

## Cyfarwyddwr Addysg a Gwasanaethau Corfforaethol

Directorate of Education and Corporate Services

# Inclusion Compendium

## A PARENT'S / CARERS GUIDE

to the Local Authority approach to  
developing wellbeing and relationships  
and creating opportunity for all



## 1. Introduction

Your child's wellbeing affects every area of their school life, from their ability to learn in class to their ability to build positive relationships. Caerphilly County Borough Council alongside staff in schools recognise how important your child's health and wellbeing is and want to support this. We want to work in partnership with parents/carers, schools and other supporting services and organisations to help support your child to not only reach their full potential whilst in education, but to thrive emotionally, physically, and mentally.

We also believe that everyone has the right to be treated fairly and to be fully included in school life. We will focus on making your child feel like you are a part of your school community, achieve the very best that they can no matter what problems or difficulties they face and support children to overcome disadvantages and issues which might get in the way of their learning or wellbeing.

This leaflet gives you information about how the Local Authority, schools and other services will work together to support children.

## 2. The "Inclusion Compendium"

The Local Authority's "Inclusion Compendium" is a collection of booklets that will help schools to include **all** children and to help **everyone** to have good wellbeing and to learn. It gives information to schools on things such as:

- How schools should develop positive relationships within the school community.
- How schools might support young people who are experiencing difficulties.



### Definition of documents within the Compendium

**Executive Summary** – Summary of key points within the Inclusion Strategy.

**Self-Evaluation** – This is how schools identify and evaluate the approaches that they have in place to help all children to have good wellbeing and learn.

**Policy into Practice** – This is how and what the school says it will do in their policy documents is put into practice.

**Wellbeing & Relationships Toolkit** – This provides schools with the tools and best practice guidance to improve wellbeing.

**Exclusions Guidance** – This is guidance for schools on dealing with an exclusion and the process to follow.

**Information for Parents** – This booklet.

**Information for Children & Young People** – Summary booklet to explain the Inclusion Strategy.

### 3. Definitions/Glossary

***Inclusion:***

Inclusion means everyone can take part and everyone has a fair chance and that no one is left out for any reason including their learning ability, family background, disability, race religion or sexuality.

***Equality:***

Treating people fairly and making sure they have the same opportunities.

***Good Wellbeing:***

Means a person is happy, healthy and is comfortable with their life and what they do.

***Local Authority:***

The local authority is Caerphilly County Borough Council. They provide a lot of services in your area such as Social Services, Education, roads and rubbish collections.

***Children Looked After:***

Children who are in care and may be in a foster home.

***Compendium:***

A set of documents or books which go together which provide information about different parts of the same thing.

