



## **Westfield School - HIVE Integration Policy**

### **Rationale**

It is vital to the provision that each child who is placed at HIVE feels that they belong and we begin to build positive approaches to learning and being in an educational setting. This starts through the integration process.

The Lead Teacher or a member of the provision staff will visit the child in their current setting before they start with us to ensure they know somebody before coming and to initiate a connection with HIVE staff. If the child is currently at home, a home visit will be arranged with the parents/carers. If a home visit is needed, two members of staff will attend. An initial visit for the child will be encouraged to the provision prior to starting so that they can start to build a picture of what it will be like and become familiar with the environment. Parents/carers are encouraged to visit the provision with their child so that all are familiar with the learning environment. We have the expectation that the provision is informed timely of any event or incident that may affect their child's behaviour so that any alternative arrangements for the day that may be necessary are actioned; good communication between the provision and home is really important. The child's current setting will send all the relevant paperwork to the provision, including the child's yellow file, prior to integration. The child will follow a phased integration plan so that he/she experiences success. The timings of the phased integration will be in agreement with parents and can be altered to fit the child's needs.

The success of each child's integration is carefully monitored and recorded. If a child is finding integration difficult the provision will seek guidance and support from the various agencies that are relevant. The parents/carers are regularly contacted to discuss positive and negative incidents to ensure that they are informed about their child's progress.

When a child is ready to start attending lessons in the main school they will meet the teacher and any other adults in that lesson prior to joining. They will also visit the classroom to see where the lesson will take place. They may attend part of the lesson initially and then increase the time appropriately. This will be supported by a member of the HIVE team. This support will be monitored and if deemed appropriate this can be withdrawn at an agreed time.

Agreed by the Governing Board on \_\_\_\_\_