





# Bridgwater College Trust

## SEND Policy

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## **Bridgwater College Trust SEND Policy**

This policy outlines Bridgwater College Trust's aims and expectations for the provision of special educational needs and disability across our academies. It is a statutory requirement that each academy outlines their personalised Special Education Needs and Disability procedure in their academy SEND Report (Local Offer) which will accompany this policy.

### **Bridgwater College Trust Vision for SEND:**

Bridgwater College Trust (BCT) has high aspirations for every child, celebrating individual differences in ability, aptitude and skills. We endeavour to meet all individual need, providing opportunities for all students to reach their full potential.

BCT will ensure all academies provide an inclusive learning ethos and curriculum for all its students, promoting a fundamental belief in the equality of opportunity for all. Every student will be encouraged and nurtured to be fully included into the life and curriculum of their chosen academy, with a voice on the support and direction of their education.

The primary and secondary SEND teams within the Trust work together in a mutually beneficial way to sustain excellence in teaching and learning for students with SEND through innovation, collaboration, alignment and on-going professional development.

Through successful implementation of this policy, BCT aims to:

- Eliminate discrimination and promote equal opportunities.
- Provide greater choice and control for all young people and parents/carers over their support and curriculum
- Provide successful preparation for adulthood, including independent living and employment

## Contents

1. Aims.....	4
2. Legislation and guidance .....	5
3. Definitions .....	5
4. Roles and responsibilities .....	6
5. SEND information report.....	7
6. The Graduated Response and Identification and monitoring of SEND.....	8
7. External Support and Further Guidance.....	12

# 1. Aims

Bridgwater College Trust aims to provide opportunities for all children to access a broad and balanced curriculum, recognising and nurturing the potential of all. As an inclusive Trust, we celebrate diversity and difference.

This SEND policy and individual academy SEND Reports aim to:

- Explain how our academies identify students with SEN and/or disability and how they provide and monitor provision (SEND)
- Explain the roles and responsibilities of everyone involved in meeting the needs for students with SEND
- Explain how students and parents are involved in improving personal attainment and progression for students with SEND.

## 1.2 All Academies across the Trust will:

- Support staff in their commitment to ensuring that all students with Special Educational Needs and Disability achieve their full academic and personal potential. Every student has the right to equal access to learning and curriculum.
- Encourage a collaborative and positive partnership between all those involved in the care and provision of students with SEND, involving students, parents, governors and staff in the planning, delivery and review of SEND policy, strategy and provision.
- Work in line with County Guidelines and the SEND 2014 Code of Practice.
- Embed an atmosphere of high expectations, encouragement, acceptance, respect and sensitivity to all individual needs.
- Access appropriate resources for students with Special Educational Needs and Disability, including support from external agencies.

All Academies undertake its duty to deliver equality of access to education, provision and support by ensuring that the Accessibility Plan and Special Educational Needs and Disability policy is applied equally and with due regard for process, individual needs and circumstances.

## 2. Legislation and guidance

2.1 This policy is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for students with SEN and disabilities
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the SEN information report
- Equality Act 2010

This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2018) 'Keeping children safe in education'
- DfE (2018) 'Working together to safeguard children'
- DfE (2014) 'School admissions code'

## 3. Definitions

3.1 A student has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than the majority of others of the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools.

(Code of Practice 2014, p4)

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

The 2014 SEN Code of Practice identifies two categories of support for students identified with SEND. These are:

### 1. SEND Support:

The identification of SEND Support is built into the overall approach to monitoring the progress and development of all students. SEND support will be triggered when, despite receiving high quality teaching (Somerset's Core Standards), the child:

- Continues to make little or no progress in specific areas over a long period.
- Continues working at substantially below age related expectations of children of a similar age.
- Continues to have difficulty in developing literacy and mathematics skills.
- Has emotional or social difficulties which substantially and regularly interfere with the student's own learning or that of the class group, despite having an individualised programme of support.
- Has sensory or physical needs and requires additional specialist equipment or regular advice or visits by a specialist service.
- Has an ongoing communication or interaction difficulty that impedes the development of social relationships and causes substantial barriers to learning.

