



Active, engaging, Ofsted registered  
activities before and after school and  
during the school holidays

# **INCLUSION & SEND POLICY**

## **2025**

### **OUT OF SCHOOL CLUBS**



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## Introduction:

LSC is an inclusive provider; we endeavour to give every child the best experience possible.

Whilst LSC is not a statutory provision, when necessary and where practical to do so, the company will make reasonable adjustments. There may be occasions when making such adjustments at our clubs could be considered 'unreasonable' due to the time restraints or level of supervision required, in an out of school setting.



## **A day at LSC Holiday Club:**

A day at club typically starts at 9AM, and finishes after 4:30PM. For children who enjoy the company of others, making new friends, participating in sports and games, trying new things and engaging in team based activities, a day at LSC is well received. The club environment is not for everyone; for children who have a limited social battery or who may struggle to remain engaged and follow instructions, a full day at Holiday Club can be a long day.

An LSC multi-activity programme is jam packed with a mixture of creative, competitive, educational and wellness related activity sessions, children find the time goes by so quickly, and parents/guardians find that their children are exhausted at the end of the day.

For an example programme see Appendixes 1

Children bring their own packed lunch and snacks to club; so those with food related requirements enjoy their usual favourites. There are two snack times scheduled (mid-morning and mid-afternoon), as well as lunch time.

The LSC team receive Safeguarding training and are trained to deliver safe and engaging activities. The club-based team members do not receive specialist training in regard to taking care of children with additional needs.

## **Behaviour expectations:**

Positive reinforcement is the key for us at LSC! We want all children who come to our clubs to enjoy their time with us and have the best experience possible. If we see children behaving appropriately, we make sure to comment on and reward this behaviour.

If a child is consistently breaking the rules and disrupting others, they will be taken aside and spoken to by a member of staff. A discussion will be had about why the rules are in place and why it is important to behave appropriately, then will be returned to the group to enjoy the activity! In the case that a child is consistently not following the rules, this will be communicated to parents and/or carers. If a child's behaviour puts them or someone else at risk, this becomes more serious. An Incident Report Form will be completed and details of what has happened communicated to parents. If a child's behaviour at club consistently puts themselves, others or staff members at risk, or causes significant disruption to a group, parents or carers will be contacted and a warning given to that child. If this then continues, we reserve the right to exclude a child from attending club on a temporary or permanent basis.

LSC has a 'zero tolerance' stance for bullying and violence. More information can be found in our Anti-Bullying Policy and Behaviour Management Policy.

## **The booking process:**

If your child has additional needs and/or requirements, it is essential that you contact our Customer Service Team on 0800 032 1806, before making a booking. *Our phone lines are open from 9am – 5pm, Monday to Friday. During half-terms/Holiday Clubs, our phone lines are open from 8am – 6pm.*

With support from the Operations Manager, our Customer Service Team will undertake a fair assessment of service provision and identify appropriate resources in relation to access, support, successful participation and safety. If it is established that the club team can safely accommodate your child, this will be shared with you over the phone, and you can then make a booking. The Operations Manager may contact you to gather additional information before making a decision.

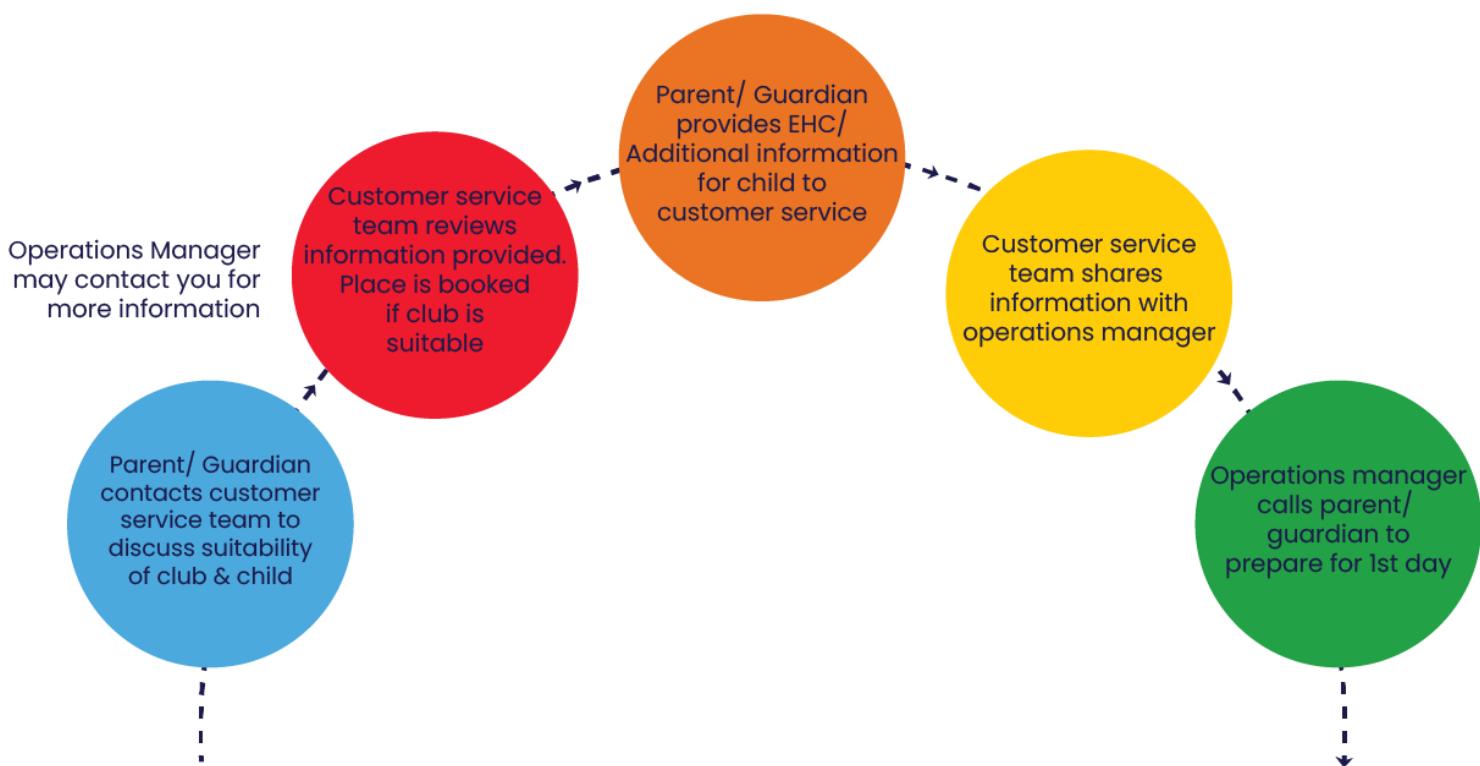
The Site Lead is the person responsible for Special Educational Needs and Disabilities (SEND) at each club location. The Operations Manager has oversight across all club locations and reviews requests for placement. We make our facilities and settings as accessible as we possibly can, with consideration to the different activities that we offer, in an attempt to make all activities available to every child within their specific age groups.

