

# SEND Inclusion and Transition Planning Policy

Policy Management	
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Date of Last Review: <i>November 2025</i>	
Date of Next Review: <i>November 2026</i>	
Responsibility: <i>Manager, Bee-Able CIC</i>	Name: <i>Sharon Senior</i>
Signed:	Date:

## 1. Purpose

To ensure children and young people with Special Educational Needs and Disabilities (SEND) are fully included, supported, and prepared for transitions, whether between services, school stages, or into adulthood.

## 2. Scope

This policy applies to all children and young people using Bee-Able CIC services aged 8–18, including Holiday Clubs, Saturday Clubs, and Buddying.

## 3. Key Principles

- ☒ Every child has a right to access, belong, and participate.
- ☒ Bee-Able CIC works in line with the SEND Code of Practice (2015) and local authority guidance.
- ☒ Transitions are planned, supported, and celebrated.

## 4. Identification and Assessment

- On referral, Bee-Able CIC collects information about a child's educational, social, and emotional needs.



- Staff work with parents, carers, and professionals to understand any EHCP (Education, Health & Care Plan) or support strategies in place.

## **5. Inclusion in Activities**

- Activities are designed to be adaptable, with flexible pacing, visual structure, and sensory awareness.
- Staff are trained to use inclusive communication and positive behaviour support strategies.
- Reasonable adjustments are made wherever needed to ensure equal access.

## **6. Sensory and Behavioural Support**

- Staff recognise and respond to sensory needs, avoiding overload and promoting comfort.
- Behaviour is understood as communication; staff are trained to identify triggers and use calm, respectful responses.
- Individual behaviour support strategies are agreed and documented.

## **7. Transition Planning**

- For older young people (16+), transition planning supports movement into adult services, college, or work experience.
- Bee-Able CIC liaises with families, schools, local SEND services, and adult social care teams.
- Transition plans include the young person's voice, aspirations, and preferred outcomes.

## **8. Collaboration**

- Bee-Able attends or contributes to review meetings when invited.
- Shared documentation (e.g., behaviour plans or communication profiles) is used to ensure continuity.

## **9. Outcomes Monitoring**



Inclusion and transition outcomes are tracked through regular reviews, family feedback, and progress towards agreed goals.

## **10. Monitoring and Review**

We will review our practices regularly and this policy every year, or after any legal or regulatory change, or incident, to make sure it stays relevant and effective.