

Magna Groups Enterprises

Reasonable Adjustments Policy



Magna Groups is committed to providing an inclusive, welcoming, and supportive environment where all children can access and enjoy our breakfast clubs, after-school clubs, and holiday programmes. We recognise our responsibilities under the Equality Act 2010 to make reasonable adjustments for children with Special Educational Needs and Disabilities (SEND) and additional needs, where these adjustments can be reasonably accommodated within our core staffing structures and service delivery.

This policy outlines the reasonable adjustments that Magna Groups can offer as part of our standard provision and clarifies circumstances where additional support arrangements may be required.

Purpose

The purpose of this policy is to:

- Promote equality of opportunity and inclusion for all children.
- Ensure reasonable adjustments are considered and implemented where practicable.
- Provide clarity to parents, schools, and staff regarding the support available within Magna Groups' core service provision.
- Identify situations where a child's needs may require additional support beyond the scope of our standard staffing and operational model.

Our Commitment to Inclusion

Magna Groups believes that every child should have the opportunity to participate, develop friendships, and enjoy enriching experiences in a safe and supportive environment. We will work collaboratively with parents, carers, schools, and other professionals to understand each child's needs and determine what reasonable adjustments can be made.

Reasonable adjustments will always be considered on an individual basis, taking into account:

- The child's specific needs.
- The safety and wellbeing of the child and others.
- The resources available within the club.
- Staffing ratios and operational requirements.
- The impact on the provision of services to other children attending.

Reasonable Adjustments We Can Offer

Where appropriate and practicable within our core staffing model, Magna Groups may provide the following reasonable adjustments:

Communication and Information

- Obtaining information from parents and schools regarding a child's needs prior to attendance.
- Providing visual timetables, schedules, or activity plans where available.
- Using clear, simple, and age-appropriate communication strategies.
- Allowing additional time for transitions and instructions.
- Providing advance information about activities and routines.

Environmental Adjustments

- Identifying quieter spaces within the setting where possible.
- Providing opportunities for sensory breaks.
- Adapting seating arrangements or activity locations where practical.

This policy was adopted by: Magna Groups Enterprises	Date: Sept 2025
To be reviewed: July 2027	Signed: Pascal Sintah

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare requirements: Managing behaviour [3.52 – 3.53]*.

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- Reducing unnecessary environmental distractions where feasible.

Activity Adaptations

- Adapting activities to enable participation.
- Offering alternative activities where appropriate.
- Providing additional explanation, demonstration, or encouragement.
- Allowing children to participate at their own pace.
- Offering structured choices and flexible participation options.

Behavioural and Emotional Support

- Implementing agreed behaviour support strategies provided by parents or schools.
- Using positive behaviour management approaches.
- Providing reassurance, routine, and consistent expectations.
- Supporting transitions between activities.
- Using reward systems or visual prompts where appropriate.

Personal Care and Medical Support

- Supporting children with self-administration of medication in accordance with Magna Groups' Medication Policy.
- Supporting children with established healthcare plans where staff have received appropriate information and training.
- Providing reminders and prompts for personal care routines where age and staffing ratios allow.

Support That Falls Outside Reasonable Adjustments

Whilst Magna Groups is committed to inclusion, there are circumstances where a child's needs may require support beyond what can reasonably be provided within our standard staffing model and operational arrangements.

Examples include, but are not limited to:

- Dedicated one-to-one supervision or care.
- Continuous individual support throughout sessions.
- Complex behavioural interventions requiring specialist staff.
- Specialist medical procedures or clinical interventions.
- Personal care requiring dedicated staff support.
- Support that would require staffing ratios beyond those normally provided.
- Situations where the safety of the child, other children, or staff cannot be reasonably managed within the setting.

In these circumstances, Magna Groups will work collaboratively with parents, carers, schools, and relevant professionals to explore alternative arrangements or identify additional support requirements.

Assessment Process

Prior to a child attending, Magna Groups may undertake an assessment process which may include:

- Completion of a registration and additional needs questionnaire.
- Discussions with parents or carers.
- Consultation with the child's school or educational setting (with parental consent).
- Review of healthcare plans, behaviour support plans, or Education, Health and Care Plans (EHCPs), where applicable.
- Consideration of staffing, environment, and operational requirements.

A trial session may be offered where appropriate to determine whether the child's needs can be safely and effectively supported within the club environment.

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Review of Support Arrangements

Support arrangements and reasonable adjustments will be reviewed:

- Prior to a child starting.
- Following any significant change in need.
- After incidents or concerns regarding safety or wellbeing.
- Periodically throughout attendance to ensure adjustments remain appropriate and effective.

Where Magna Groups determines that a child's needs can no longer be safely or reasonably supported within the provision, this decision will be discussed with parents and, where appropriate, the school and other professionals.

Roles and Responsibilities

Parents and Carers

Parents and carers are responsible for:

- Providing accurate and up-to-date information about their child's needs.
- Informing Magna Groups of any changes in circumstances or support requirements.
- Working collaboratively with Magna Groups to identify suitable support strategies.

Magna Groups Staff

Staff are responsible for:

- Promoting inclusion and equality.
- Implementing agreed reasonable adjustments.
- Monitoring children's wellbeing and participation.
- Escalating concerns where additional support may be required.
- Maintaining appropriate safeguarding practices at all times.

Management Team

The management team is responsible for:

- Assessing requests for reasonable adjustments.
- Supporting staff to implement inclusive practices.
- Ensuring decisions are proportionate, reasonable, and compliant with legislation.
- Liaising with parents, schools, and professionals where required.

Legislative Framework

This policy is informed by:

- Equality Act 2010
- Children and Families Act 2014
- Special Educational Needs and Disability Code of Practice (2015)
- Early Years Foundation Stage (EYFS) Framework
- Keeping Children Safe in Education (KCSIE)
- Ofsted Registration Requirements

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