

Dear Childcare Provider

### **Inclusion Support Grant Information, Eligibility and Process**

The Local Authority must ensure that this limited funding is used to meet the needs of the most vulnerable children. Therefore the correct procedures must be followed to ensure that only those children who meet the eligibility criteria are funded.

The Inclusion Support Grant Funding Application Form should be completed by childcare providers for any initial applications, indicating the support required. For any repeat applications the Addendum form should be completed.

This funding is strictly to support parents/carers who require childcare in order to continue in employment, education or training. **Proof must be provided by the parents/carers of their employment, education or training, e.g. a wage slip, or letter from their employer, education or training provider with the following details:**

- **Name of person claiming**
- **Dates and hours to be worked/in education/training**
- **Contact details of employer/education/training provider**

Payments will no longer be made unless this information is provided, and it must be provided for every application made, whether initial or repeat. The Local Authority will contact the employer/education/training provider to verify.

### **What is the Funding?**

The funding is available to support inclusive practice within childcare settings to enable children and young people aged 0-19 years with severe and complex needs to access out of school and holiday provision.

### **Aims**

- To promote inclusive practices and environments for children and young people with severe and complex needs
- To support existing settings/providers in offering out of school and holiday childcare to children and young people with severe and complex needs
- To fund one to one support where appropriate to enable children and young people with severe and complex needs to fully participate in activities within the setting/provision

### **Funding can be used to -**

- provide minor adaptations to the environment to promote inclusive practices within the setting/provision
- replace or improve specific resources if required to ensure all individual children have opportunity to access activities of choice within the setting/provision
- employ a member of staff who has the relevant understanding, knowledge and training required to support an individual child with severe and complex needs to access all aspects of provision

Please note the Inclusion Support Grant funding available is a contribution towards additional support in the setting - it is not available for the payment of the fees.

All support workers must be employed by the setting/provider claiming for the grant.

### **The setting/provider must:**

- be a registered provision unless exempt from registration
- provide childcare after 7.00am and before 7.00pm
- be responsible for the suitability of one to one support workers, DBS checks and the safety of the child whilst in the provision
- complete risk assessments and monitoring as agreed on allocation of funding
- apply for funding on a holiday or term basis - re-applying at the end of the period

### **Eligibility Criteria**

Funding is available to support settings/providers where:

- Autistic Spectrum Disorder plus severe learning difficulties and/or behaviour which is challenging
- Challenging behaviour which is associated with other impairments such as a learning disability
- Associated challenging behaviour which may present a risk to the child/young person or others in the provision
- Complex Health Needs – life-limiting conditions/palliative care and/or associated impairments (i.e. cognitive or sensory)
- Children/young people who require assistance with eating/drinking/toileting
- Children/young people who require assistance participating in activities due to their complex needs/disability
- Children/young people who require special equipment or adaptations (complex moving and handling needs)
- Parents/carers require childcare in order **to take up/continue in employment, education or training**
- The child/young person should be known to outside agencies such as Social Care, Health or Education and evidence must be provided.

New applications will be considered by an SEN panel of professionals and if approved, funding will be allocated to the setting/provider.

The emphasis of this Grant is moving away from one to one support in line with Disability Awareness guidance and towards additional support - increasing child/young person to staff ratio. Applications are required early in order to assess support on an individual basis and in the context of the provision as a whole.

### **For School Holiday Applications:**

Parents/carers are to complete and sign the appropriate application form in conjunction with the setting/provider.

Please ensure that an Inclusion Support Grant Funding Application Form or an Addendum Form is completed for each child/young person. To ensure continuity all applications must be on the appropriate forms issued by the Local Authority. Requests or invoices on alternative paperwork will not be accepted.

The Short Breaks programme may also be able to assist with respite childcare for working parents in the form of organised activities. Families may contact FIZ, an impartial information and signposting service for families, children and young people aged 0 to 19 (up to 25 years for young people who have learning difficulties or disabilities) on (01983) 823349 or email: [familyinfozone@iow.gov.uk](mailto:familyinfozone@iow.gov.uk) to find out more.

If you have any further queries please contact Karen Cole on 821000 Ext 8421 or email [karen.cole@iow.gov.uk](mailto:karen.cole@iow.gov.uk) in the first instance.