



# Speech and Language Policy

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Updated 2014

[www.swindondownsgroup.org.uk](http://www.swindondownsgroup.org.uk)

## **Speech and Language Policy**

### **Swindon Down's Syndrome Group**

1. The Swindon Down's Syndrome Group's Speech and Language Therapy Group (hereafter known as "The SALT Group") specific to children with Down's syndrome is run in addition to the statutory provision provided by the Primary Care Trust.
2. The aim of The SALT Group is to provide weekly speech and language therapy sessions for people aged 19 or under with Down's syndrome who live or are educated in the SN postcode area and meet the criteria in the "Rules of membership"- appendix no. 1.
3. Membership of The SALT Group is achieved by the following steps:
  - Parent/carer contacts the Swindon Down's Syndrome Group's Chair for membership form and Rules of Membership – appendix no. 1 and Rules of Attendance – appendix no. 2.
  - Parents/carers will have been members of the Swindon Down's Syndrome Group for 6 months before their child is added to the waiting list.
  - If the parent/carer agrees to adhere to the Rules of Membership – appendix no. 1 and Rules of Attendance – appendix no. 2, they then need to return the completed membership form to the Group Chair.
  - The membership form is then dated and forwarded to The SALT Group's Speech and Language therapist and the child's name is added to the waiting list.
  - The Speech and Language Therapist will then contact the parent/carer to arrange an initial visit and to discuss inclusion into a group when a suitable place becomes available.
  - "Rules of Membership" must be adhered to by all who attend the groups – appendix no. 1.
  - "Rules of Attendance" must be adhered to by all who attend the groups – appendix no.2.

4. The SALT Group committee will meet with the Head of Speech and Language Therapy of the Swindon Primary Care Trust and the SALT Group's Speech and Language Therapist once a term to discuss issues surrounding the running and funding of The SALT Group.
5. Written records are held on all children in The SALT Group and on the waiting list. The access to these records is restricted to the Speech and Language Therapist and the responsibility for the safe storage of these records lies with the Speech and Language Therapist. All information is kept strictly confidential.
6. Parents/carers will keep the Swindon Down's Syndrome Group and the Speech and Language Therapist informed, in writing, of any changes, e.g. contact details, change of address or no longer requiring a place in the Group.
7. The SALT Group are covered by Public Liability Insurance for £5M.
8. If there is a complaint or dispute the SDSG's "Complaints Procedure" should be followed.

**Date for next Review:      May 2015**

**Signed:**

**Chair, Swindon Down's Syndrome Group**

**Date Signed:**

## Appendix 1

### Rules of Membership

- All children with Down's syndrome who live or are educated in the SN postcode area are eligible to apply for a place in The SALT Group.
- Spaces in The SALT Group will be allocated from the waiting list.
- It is expected that the parents/carers will attend the AGM of the Swindon Down's Syndrome Group and take an active part in the work of the Group.
- There is an expectation that parents/carers will help with fundraising. This could either be part of an organised group event or an individual event.
- Queries about the content of the sessions, group set-up, annual reviews or assessments should be made to the therapist.
- Concerns or queries regarding a child's statutory provision should be made with the child's statutory speech therapist in the first instance. Concerns may be sent to the Chair of the Swindon Down's Syndrome Group.
- General comments or concerns about The SALT Group should be sent to the Chair of the Swindon Down's Syndrome Group.

## Appendix 2

### Rules of Attendance

- Parent/carers must make a commitment to attend every session offered to their child.
- Siblings over 1 years old **must not** attend the session.
- If a child is unable to attend the session a message must be left for the therapist at the Speech and Language Therapy Department's Office.
- The parent/carer is responsible for their child whilst attending the Speech and Language Therapy Groups.
- Adults are requested not to "chat" during the session unless it is part of the activity.
- Teaching Assistants attending the session are in a supernumerary role and are not to take the place of the parent/carer.
- In exceptional circumstances where there is difficulty in attending The SALT Group, but it is still desired to maintain the child's place in the Group e.g. long-term illness, a member of The SALT Group committee should be contacted to discuss.
- If a child misses 2 consecutive sessions without informing the Speech and Language Therapist a letter will be sent to the parent/carer asking if the place is still required. If no reply is received within 2 weeks the child's place may be re-allocated.
- Each member of The SALT Group will be expected to take their turn for tea/coffee making, washing-up and clearing away and providing the snack for their Group on a half-termly basis.
- If a place is no longer required for a child in The SALT Group written notice should be given to the Swindon Down's Syndrome Group's Chair.
- Parents/carers must ensure that they inform the Swindon Down's Syndrome Group and the Speech and Language Therapist, in writing, of any changes to contact details.