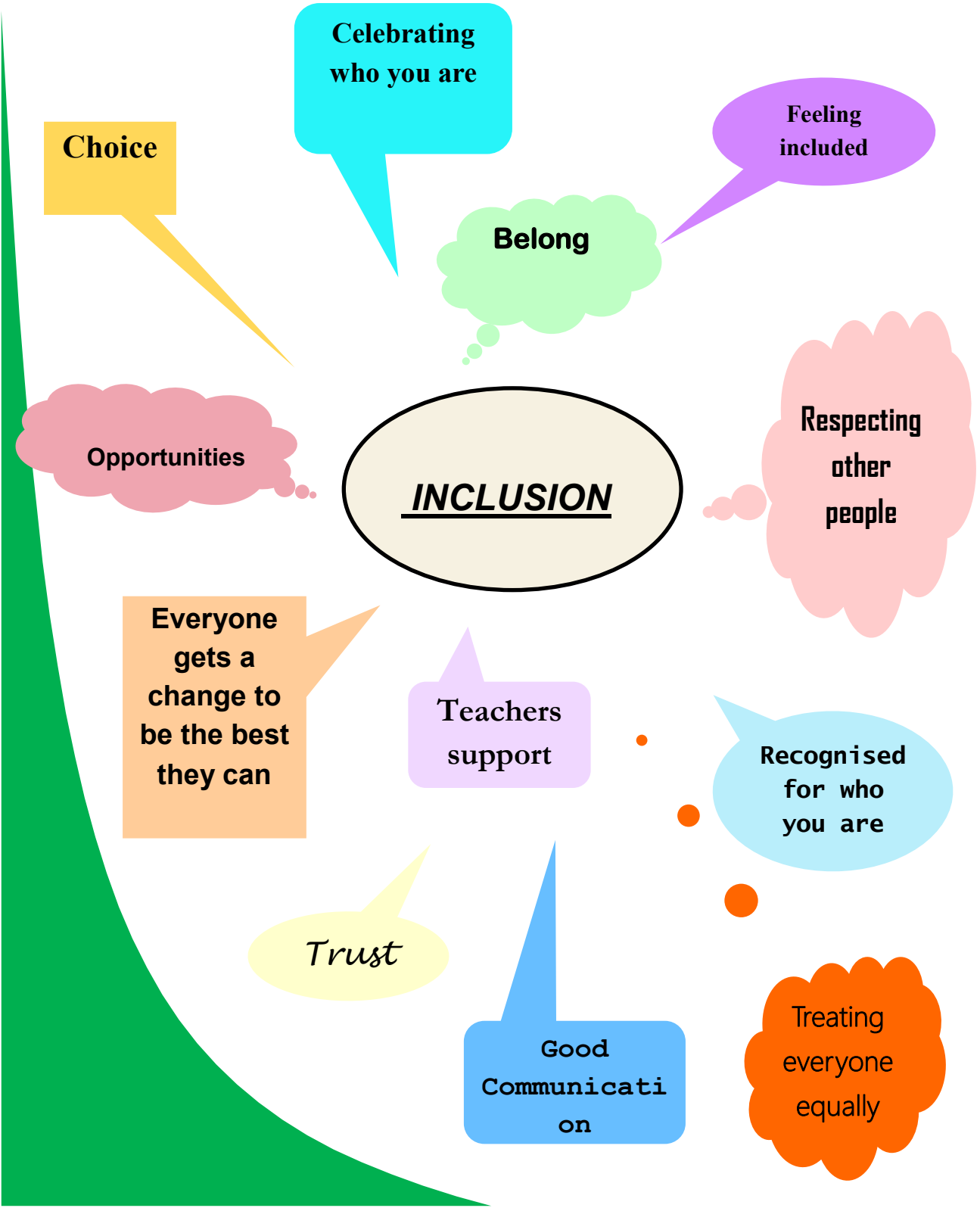
***Vulnerable child:***

A child who faces extra challenges or difficulties in life and this might affect their wellbeing and/or learning.

***Exclusion:***

A formal and document process of being sent home or removed from school either for a short time or permanently as a result of behaviour.

Inclusion involves celebrating that people are not all the same and that different people learn in different ways. An inclusive school will try to find the best way to help all children learn.



#### 4. Philosophy, Principles and Values

***“Philosophy, principles and values” are the beliefs and ideas which the Local Authority think are important.***

The Local Authority believes that all children should be:



- Valued equally and have equal opportunities.
- Treated with respect.
- Able to take part in processes which affect them and to have their voices heard.
- Have opportunities to achieve and are supported to progress and develop in line with their individual learning needs.

An inclusive school and community will make sure it knows their children and understand their needs so that it can help them develop fully to achieve the best that they possibly can.

#### 5. Context - where does this fit with everything else the Local Authority is doing?

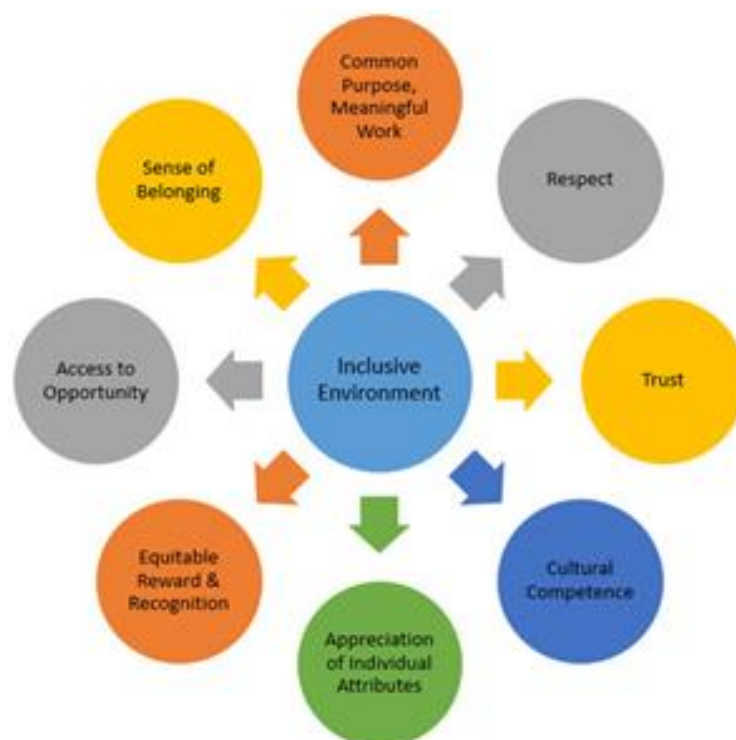
Caerphilly County Borough Council has lots of plans affecting different areas of people's lives such as having good places to live and the opportunity to have a good future. The Inclusion Compendium fits in with the goals and values of other Council plans.



