

# SEND Inclusion and Transition Planning Policy

<b>Policy Management</b>	
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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.