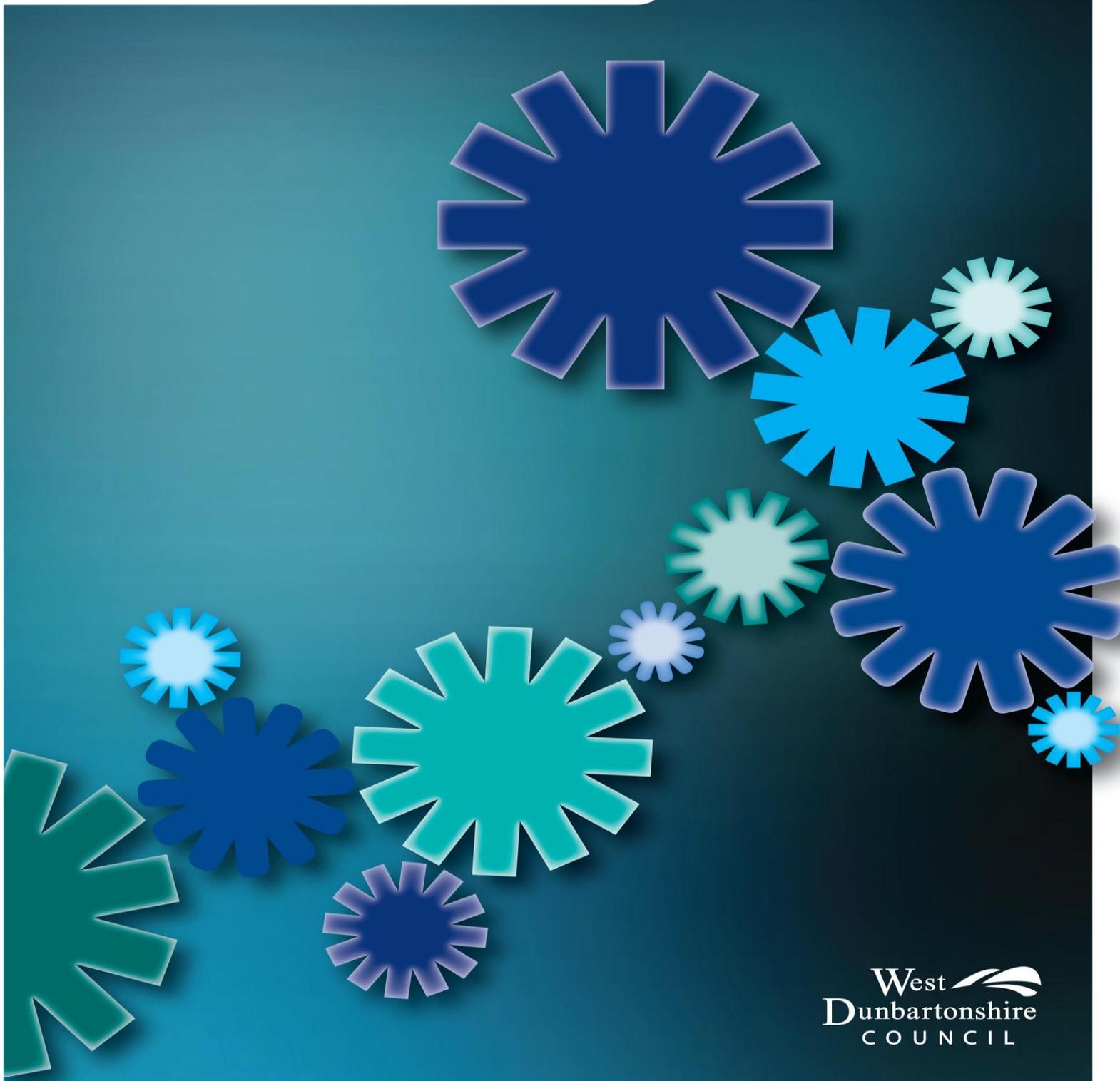


EDUCATIONAL SERVICES

A guide to: Additional Support Needs in West Dunbartonshire Council

Amended December 2015



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What are additional support needs?

The scope of additional support needs is very broad and inclusive. It applies to children or young people who, for whatever reason, require extra support, long or short term, in order to help them make the most of their school education and to be fully included in their learning. Children can need extra support because of things like:

- movement, hearing or visual impairments;
- being bullied;
- being able or talented;
- someone in the family dying;
- missing lots of school for whatever reason;
- having a learning disability;
- being looked after by the local authority;
- living with parents who are abusing substances;
- have English as an additional language;
- are on the child protection register, and/or
- are young carers.

This list is not all of the things that mean a child needs extra help, attention or support but it gives a few examples of what can be meant by additional support needs.

How are additional support needs identified?

For some needs, such as a hearing impairment, it will be a doctor who will identify that there is a problem. For others it will be the class teacher or key worker who will raise concerns. For other children it will be their parent who feels that there are additional needs. If this is the case parents should immediately inform the class teacher or key worker of their concerns.

Once it has been identified that the child has additional support needs the process of staged intervention begins (see A Guide to Staged Intervention). This process includes various forms of assessment which can identify clearly what the needs are and how best to respond to these.

Who is responsible for identifying and supporting additional support needs?

All members of staff have a responsibility to identify and support additional support needs. In Early Years Establishments the overall responsibility for identifying, assessing and providing the appropriate support for additional support needs lies with the Head of Centre.

