

Students with additional needs or disabilities (such as dyslexia or ADHD) are classed as students with educational needs and disabilities (SEND). Being a provider of courses to students of varying ages and nationalities, BSC YL aims to provide a safe and dynamic environment to all of its students.

Unfortunately, not all nationalities and cultures recognise the needs of students with such requirements and may either attempt to mask or deny these.

The centre's DSP is to follow BSC YL's Escalation Structure if necessary.

### **Suspected**

While some students, their families and IGLs are aware and open about sharing learning requirements, it can be difficult to prove that a student is struggling if this is not the case.

Therefore, if in doubt, it is best to treat the student in question the same as all other students while offering support and leniency where required (e.g.: allowing the student a bit more time to complete an assignment).

An incident report should be written giving evidence of any incidents and detailing any reasons behind any suspicions.

Be sure to check the student's profile in their booking information as their requirements may have already been identified and there may already be additional information supplied by the agent.

### **Confirmed**

Giving the students space to express their needs is vital to being able to provide the best solutions for their specific requirements.

Once a suspicion is confirmed, either by the student, their family, their IGL (or, if known, via their booking information), the DSP should make all relevant parties aware; specifically, the DDS(s), the student's teacher(s) and the welfare team.

Confidentiality is key as some cultures may look down of people with SEND requirements. Be sure to only inform those on a need-to-know basis.

If any event or concern warrants further investigation, the DSP may opt to escalate this to their respective DDSL.

### **First aid**

It is advised that two staff members be present for first aid treatment or a member of staff and the student's IGL.

### **Toilet use and accommodation**

Depending on the age and requirements of the SEND individual, it may be beneficial to pair them with a roommate of the same gender who also accompanies them during toilet visits.

For SEND individuals who require additional assistance, it is quite common for them to travel with a sibling who is aware of how to best support their needs.

All students should be aware of how to contact a designated staff member in emergency situations.

### **Travel**

It is at the DSP's discretion as to whether to allocate additional staff when SEND individuals are present.

Factors which may influence the DSP's decisions are:

- Group size.
- Journey time/length.
- Method of transport.
- Attitude and behaviour of other students.
- IGL support.

### **Activities & Excursions**

Should the centre's DSP deem it appropriate, additional staff may be allocated to assist in the supervision of specific groups/individuals.

### **Teaching & Lessons**

A positive learning experience for all students at BSC YL is paramount. In alignment with the above, the Academic Manager will inform the teacher accordingly, and appropriate help will be provided.

The following measures can be taken in case such help is required:

- Larger photocopies of worksheets
- Supervised mini breaks during a lesson for SEND students
- Additional responsibilities in the classroom
- Individual tasks specifically created for SEND
- Individual workstation or desk for SEND
- DSO (typically a WL) assisting SEND during lessons