2026-2027

Equality, Diversity, Disability & SEND Policy

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Equality & Diversity Statement:

Sense Inclusion C.I.C. is committed to providing equal opportunities for all and to celebrating and valuing diversity. We aim to ensure that children, young people, families, staff and others involved with our service are treated fairly, with dignity and respect. Equality, inclusion and reasonable adjustment are central to the way we work.

Introduction

This policy applies to all individuals involved with Sense Inclusion C.I.C., including children and young people, parents/carers, staff, directors, volunteers, associates, contractors and visitors.

This policy is based on the Equality Act 2010 and covers the protected characteristics of:

- Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We aim to create an environment that is caring, respectful, inclusive and responsive to individual need. Our work recognises that children and young people may experience barriers linked to disability, SEND, neurodivergence, trauma, health, communication, social circumstances or previous experiences of education. We will work to reduce those barriers wherever reasonably possible.

We have a duty of care to those who use our service and will seek to ensure that our practice does not disadvantage people because of disability or any other protected characteristic.

Our Aims are:

- To ensure that all individuals are treated fairly and with dignity and respect.
- To create and promote an inclusive and positive culture and environment, fostering good relations and challenging and preventing prejudice, discrimination and harassment.
- To enable all individuals to achieve their full potential, to contribute fully and derive maximum benefit and enjoyment from their involvement in our service.
- To promote awareness, understanding and involvement in equality and diversity matters.

Sense Inclusion C.I.C. recognises its duties under the Equality Act 2010. All staff, directors, associates and volunteers share responsibility for promoting equality, inclusion and respectful practice.

Sense Inclusion C.I.C. will:

- Seek to ensure that all individuals have equal access to services
- Make reasonable adjustments to working, communication, learning and support arrangements wherever required and reasonably possible
- Where equality, diversity, disability or SEND information is gathered or stored, this will be handled in line with UK GDPR and our Data Protection arrangements.
- Sense Inclusion C.I.C. will ensure that effective support and complaints mechanisms are available for people suffering discrimination as detailed in our complaints policy.
- Make reasonable adjustments to working arrangements, communication and premises to support equal access for employees, potential employees and people using our service.
- Ensure staff receive relevant equality, diversity, SEND and inclusion information or training appropriate to their role.
- Recognise that some children and young people may face additional barriers or vulnerability, including looked-after children, care leavers, young carers, children with SEND, children

experiencing disadvantage and those from minority or marginalised groups. Support will be tailored to individual need rather than assumption.

- External partners, contractors and self-employed associates working on behalf of Sense Inclusion C.I.C. are expected to comply with this policy and our inclusive practice expectations.

This policy aims to ensure equality of opportunity and fair treatment for everyone. It is based on the principle that people have the right to their own beliefs and do not engage in activities or acts which interfere with the rights or beliefs of others.

Allegations relating to equality, diversity or disability discrimination will be taken seriously and dealt with appropriately under the appropriate procedure.

Any member of staff or associate found guilty of unlawful discrimination or harassment will be subject to disciplinary action including, where appropriate, dismissal for gross misconduct.

Appropriate action will be taken against any member of the public, client, visitor or service provider involved in unlawful discrimination or harassment.

Special Educational Needs, Disabilities and Neurodiversity

SEND and Disability Statement:

Sense Inclusion C.I.C. welcomes referrals for children and young people with a wide range of learning, communication, sensory, physical, emotional and developmental needs. We aim to provide a flexible and inclusive environment in which individual strengths and needs are understood and reasonable adjustments are built into support.

Under the Equality Act 2010, a person is disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

The Act also applies to people who have had a disability (section 6(4)).

‘Disability’ is classified as a ‘protected characteristic’ under the Equality Act 2010, which means that people with a disability cannot be discriminated against because of that characteristic.

Sense Inclusion C.I.C will:

- Assess referrals on individual need, strengths, risks and the support required, rather than diagnosis or disability alone.
- Provide an inclusive learning and therapeutic experience in which children and young people are supported to participate, regulate, progress and achieve agreed outcomes.
- Make reasonable adjustments to communication, environment, staffing, activities and learning so that children and young people with disabilities or SEND can access provision as fully as possible.
- Use individual plans, risk assessments and information from families, schools, professionals, EHCPs and other relevant plans to inform support where available.

We aim to make reasonable adjustments to physical access, communication, routines, staffing and learning. Where an adjustment cannot reasonably be made in one location or activity, we will consider safe and suitable alternatives wherever possible.

Where qualifications or assessed work are involved, reasonable adjustments and access arrangements will be considered in line with the requirements of the relevant awarding body, including AQA where applicable.

Any assessment adjustment will be considered on an individual basis and must maintain the integrity of the qualification or assessment. Where required, approval will be sought from AQA or the relevant awarding body before an adjustment is used.

Reasonable adjustments are intended to remove or reduce disadvantage; they do not mean lowering safeguarding, safety or qualification standards.

At each stage of a child or young person's time with Sense Inclusion, we will use our best endeavours to identify barriers and make reasonable adjustments so that disability or SEND does not prevent meaningful participation.

Some children and young people will have an Education, Health and Care Plan (EHCP), support plan or other professional assessment. We will use relevant information from these plans to understand needs, outcomes, risks and reasonable adjustments and will contribute to reviews where commissioned or appropriate.

As a non-school alternative provision provider, placements are agreed through referral and commissioning arrangements with parents/carers, schools and/or Local Authorities. We will be clear about whether we can safely and appropriately meet the identified needs before a placement starts.

Admissions

We will work closely with parents/carers, schools, Local Authorities and other professionals to establish whether Sense Inclusion is suitable for the child or young person and what adjustments or staffing are required.

Referrals will be considered on the basis of individual need, the proposed outcomes, safeguarding and safety information, the support required and whether Sense Inclusion can provide an appropriate package.

Decisions will not be based on disability, diagnosis or another protected characteristic. Where additional support or adjustment is required, this will be considered as part of the referral and commissioning process.

No potential client will be excluded from consideration because of a protected characteristic. Any decision that a placement is not suitable will be based on individual needs, safety, capacity or whether the proposed provision can meet the required outcomes.

Admissions and referrals will be managed in line with our Admissions, Referrals & Attendance arrangements. Where needs cannot safely or reasonably be met, we will explain this to the referrer and, where possible, identify what additional support, adjustment or alternative arrangement would be required.

When considering referrals for children and young people with SEND or disabilities, we will consider:

1. Whether the child or young person can access the proposed provision with reasonable adjustments and the level of staffing/support available.
2. Whether the proposed activities, environment and outcomes can be adapted appropriately to their needs, communication and developmental profile.
3. Whether identified health, safeguarding or safety needs can be managed through appropriate planning, staffing, training and risk assessment.

Where the proposed package cannot safely or reasonably meet identified needs, we will discuss this promptly with the referrer rather than allowing a placement to begin without suitable arrangements.

Examples of reasonable adjustments and support may include:

- Mobility support
- Adapted seating
- Additional staffing or learning support
- Adapted learning materials
- Assistive technology
- Communication support
- Visual structure and predictable routines
- Sensory and regulation support
- Mental wellbeing support/signposting
- Hearing support
- Reader or scribe support
- Prompts and processing time
- Rest or movement breaks

Sense Inclusion C.I.C. will make reasonable and proportionate adjustments to support access wherever this can be done safely and within the scope of the commissioned provision.

If a child, young person, parent/carer, referrer, employee or other stakeholder feels they have been treated unfairly or discriminated against, we encourage them to raise this with us. Concerns will be taken seriously and can be progressed through our Complaints Policy where required.