In Primary Schools the overall responsibility lies with the Pupil Support Co-ordinator. This is usually a member of the senior management team and may even be the Head teacher of the school.

In Secondary Schools the overall responsibility lies with a depute head teacher with responsibility for pupil support.

How are additional support needs met?

Resources

A variety of resources are available commercially to support identified needs. Establishments make good use of these and they can prove very successful in achieving positive results. Sometimes staff will develop their own resources tailored to groups and/or individuals to support their learning.

Adaptations/Specialist Equipment

The Head Teacher of Kilpatrick School is chair of the Highly Dependent Learners Group. This is a multi-agency team that monitors and assesses accessibility to and in establishments. In addition this group oversees the purchase allocation and maintenance of specialist equipment for individuals across the authority.

Learning Assistants

The number of learning assistants in each establishment is based on the level of additional support needs identified through an audit. This can change over time and the number of learning assistant's changes to account for this. These members of staff can provide direct support from within the establishment.

Pupil and Family Support Workers

Pupil and family support workers operate in Early Years, Primary and Secondary Schools and provide a crucial link between home and school/Early Years Centre.

Promoting Nurturing Schools

A number of Primary Schools are developing their school practices to roll out nurturing principles across the whole school to support children who have additional social and emotional needs.

Some Primary Schools have additional staffing to allow them to operate a nurture group for part of the school week where a small group of children who have additional social and emotional needs can work in a small group setting. The schools operating a nurture group are:

- St Peter's Primary School
- St Joseph's Primary School
- St Eunan's Primary School
- Edinbarnet Primary School
- Haldane Primary School
- Ladyton Primary School
- Linnvale Primary School
- Kilbowie Primary School

The Central Support Service (CSS)

Each Primary School has an allocation of teacher time from the Central Support Service. All these teachers have experience and expertise in supporting children with additional support needs. Staff have specialist knowledge in a variety of different aspects of additional support needs such as highly dependent learners, Language and Communication Disorders, Hearing and Visual Impairment.

All early years establishments have input from a teacher. These teachers have, as part of their remit, a role to:

- contribute to the identification of children with additional support needs;
- actively contribute to the staged intervention process through assessment, planning and implementation;
- devise support plans at Stage 3 and 4 in consultation with early years staff;
- respond to children's particular learning needs, and/or
- participate in relevant multi-agency meetings.

For further information see A Guide to the Central Support Service.

The Child Protection Officer

The Child Protection Officer has a key role in fostering a shared vision for the protection of children and young people within education services and across partner agencies.

Effective support can only be achieved by having well trained staff who recognise indicators of abuse and in whom children and young people can confide thus multi-agency training is a large element of the Child Protection Officer's role.

This training aims to increase awareness and understanding of staff of their role in child protection and has a strong emphasis on partnership working. This emphasis on partnership working is also reflected in the membership of inter-agency groups working to provide a range of support at the earliest possible stage.

The Psychological Service

The Psychological Service is part of the specialist services within the Educational Service Department. It is a statutory provision for children and young people aged 0-24 years including those who have additional support needs. Each educational establishment has a link Educational Psychologist allocated to provide a regular visiting service. The Educational Psychologist can be involved in working with individuals, groups or provide consultation and advice on the range of issues that affect young people in school or Early Years Centre.

Parents who wish to request the involvement of the Psychologist should speak to the Head of their child's school or Early Years Centre, or contact the service directly.

Specialist provision

In West Dunbartonshire we also have a small range of specialist educational provision:

- Kilpatrick Early Years Service
- Renton Language and Communication Unit
- Vale of Leven Academy Communication Base
- Cunard School
- The Choices Programme
- Kilpatrick School

What do you do if you think your child has ASN?

Contact the child's school or early years centre that your child attends. The staff there will be able to help you.

Further information can be obtained from

Enquire

www.enquire.org.uk

Scottish Government

www.scotland.gov.uk/Topics/Education

Education Scotland

www.educationscotland.gov.uk/supportinglearners/additional-supportneeds/index.asp

West Dunbartonshire Council

<http://www.west-dunbarton.gov.uk/education-and-learning/additional-support-needs>

Additional Support Needs Tribunal for Scotland (ASNTS)

www.asntscotland.gov.uk

Govan Law Centre

www.edlaw.org.uk

Leaflets in this series

A guide to...

- Accessing Specialist Provision in West Dunbartonshire Council
- Additional Support Needs Legislation
- Additional Support Needs in West Dunbartonshire Council
- The Co-ordinated Support Plan (CSP)
- Dyslexia
- Getting Help and Resolving Disagreements:
 - Mediation;
 - Dispute Resolution;
 - Additional Support Needs Tribunal for Scotland (ASNTS)
- Going to Meetings to Discuss Your Child
- Getting it Right for Every Child (GIRFEC)
- Staged Intervention
- The Central Support Service
- The Pre-school Assessment Team (PreScAT)

**For more information contact:
Additional Support Needs enquiries:**

Chris Smith, Education Manager – Children’s Services (01389 737374)
Anne Marie MacDonald, Central Support Co-ordinator (0141 562 2492)
Pat Montgomery, Quality Improvement Officer (01389 737443)

Other formats

This document can be provided in large print, Braille, audio cassette, and can be translated into different languages.

Please contact:

Corporate Communications, Council Offices, Garshake Road,
Dumbarton, G82 3PU

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。
अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।
درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