All SEN Support students have their provision mapped. This enables staff to have a clear understanding of the level of need within this one category and provision recorded.

## 2. Statutory assessment and Education Health Care Plans (EHCPs)/Statements:

In a very small number of cases, where a student has more severe or complex needs that do not respond to support offered at SEND Support, a request for statutory assessment of special educational needs is put forward to the LEA, who, following the completion of various appendices from parents, education, care and health services, subsequently consider whether or not to issue an EHCP (Education, Health and Care Plan).

An EHCP is a legal document and requires an annual review. Decisions on the admission of students with an Education, Health and Care plan are made by the Local Authority, following consultation with individual schools/academies.

### 3.2 The four Code of Practice categories of special educational needs and disability:

Most students identified with SEND will fall into one of the following broad categories of SEND, but some have more than one area of need. **There are four areas of SEND recognised in the 2014 Code of Practice.**

1. **Communication and Interaction (Speech/Language and Autistic Spectrum Condition)** – this includes speech and language and communication needs and students with ASC (Autism and Aspergers).
2. **Cognition and Learning (General Learning and Specific Learning Difficulties)** – this includes moderate learning difficulties (working at a slower rate than peers), severe learning difficulties, and specific learning needs (dyslexia, dyscalculia and dyspraxia).
3. **Physical and/or Sensory Impairment** – this includes visual or hearing impairment, multi-sensory impairment or physical disability.
4. **Social, Emotional and Mental Health** – these difficulties manifest in different ways including withdrawn, challenging behaviours, disruptive or disturbing behaviours and diagnosed mental health disorders (ADD, ODD, ADHD, or attachment disorder).

Students placed on the SEND register will have their needs recognised and named under one or more of these four categories.

## 4. Roles and responsibilities – see each individual academy SEND Report for full details

### 4.1 The SENCO

The Trust expects SENCOs to:

- Work with their Headteacher/Trust SEND Lead and SEND governor to determine the strategic development of the SEND policy and provision in the academy
- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual students with SEND, including those who have EHC Plans
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that students with SEND receive appropriate support and high quality teaching
- Advise on the graduated approach to providing SEND support
- Advise on the deployment of the school's delegated budget and other resources to meet students' needs
- Be the point of contact for external agencies, especially the local authority and its support services
- Liaise with potential next providers of education to ensure students and their parents are informed about options and a smooth transition is planned
- Work with the Headteacher/SEND Trust Lead and governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure the school keeps the records of all students with SEND up to date

#### **4.2 The Trust expects SEND governors to:**

- Help to raise awareness of SEND issues at governing board meetings
- Monitor the quality and effectiveness of SEN and disability provision within the academy and update the governing board on this
- Work with the Headteacher, SEND Trust Lead and SENCO to determine the strategic development of the SEND policy and provision in the school

#### **4.3 The Trust expects the SEND Trust Lead to:**

- Work with the Headteacher/individual SENCOs to determine the strategic development of the SEND policy and provision in the academy
- Monitor the quality and effectiveness of SEN and disability provision within each academy and update the CEO/head teacher
- Liaise with other providers and external agencies to be fully aware of national and regional SEND developments to share with SENCOs across the Trust.
- Provide professional guidance to SENCOs, colleagues and parents to support the development of SEND across the Trust.

#### **4.4 The Trust expects Headteacher(s) to:**

- Work with the SENCO, SEND Trust Lead and SEND governor to determine the strategic development of the SEND policy and provision in the school
- Have overall responsibility for the provision and progress of learners with SEN and/or a disability

#### **4.5 The Trust expects each class teacher to be responsible for:**

- The progress and development of every student in their class
- Working closely with any teaching assistants/HLTAs or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Working with the SENCO to review each student's progress and development and decide on any changes to provision
- Ensuring they follow the SEND policy

#### **4.6 The Trust expects parents and carers to:**

- Be fully involved in the identification, planning and evaluation process
- Communicate regularly with the child's teacher(s), identified member of staff
- Fulfil their obligations under home-academy agreements which sets out expectations of all parties;
- Take heed of their child's academy's SEND information report which outlines the support available in the academy.

