

Short Breaks Inclusion Funding Criteria

Purpose

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 Summer Playscheme, Summer Holiday Group Activity, School Holiday Club, or Out of School Club who:

- Is aged between 2-18 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/>
- Parents/Carers have requested a 'Short Break' through Leicestershire County Council Children and Families Wellbeing Service, OR have been identified by a relevant professional that this would be of benefit to the child and family

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 support to be successfully included into a Playscheme, Holiday club, Holiday Group Activity or Out of School Club.

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 or young person will have been referred to Leicestershire County Council Children and Family Wellbeing Service by the parent/carer or a relevant professional with a request for a 'Short Break' or following further assessment it has been considered that a Short Break would be beneficial to the family.
2. A Short Break Assessment by a SEND Family Worker will be carried out, and the request for a Short Break will be considered by a range of professionals. If the child or young person's needs are considered not to reach thresholds for a Leicestershire County Council funded Short Break, the parent or carer will be advised and supported by the Play, Leisure and Inclusion Officer to be helped to find an alternative at a Summer Playscheme, Holiday Club, Holiday Group Activity or Out of School Club
OR
A referral will be made to the Play and Leisure Inclusion Officer from a Children and Family Wellbeing Service Intensive Family Support Worker who from their own assessment and review process has identified a need for a child with SEND to receive a short break in order to support the whole family.
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 Short Break Inclusion Funding applications and will refer to the 'Short Break Assessment' for supporting evidence.

5. If Inclusion Funding has been requested, providers will be informed of the outcome by email.
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

Where the child needs adult support or resources in the following areas which is additional or different from that which is normally available:

- Intimate care
- Support during meal times
- 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 additional resources e.g. PECS, Visual Timetables
- Adapting the environment to meet the child's needs
- Supporting the child's medical needs
- Positive Behaviour Support
- Support for emotional wellbeing
- Physical needs

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
- To be registered and adhere to Ofsted regulations (if applicable)
- To be on the Adult Social Care Framework (where applicable for ages 14 years+)
- 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.
- Have all the required additional documentation included where applicable.
- 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 additional staffing or resource costs and set at £7.50 per hour for each hour the child attends and as follows:

1. The Short Break Assessment will be considered, and an individual offer made to the child and family aimed at meeting their needs
2. A new application should be submitted as follows:
 - If the child is attending a summer school holiday activity, a new application must be submitted each year.

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

This is because:

- The child may move to a different playscheme or group activity
- The child's support needs may change
- The child'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

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.

Right of Appeal

If you wish to appeal against the panel's decision, this should be put in writing and posted or emailed to;

Jo Fisher

Childcare Sufficiency and Development Team Manager

Early Learning, Inclusion and Childcare Service

Room G20

County Hall

Glenfield

LE3 8RF