Guidance School-aged Children 4 to 14+

Making requests and the process for the allocation of additional support for children/young people who have special needs in private, voluntary and independent childcare, including childcare managed by maintained nurseries/schools

Resources are available to enable access for school aged children (4 to 14+) in out of school hours childcare (before and after school clubs, holiday schemes and care with childminders) with the very highest level of special needs.

This information describes the procedure for the allocation of additional resources/support for school-aged children who have special needs attending registered private, voluntary or independent childcare including childcare managed by maintained nurseries/schools.

It is expected that only a few children with the very highest needs will require a referral for additional resources to be made. The arrangements are described below.

1. Identifying a concern
   From your observations of the child during the routines of the session, any concerns you have should be discussed in the first instance with the child’s parents/carers. If they share your concern, or have concerns of their own and you would like advice to manage needs that may be unfamiliar to you or your colleagues, contact your Childcare and Playwork Adviser (CAPA) or setting Manager, who will make a referral to the Childcare and Playwork Inclusion Coordinator (CAPIC) or the Childcare and Playwork Inclusion Specialist Worker (CAPISW). Please ensure written permission from the parent/carer has been obtained. The CAPIC or CAPISW will advise on strategies that may be tried to support the child/young person.

2. How to make a request
   It will be necessary to seek support and advice from your Childcare and Playwork Adviser. Requests must be made using the appropriate pro-forma (entitled: Childcare Access Funding/Resources 4-14+ Years) and be submitted to the Childcare and Playwork Coordinator or Childcare and Playwork Inclusion Specialist Worker no later than 2 weeks prior to the County Resourcing Panel in order to be included in the Panel’s agenda.

   Incomplete pro-formas and those with insufficient information will be returned for completion before submission to a Panel. This could delay the decision-making process. It is essential that referrers complete all sections of the form by providing details of the child’s/young person’s needs in the childcare provision.

   When completing the form it may be useful to also include the following detailed information regarding the proposed use of additional support, e.g.:

   - Enabling access to activities which require 1:1 adult support to ensure the child’s/young person’s or other children’s, safety
   - Supporting the positive management of very challenging behaviour
   - Support the use of specialist equipment/care
   - Supporting communication
   - Support personal care issues
3. Additional Information for the Panel
A Care Plan and a statement of Special Education Needs (if appropriate) is required with the Childcare Access Funding/Resource Pro-forma. This should give detailed evidence of strategies and interventions with information as to how the child did or did not respond where appropriate. The Childcare and Playwork Co-ordinator or Childcare and Playwork Inclusion Specialist Worker will be able to advise and support you in this process.

4. Decision Making Process
The Area Resourcing Panel meets monthly during term time; dates are available from the Student Assessment Service (telephone: 01480 372600 or e-mail studentassessment.service@cambridgeshire.gov.uk). Panel dates will also be published in Jigsaw, (Early Years and Childcare Service Newsletter).

Decisions made by the Panel will be sent out by letter to the referrer and to parents, within a week of the decision being made.

5. Monitoring
It is the responsibility of the childminder or the designated person with responsibility for special needs in the setting (SENCo) to ensure that the programmes/support and actions are implemented, with advice from other professionals as appropriate. The Area will monitor the use of the agreed resources. Resources may be withdrawn if evidence shows that appropriate provision has not been made for the identified child/young person. Any concerns will be discussed with the setting and, if not rectified, with the Childcare and Playwork Inclusion Coordinator or Childcare and Playwork Inclusion Specialist Worker /Procurement Team (Education and Settings)(PTES).

6. Allocation – Terms and Conditions
Decisions about the level of resources are based on the severity of needs of the child/young person within the context of the setting. The Area Resourcing Panel will agree the length of the resourcing period; this will normally be for a maximum of one year, or for the duration of the child’s attendance within the setting (whichever is the shortest). Should the child/young person still be in a childcare provision and still have a need for additional support then a new referral will need to be made. However, should the child/young person leave the provision within this period, the provider must notify the Business Support Officer – PTES (01480 372621).

The childcare provider retains responsibility for the employment of any staff to support the identified needs of the child/young person and for the terms and conditions in contracts of employment.

 электро Business Support Officer – 01480 372621