### **5. SEND information report**

Each of the Academies across the Trust provides additional and/or different provision for a range of needs for the four areas of SEND of the Code of Practice:

- Communication and interaction
- Cognition and learning - Moderate/severe and multiple learning difficulties
- Social, emotional and mental health difficulties
- Sensory and/or physical needs

Each individual Academy has a detailed SEND Report on their website. This will differ for each Academy, as provision reflects the needs of the students and locality. The SEND Report runs alongside the Trust SEND policy.

The SEND Report details each Academy's approach to teaching students with SEND, detailing provision, training and staffing expertise and contact details of staff and agencies, including the link to the SEND Local Offer at Somerset County Council and Core Standards.

## **6. Identifying students with SEND and assessing and monitoring their needs:**

### **6.1 A Graduated Approach**

The SEND (0-25 years) Code of Practice (2014) sets out that schools/academies/ colleges should develop a Graduated Approach – a cycle of assessment, planning and reviewing their actions in detail and with increasing frequency to identify the best way of obtaining adequate progress for children/young people.

Adequate progress can include progress which:

- Is similar to peers starting from the same place
- Matches or betters child/young person's previous rate of progress
- Closes the attainment gap between the children/young people and their peers
- Prevents the attainment gap growing wider

Each Academy will systematically assess student's current skills and levels of attainment, which will build on previous settings and key stage assessment, where appropriate. Class teachers will continue to make regular assessments of progress for all students and identify those whose progress:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better the student's previous rate of progress
- Fails to close the attainment gap between the student and their peers
- Widens the attainment gap

Further discussion with the SEND team could then be prompted by:

- Student making little or no progress even when teaching approaches are targeted particularly in an identified area of weakness;
- Shows signs of difficulty in developing literacy or mathematics skills which result in poor attainment in some curriculum areas;
- Has sensory or physical problems and continues to make little or no progress despite the provision of specialist equipment;
- Has communication and /or interaction difficulties and continues to make little or no progress despite the provision of an appropriate differentiated curriculum;
- Has social, emotional or mental health difficulties which substantially and regularly interfere with the student's own learning or that of the class groups, despite having an individualised behaviour support programme;
- Has a communication and/or an interaction difficulty that impedes the development of social relationships and cause a substantial barrier to learning.

Slow progress and low attainment will not automatically mean a student is recorded as having SEND.

### **6.2 High Quality Teaching (HQT)**

When deciding whether special educational provision is required, staff will assess attainment and expected progress, the views and the wishes of the student and their parents, and evaluate implementation and **impact of high quality teaching approaches** within the classroom.

The Trust's first approach in maximising potential for all students is high quality teaching;



*'High quality teaching, differentiated for individual students, is the first step in responding to students who have or may have SEND. Additional intervention and support cannot compensate for a lack of good quality teaching. Schools should regularly and carefully review the quality of teaching for all students, including those at risk of underachievement. This includes reviewing and, where necessary, improving, teachers' understanding of strategies to identify and support vulnerable students and their knowledge of the SEND most frequently encountered SEN Code of Practice (2014, 6.37).'*

### **High Quality Teaching (HQT) within the classroom context and early intervention:**

Early intervention involves all students, including SEND learners, receiving well differentiated, quality first teaching, including where appropriate, small group intervention within the classroom. All learners have access to high quality teaching. Some vulnerable learners will also have access to carefully differentiated activities or approaches directly related to the school curriculum, making learning accessible to those learning at different rates.

### **6.3 Assess, Plan, Do, Review (APDR) cycle:**

The Code of Practice highlights the Assess, Plan, Do, Review cycle as a strategy used to both identify and further support SEND students. The **four** part cycle of, '**Assess, Plan, Do and Review**' provides a thorough understanding of student's needs and subsequent intervention (group or individual) to support the student to make good progress and achieve best possible outcomes.

