

Short break provision in a mainstream placement with inclusion funding January 2024- January 2025

Purpose

Inclusion funding is available from the Early Years, Inclusion and Childcare High Needs Block for providers to include children with additional needs in mainstream provisions. Children who do not reach thresholds for a commissioned short break or direct payments through the Disabled Children's Service are referred to the Early Years, Inclusion and Childcare Service for support to access a Short Break in a mainstream placement. The short breaks inclusion funding has been reviewed to include holiday periods for birth – 18-year-olds.

Funding is available to support the inclusion of a child or young person into a provision which can offer the child a 'Short Break' which may be a Playscheme, Summer Holiday Group Activity, School Holiday Club, Out of School Club or Early Years Setting who:

- Is aged between birth-18 years
- Lives in Leicestershire
- Has a special educational need or disability as defined by Section 20 of the 'Children and families Act 2014' and the 'Equalities Act 2010'
<https://childlawadvice.org.uk/information-pages/special-educational-needs/>
- would benefit from a Short Break at a play and leisure setting and evidence supports this need.

Scope of this document

This document gives guidelines on the Short Breaks Inclusion Funding and the nature of the special educational needs and disabilities that would be considered eligible for funding and which the provision is expected to support as part of everyday good practice and in order to be compliant with the Equalities Act 2010

<http://www.legislation.gov.uk/ukpga/2010/15/section/20>

Please note that not all children with a special educational need or disability will require additional funding to be successfully included into a Playscheme, Holiday club, Holiday Group Activity, Out of School Club or Early Years setting.

To be an approved 'Holiday Group Activity Provider, you must meet the responsibilities as listed under 'The Provider's Responsibility' as referred to later in this document.

Process

1. The child will be considered for Short Break Inclusion Funding where one of the following applies:
 - The child or young person is receiving support from a worker from the Children and Family Wellbeing Service who from their own assessment and review process has identified a need for the child or young person with SEND to receive a Short Break in order to support the whole family.
 - The child/young person is not currently open to a worker within LCC, however there is evidence of the child's needs to demonstrate that the child and family would benefit from a Short Break. This removes the requirement for the child to be re-referred and reassessed before an application can be considered
2. If required, the Play and Leisure Inclusion Officer will support the family to find an appropriate Playscheme, Holiday club, Summer Holiday Group Activity, Out of School Club or Early Years Setting where the child can receive a short break
3. Once a place has been offered by the provider to the child or young person at one of these activities, the Play Leisure and Inclusion Officer will consider whether an application for Short Break Inclusion Funding is necessary to ensure that the child can access the Short Break. Advice to complete the form will be given.
4. A panel of relevant professionals will consider the Short Break Inclusion Funding application and will refer to supporting evidence from the child's case worker, or from other evidence available.
5. If Inclusion Funding has been requested, providers will be informed of the outcome by email from the service's business support team
6. If Inclusion Funding has been requested, the parent will be informed of the outcome by the Play and Leisure Inclusion Officer.

Criteria for Inclusion Funding

1. Where the child/young person needs adult support or resources in the following areas which is additional or different from that which is normally available:
 - Intimate care
 - Support during mealtimes
 - Supporting independence with self-help skills
 - Safety of self and others
 - Transition and supporting changes in routines
 - Building relationships with peers
 - Supporting the child's communication needs through visual aids or signing
 - Adapting the environment to meet the child's needs
 - Supporting the child's medical needs
 - Positive Behaviour Support
 - Support for emotional wellbeing
 - Physical needs
 - Medical needs

It is not possible to grant Inclusion Funding to a child/young person who receives commissioned short breaks or direct payments which has been funded by LCC including a Summer Direct Payment Card.

The Provider's Responsibility:

- To comply with the 'Equalities Act 2010'
- Be classed as private, independent, voluntary, or governor operated
- To adhere to relevant legislation e.g. GDPR
- To have the essential policies and procedures relevant to delivering a service to children and young people
- To have Public Liability Insurance appropriate for the nature of the activities
- To ensure that all staff and volunteers have passed through a safe recruitment process including holding an enhanced DBS check relevant to their role in the service being delivered
- In submitting a Short Break Inclusion Funding application, you are agreeing to work in partnership with the Early Years, Inclusion and Childcare Service
- If applicable, to be registered with Ofsted and to adhere to their regulations
- For ages 16+, to be on the Adult Social Care Framework
- To have regard to and implement the SEND Code of Practice 0-25 years where appropriate.
- To make reasonable adjustments to include the child in their setting.

The Application Must:

- Be completed in all required sections and carry all necessary signatures including the signature of the young person aged 16 years and over if they have the capacity to do so.
- Be specific about how the Short Break Inclusion Funding will be used to support the child/young person, how you will support them, and what the funding will enable the child/young person to do as a result of this.

Funding Details:

The funding is intended to contribute to any additional costs, specialist equipment or training and set at £7.50 per hour for each hour the child attends and as follows:

1. The Short Break Inclusion Funding will be considered alongside the supporting evidence and an individual offer made to the Short Break provider. A new application should be submitted as follows:
 - If the child/young person is attending a summer school holiday activity, a new application must be submitted each year.

- If the child/young person is attending a Holiday Club, Afterschool Club or Early Years Setting outside of the Summer School holiday, a new application must be submitted termly.

This is because:

- The child/ young person may move to a different setting
- The child/ young person's support needs may change
- The child/ young person's needs may be short term
- It cannot be guaranteed that funding for the hours requested will be received or retained at the same level each year

PLEASE NOTE: The maximum amount of funding which can be applied for in one year from April 1st to March 31st is 60 hours

Monitoring

In circumstances where funding is not used in line with the application form or effectively as requested by the setting, monies will be recouped.

You will receive a visit from the Play and Leisure Inclusion Officer and/or the Childcare Improvement and Sufficiency Officer for your district who will offer advice and support to ensure that the inclusion is positive. If the funding was granted for additional adult support, evidence including the names and hours worked by the adults supporting the child/children will be viewed at this visit.

Further Information

Contact the Early Years, Inclusion and Childcare Service:

Tel: 0116 305 7136

Email: childcare@leics.gov.uk

Right of Appeal

If you wish to appeal the funding decision, please refer to the [Short Breaks Inclusion Funding Appeals Procedure](#) and the [Short Breaks Appeal Process Flowchart](#)

If you have any questions regarding this, please email: childcare@leics.gov.uk