Each child identified with Special Educational needs and/or Disabilities (SEND) will have their needs met where practically possible and appropriate. Children's access and progress is monitored and reviewed on a daily basis.

Where a parent/carer declares Special Needs and/or requirements less than 7 days before the club begins, we reserve the right to put a hold on the child's place until we are able to establish complete information and undertake necessary risk assessments in order to make reasonable adjustments with the Operations Manager and the relevant Site Lead. This may delay any offer to accommodate the child's booking.

Where a parent/carer wishes for their child to attend one of our longer clubs but are unsure how they will settle or manage in the new environment, we recommend booking one day at a time, rather than multiple days.

Please note: LSC can only take responsibility for arrangements that have been discussed and agreed with us in advance.



## **1:1 support:**

LSC does not provide 1:1 support for any children. As LSC is not a statutory provision, we are not required to provide this level of support, but will consider options to support families where possible. LSC provides staffing to meet the current OFSTED approved ratios.

If a child would benefit from the support of a 1:1 to be able to fully participate in the club, and the parent/guardian can offer this level of support or employ their own carer to deliver this, it is reasonable that the club supports this adjustment.

To ensure the safety of all participants at camp, the chosen 1:1 support must:

- Be over the age of 18 years old
- Hold a current Enhanced child DBS check. A copy of the DBS certificate must be sent to the Customer Service Team ahead of club starting, and the original certificate must be available for viewing by the Site Lead on day 1 of club
- Be deemed 'suitable', and must act safely and professionally whilst at the club at all times
- Have a good understanding of Safeguarding
- Remain with the child that they are providing 1:1 support for, for the duration of the day

## **Trial Day:**

For some children, a full day at LSC can be physically and mentally exhausting. Our clubs are busy places, with lots of noises, new faces and different activities to try.

A Trial Day is a supportive day to make sure that we can successfully implement your suggested strategies, to give your child the best opportunity to enjoy their time at our club.

A Paid Trial Day is a fully paid day at club. The Site Lead will be aware that your child is participating in a trial day, and will call you at lunch time to let you know how your child is getting on.

If your child has not been able to settle, is causing disruption or is not enjoying the camp environment, the Site Lead will ask you to collect your child. If your child is collected early, LSC will not provide a refund for the remainder of the day.

If by lunch time your child has settled into club, and is happy, the Site Lead will let you know, and your child can remain at club until the end of the day. Upon successful completion of a trial day, your child can return to club again, without the need for additional trial days.



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## Appendices:

MONDAY 26th		Wizards & Witches		Kingdoms & Castles		Enchanted Forests		SPACE QUEST	
		Tuesday 27th		Wednesday 28th		Wednesday 28th		Wednesday 28th	
Age 5-7	Age 8-11	Age 5-7	Age 8-11	Age 5-7	Age 8-11	Age 5-7	Age 8-11	Age 5-7	Age 8-11
<b>WELCOME</b>									
8:00 - 9:45	Wand Workshop	Magical Nerf Battle	Castle Creations	Royal Quest	Woodland Creature Puppets	Capture The Flag	Rocket Lab	Astronaut Training	
9:45 - 10:45									
10:45 - 11:00	Quidditch	Potion Brewing	Dodgeball Siege	Castle Construction	Archery	Camp Fire	Astronaut Training	Rocket Lab	
11:00 - 12:00									
12:00 - 1:00									
1:00 - 2:00	Potion Brewing	Quidditch	Castle Construction	Dodgeball Siege	Camp Fire	Archery		Blast Off!	
2:00 - 3:00	Magical Nerf Battle	Wand Workshop	Royal Quest	Castle Creations	Capture The Flag	Woodland Creature Puppets		Rocket Launching	
3:00 - 3:15									
3:15 - 3:30									
3:30									
3:30 - 4:15	Magical Nerf Battle		Shield Workshop			Hide & Seek		Space Games	
4:15 - 5:00	Spell Book Creation		Shield Tag			Design a Forest		End of Week Wind Down & Kids Choice	
5:00 - 6:00	Play Dough Wizards & Kids Choice		Old Vs. New English & Kids Choice			Build a Forest & Kids Choice			

Scan to book.



\*Timetable and activities may change



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