This approach follows the following format:

#### **Assess (the needs of the individual child)**

Teachers and the SENCo collectively carry out a clear analysis of a student's need when concerns raised. This assessment will be reviewed regularly and professionals involved where appropriate. Information can be gathered through:

- A range of assessments used with all the students at various points of the academic year e.g. Lucid Exact online test, Boxall Profiles, spelling and reading age assessments.
- Information provided by parents and carers, other educational settings or outside agencies.
- Observations carried out by the SENCO /classroom teacher.
- The students' voice to ascertain their views on their difficulties experienced in the classroom.
- The student's class exercise books.
- Views from all members of academy staff who are involved with the student.
- Previous/transition assessment data/ Liaison with other feeder schools or colleges.
- Use of Academy SEND concern referral
- Reading and following information/advice from other services.

All of these strategies will provide an overall picture of the 'whole' child, i.e., their strengths as well as areas to develop. This will ensure assessment of need and provision is accurate and effective from the very start.

#### **Plan (for provision)**

Strategies/additional provisions are planned for students that are not making expected progress that will address the areas of difficulty, even if a special educational need has not been identified. Despite increased personalised intervention, some students may continue to make inadequate progress. For these students, and in consultation with parents, a further range of assessment tools will assess individual need to determine the cause of the learning difficulty. If necessary, external advisors will be invited to complete more specific and detailed assessments. The purpose of additional external assessments will be to understand what additional resources and different approaches are next required to remove barriers to learning.

#### **Do – (Implement the planned provision)**

The SENCO will work closely with teachers to ensure all planned provision takes place and any external specialist advice relevant to the student's needs is followed. A range of different teaching approaches,

appropriate equipment, including the use of information technology, will be considered. All teachers and support staff who work with the student will be aware of the support to be provided and the teaching approaches to be used.

### **Review (the effectiveness of provision)**

The effectiveness of the support and interventions and their impact on student progress will be reviewed to:

- Measure impact and quality of support
- Gain views of students and parents
- Provide feedback into the analysis of needs
- **Enable the SENCO to revise the intervention and support as necessary**

### **6.4 Identification of SEND needs and being placed on the register:**

If a special educational need is subsequently identified following the APDR cycle, the class teacher(s) and SENCO, in consultation with parents and student, will provide additional interventions or resources that are 'different from or additional to' those provided as part of the Academy's usual differentiated, 'provision for all' curriculum.

**A student will be identified as having SEND if they do not make adequate progress following all initial interventions and adjustments to their classroom curriculum and high quality teaching. The student will subsequently be placed on the individual academy's SEND Register and parents notified. Every student on the SEND register will have an intervention or provision that is, 'additional to' the quality first teaching approaches, and have a recognised SEND need within either of the four areas of the Code of Practice (evident from assessment).**

**Following on going provision and APDR cycle, if progress is made and gaps narrowed, students may be removed from the register and parents again informed. This will depend on the severity of SEND need and on-going need to monitor and provide intervention.**

If a SEND need had already been identified and the provision didn't impact on progress and attainment, a further Assess, Plan, Do, Review cycle will be put into place.

#### Assessing impact at whole school level:

The SENCOs monitor the implementation of SEND provision, providing feedback to staff.

Monitoring and evaluation of effective provision is carried out through various means across each Academy and is detailed on Academy SEND Reports, which may include:

- Classroom observations by the SENCOs/SEND Trust Lead and SLT/PLT
- Work sampling on a termly basis
- Scrutiny of planning of teachers and/or HLTAs.
- On going assessments of intervention progress
- Whole academy Student Progress Meetings
- Monitoring impact of Pupil Passports/Provision Map and SSP target progression
- Attendance records and liaison with attendance officer
- Engagement and assessment with alternative, offsite provisions

#### At individual level

In addition to whole school student assessment points, students recognised as having special educational needs may have more frequent assessments of reading age, spelling age etc. The additional assessment data will enable SENCOs to ascertain if students are increasing their level of skills in key identified areas.

If adequate progress is not being made, SEND support for existing SEND students will be reviewed and adjusted accordingly, or a student will be newly identified as SEND and placed on the SEND register.