## 6. Aims

The Inclusion Compendium aims to:

- Make sure everyone knows how important it is to improve wellbeing, relationships and behaviour and make sure everyone is working in the same way.
- Support schools to develop a clear, *whole school approach* to wellbeing, relationships and behaviour.
- Support schools to be more inclusive (to value everyone and to support all children including those who have difficulties).
- Support schools to reduce exclusions (a documented action of children being sent home or removed from school as a result of their behaviour for a period of time).
- Organise the guidance the Local Authority has produced.
- Help everyone involved in education to work together to share good ideas and to achieve good outcomes.



## 7. Vulnerable Learners

A vulnerable learner is a child who might have extra difficulties or challenges in their life. Sometimes these affect a person's wellbeing or ability to learn in school.

Some examples of vulnerable learners include:

- Children with Additional Learning Needs (ALN) who find it harder to learn than most children.
- Children who are Young Carers because they need to look after their parents or other family members.
- Children Looked After who can't live with their birth families and are living in foster care.
- Children who have a different culture or race than most of the other children in their school.

The Local Authority wants to support schools to make sure everyone, including vulnerable children, achieve at school.



The Inclusion Compendium sets out what is important for each of these groups, For example:

### ***Additional Learning Needs***

The Local Authority will support schools to help children and young people with additional learning needs (ALN) to overcome barriers and challenges so that they achieve the best they can.

- All children should have opportunities to succeed and to go to a school or education setting which understands what they need to help them.
- Everyone should have the opportunity to participate in, benefit from, and enjoy learning.
- The Local Authority will involve children and young people in decisions which affect them.

### ***Children Looked After by the Local Authority***

Caerphilly Council will support schools, children's services and other services within the child's life to work together to make sure Children Looked After (CLA) overcome any barriers and challenges to help them to reach their full potential.

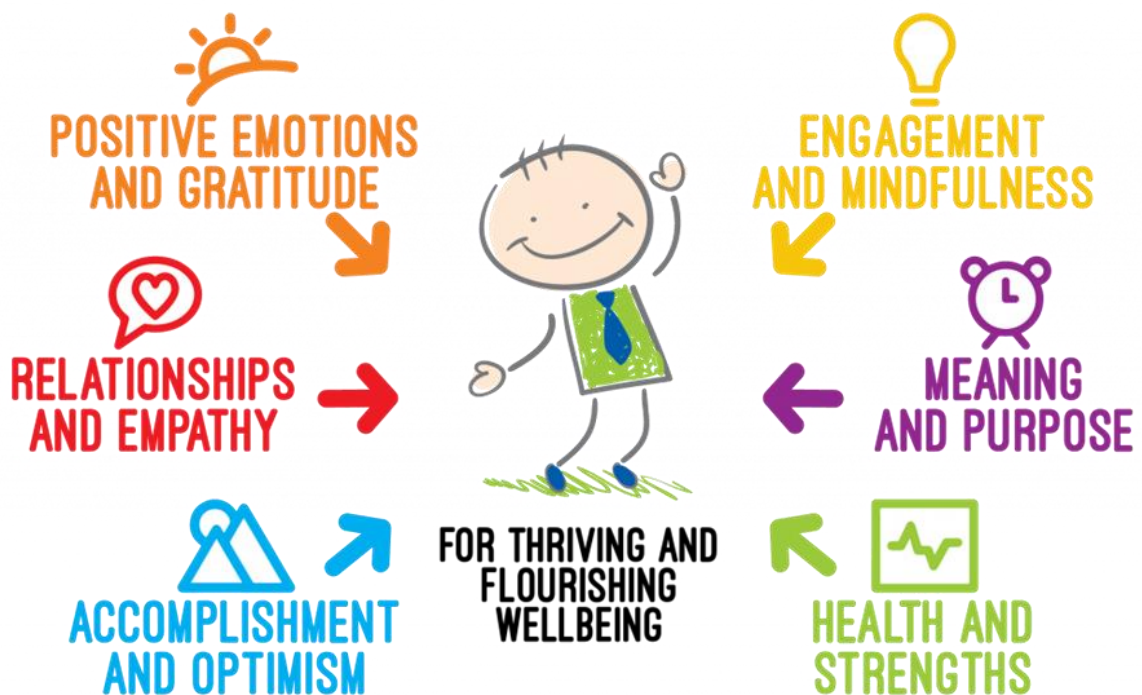


## 8. Wellbeing

Your child's wellbeing and happiness affects their learning and ability to make good relationships in school.