Students with EAL (English as an Additional Language) will not automatically be placed on the SEND

register, however, their progress rates will be monitored to ascertain if there is also a SEND need impacting on progress.

All students with SEND will have individualised support detailed either on a Pupil Passport or Provision Map. These documents will also be informed by the views of students, parents, class teachers, the SENCO and assessment information.

IEPs are no longer prescribed in the SEN Code of Practice 2014, but the Academy's approach to these documents is as follows:

- All students recognised with funding or in receipt of a Statement/EHCP will have a Pupil Passport.
- Students being considered for the next applications for Band funding will also have a Pupil Passport.

For students with an Education, Health and Care Plan or those recognised as having High Needs (Banding), there will also be an Annual Review of the provision made for the student, which will enable an evaluation of the effectiveness of the special provision.

### **6.5 Annual Review of an EHCP:**

All EHCPs must be reviewed at least annually. The SENCO(s) will invite parents/carers and other professionals involved, where they will consider possible amendments needing to be made to the description of the child's needs or to their special educational provision specified on the EHCP.

On the 1st September 2014, new legislation stated that all Statements would be converted to Educational Health Care Plans (EHCPs). The timeframe for this was between Sept 2014 and April 2018. The new plans will now run from birth - 25 years.

If at any time the Academy/SEND team believes the needs of a student cannot be met within a Trust Academy (as a result of long term provision not impacting on progress), evidence will be collated and a request for either an EHCP or specialist provision will be put forward to the SEND Panel at County Hall.

### **6.6 Additional 'Top Up' Band funding**

Currently, for students with an EHCP and/or whose needs are recognised as above the nationally prescribed threshold (currently £6000), funding is allocated through the new Banding system. However, from April 2018, any new funding will only be allocated with a new Education Health Care Plan or through exceptional cases highlighted with County Hall SEND advisors.

All students with Band funding, currently without a EHCP, will have a 'My SEN Support Review' with parents and professionals involved.

### **6.7 Adaptations to the curriculum and learning environment**

Every academy across the Trust has a personalised Accessibility Plan, available on individual academy websites. The Accessibility Plans will be monitored yearly and updated as necessary. A full review will take place every three years.

The Trust will make the following adaptations to ensure all students' needs are met within the classroom and physical sites, including:

- Differentiating the curriculum to ensure all students are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson.
- Adapting resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
- Differentiating delivery, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.
- All extra-curricular activities and school visits made available to all students, including before-and after-school clubs.
- All students encouraged to go on our residential trip(s) across each academy.
- All students encouraged to take part in sports day/school plays/workshops, etc.
- No student ever excluded from taking part in activities because of their SEN or disability.

## **6.8 Evaluating the effectiveness of SEND provision**

All academies evaluate the effectiveness of provision for students with SEND by:

- Reviewing students' individual progress towards their goals each term
- Reviewing the impact of interventions
- Using student/staff questionnaires
- Monitoring by the SENCO/SEND Trust Lead through SEND audits and Self Evaluation (SEF)
- Using provision maps to measure progress
- Holding annual reviews for students with EHC plans

## **7. External Support and Further Guidance:**

### **7.1 Working with other agencies**

As a Trust, we recognise the importance of working with a range of agencies who can offer additional support and advice concerning students. Considerable time is therefore allocated to meet with, receive advice from and work alongside staff from numerous agencies.

The key services include:

- Educational Psychology
- Learning Support Service
- Speech and Language Therapy
- Physical Impairment Team
- Children's Social Care (CSC)
- Integrated Therapy Team
- CAMHS – Child and Adolescent Mental Health Service
- Autism and Communication Service
- Get Set

In addition, other links are made to services who are involved in supporting smaller number of students or individuals e.g. Young Carers. Meetings and programmes of visits from each service take place as required, where professional advice can be sought relating to individuals, or support given to develop new initiatives or provide training for the SEND teams or individual colleagues.

Parents wishing to access external support services are advised to share their concerns with their child's SENCo, although details of services are included on the SEND Report(s).