In Caerphilly our aim is to ensure your child:

- Feels happy and safe in school.
- Feels like they belong in school.
- Have positive relationships at school.
- Able to take part in all aspects of school life.
- Achieve the highest standard of work they can.
- Feels equal and have opportunities to grow.



## ***Emotional Wellbeing***

The Local Authority will support schools in providing an emotionally secure, caring, safe and supportive learning environment where children can thrive. This will enable schools to identify children who are vulnerable and offer targeted support where possible and know when and where to refer more significant concerns.

## ***Physical Wellbeing***

Currently, every school within Caerphilly is signed up to the Healthy School Scheme and is actively engaging. This includes initiatives such as the 'Designed 2 Smile' tooth brushing scheme and the 'Daily Mile' or alternative activity based programme, with active travel to and from school everyday. This also includes whole school's approach in delivering Relationships and Sexuality Education and Substance Use and Misuse Education within the curriculum.

## **9. Relationships & Behaviour**

Relationships between children and teachers and other adults at school are very important. Positive relationships are key to developing a safe and healthy environment where your child can learn and achieve.

Staff at school who know your child well are in a good position to identify any difficulties with wellbeing and provide the necessary help and support that they need.

School staff will also identify behaviour that is causing concern and work with you overcome this and help change the behaviour to make your child feel happier in school.



## 10. Exclusions

The Local Authority's approach to exclusions focuses on the commitment to work together to develop positive relationships with children, promote inclusion and wellbeing and reduce exclusions for all children and young people.

An exclusion is a formal process when a child is not allowed in school either for a short time or permanently because of concerns about the behaviour displayed by the child. Making sure everyone understands the behaviour and has the help they need to support the child, develop positive relationships and improve wellbeing will be important in reducing exclusions.

The Local Authority recognises that all children are different and therefore each school will focus on what is best for the child and have the confidence that all children can develop and improve with the right support.

If a child is excluded then it is important that schools, parent's and the Local Authority communicate with each other so that the child and the family know what is happening.

The Local Authority's Inclusion Officer will be available to provide support and guidance for families.

Inclusion Officer: Hayley Bowen  
Contact Telephone Number: 01443 866656  
E-mail Address: [pupilexclusions@caerphilly.gov.uk](mailto:pupilexclusions@caerphilly.gov.uk)



## 11. Partnerships

Working in partnership means working together.



Lots of different services need to work together to support schools to improve wellbeing and to make sure everyone is included.

These services include the following examples:

- **Local Authority Services (Caerphilly Council)** such as Youth Service (who run things like junior and youth forum), Educational Psychology Service (who support pupils with additional learning needs) School Based Counsellors, Education Welfare Officers, Social Workers and many more.
- **Health Services** such as Speech and Language Therapists, Occupational Therapists, and Child and Adolescent Mental Health Services (CAHMS) etc.
- **Voluntary Organisations** such as, Llamau (who help young people who have problems such as becoming homeless) and Barnardo's who run lots of projects like support for parents and young carers.

***More information about these services and others can be found in the full length document.***

## 12. Monitoring, Evaluation and Review

The Local Authority need to know whether the inclusion compendium is helping schools to make a positive difference to children.

We must review whether we are making a difference. This is not just reflected in data but in other measures that we may consider as evidence. It is critical that the Local Authority, schools and education settings, partners and stakeholders work together to measure the impact we have on children schooling.

For example do children:

- Experience better wellbeing in school.
- Feel safe
- Show increased engagement in lessons
- Achieve more.
- Show changes in behaviour towards others (better social skills or relationships).

The Local Authority will work with schools and other services to monitor and measure these to help us to improve your child's education.



### 13. Training

The Local Authority will work with schools and partners to provide training linked to wellbeing, additional learning needs behaviour and the exclusion process so that everyone can do their best to help and support you and your child through their journey in school.



#### **Do you have any questions?**

If you would like to talk about any information in this leaflet or have any questions, please contact your school or education setting, who will be happy to help you further.