Parental consent is always sought before an academy requests involvement of any outside agency.

The SENCo is the central member of staff to coordinate the access to SEND agencies.

### **7.2 Supporting students moving between phases and preparing for adulthood**

Each academy will share information with the school, college, or other setting the student is moving to. We will agree with parents and students which information will be shared as part of this. Each academy will also endeavor to visit and speak directly with staff if receiving a new student with SEND prior to starting their new placement.

Some students will have additional transition visits and arrangements put in place according to their SEND need(s). This will be fully discussed with parents, student and staff and vary according to need.

### **7.3 Consulting and involving parents**

Staff within each academy will have an early discussion with the student and their parents when identifying whether they need special educational provision. These conversations will make sure that:

- Parents feel their child's views and opinions are listened to

- Everyone develops a good understanding of the student's areas of strength and difficulty
- Parents feel concerns are listened to
- Everyone understands agreed outcomes and clear on what the next steps are

If improvements in progress are not seen, academy SEND staff will contact parents to discuss the use of internal or external assessments which will help us to address these needs better. Parents will be invited to all planning and reviews of this provision so they can be actively supported to contribute. Parents will be notified when it is decided that a student will receive SEND support and if placed/removed from the SEND register.

Parents will receive termly updates through either Pupil Passports, Parent evenings or Provision Maps and be offered the opportunity to come into their child's academy to discuss progress and concerns with the SEND team/SLT.

Parents of students with an Education, Health and Care Plan or Band funding will be invited to contribute to and attend an Annual Review/My SEN Support review which, wherever possible, will also include other agencies involved with the student. Information will be made accessible for parents.

### **Pupil Voice:**

One of the key principles of the 2014 Code of Practice is putting children, young people and their families at the heart of the legislation.

At Bridgwater College Trust, opinions and aspirations of both parents and students will be taken seriously and listened to.

In the four part cycle of assess - plan – do – review, students will have an opportunity to be part of the plan and review both short and long term outcomes.

Students will have termly opportunities to contribute their voice in regards to meeting their needs and be part of their own target setting process.

The SEND teams across all academies collect termly samples of SEND student's opinions and views. All SEND students are also given opportunities to express their opinions at their Annual Reviews and/or My SEND review.

### **7.4 Complaints about SEND provision**

Complaints about SEND provision at any of our BCT academies should be made to the SENCO and/or head teacher in the first instance. They will then be referred to the academy's complaints policy.

The parents of students with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that their child's academy has discriminated against their children. They can make a claim about alleged discrimination regarding:

- Exclusions
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services

### **7.5 Access Arrangements for National Tests and Examinations:**

Each academy has a wide variety of courses for which there are a variety of assessment arrangements. Where students are required to sit formal examinations and have needs which warrant special arrangements, these will be assessed and put into place. Staff identify potential students to the SEND team who may qualify for Access Arrangements.

These students are assessed by the Trust's Specialist Access Arrangements assessor, who tests and makes appropriate recommendations to become the students' 'normal way of working'.

Applications are made to the necessary examination boards who then decide if they meet the criteria. When students are awarded access arrangements, staff continue to collect evidence throughout the year in support of these arrangements.

Parents and staff will be notified of any specialist access assessments and outcomes.

The Trust's Access Arrangement policy is found on Bridgwater College Trust website.

## **7.6 SEND and Child Protection**

SENCOs ensure there is regular communication with their Child Protection team, to be fully aware of any child protection needs for students with SEND, due to their increased vulnerability. The DSL (Designated Safeguarding Lead) and SENCO work together to ensure children identified with SEND and child protection needs feel safe, and their full spectrum of needs considered in any decision making linked to exclusion and peer incidents.

Each academy monitors bullying incidents to ensure there aren't disproportionate number of students with SEND being bullied and will put in place extra pastoral support when necessary for any student with SEND.

## **7.7 Links with other policies and documents**

This policy links to our policies on:

- Accessibility Plan
- Behaviour Policy
- Equality Policy
- Supporting students with medical conditions
- Child Protection Policy
- Keeping Children Safe in Education document