

OFFICIAL – SENSITIVE

Short Break Transport for Disabled Children and Young People Criteria

Purpose: The purpose of this funding is primarily to support access to holiday activities for children aged 5 – 17 years who have the most complex needs and/or identified as vulnerable families who do not have access to transport.

1. All funding is subject to the availability of funding from Oxfordshire County Council (OCC). Funding is limited and will be assessed on a needs basis and as applications are received.
2. Transport funding will be prioritised for:
 - Children/young people aged 5 – 17 years who have the most complex needs and/or identified as vulnerable families.
 - Where there is no other alternative and without which the child/young person would otherwise be unable to access provision.
 - Access to holiday activity clubs
 - Other applications e.g. to/from youth groups or weekend activities should be requested as for the holiday club but **please discuss with Kay Willis prior to application.**
3. **Except in exceptional circumstances** (contact Kay Willis to discuss) it is unlikely that applications will be considered to support:
 - Families who are working or who have access to a car in the family.
 - Children accessing activities on more than 2/3 days a week
 - Children attending after school activities. (Access to after school activities should be applied for through the SEN transport scheme unless otherwise discussed).
 - Eligibility for funded transport for after school activities from Short Break transport budget is restricted to:
 - Children where there are identified safeguarding concerns or high CIN concerns and where the after-school activities will improve child outcomes
 - Families who cannot provide transport because of post-operative issues (affecting child or parent) or significant ill health preventing the parent from driving
 - Confirmation will be required that the request has been agreed by a disability team manager.
4. The funding can only be used for children who live in Oxfordshire. It can be used for them to attend play, childcare or leisure provision outside Oxfordshire (if applicable and in exceptional circumstances when there is no other alternative.)
5. Applications must be received **at least TWO weeks** before the start of the requested transport (unless previously agreed).
6. Applications are made online and **must include**
 - a. **All** details of the specific needs and requirements of the child must be included (this includes any risk assessment for the child) in the on-line booking form in order that the appropriate taxi provider can be found. Once the transport is allocated to a company, the taxi drivers will receive the risk assessments for each child

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- b. Clear details of dates, times, pick-up, delivery and collection information and contact details of the group they are attending and a named person.
 - c. Any specific requirements for individual children in regard to the taxi company to be used or the driver/escort (e.g. female) can **only** be added with the agreement and **approval of your Manager and you would need to add that to your application** and then reasons why. Reasons the transport is required.
7. Applications can be made by OSLOs, OCC's Children's Disability Teams or Pauline MacKinnon (Disability Information Officer, OxonFIS) and other identified named professionals or providers as agreed by Kay Willis.
8. The scheme **cannot**:
- Fund transport across more than one financial year
 - make payments directly to individuals
 - fund transport for activities/provision for children during the school/education day
 - fund transport for residential holidays

These criteria can only be varied in very exceptional circumstances, in consultation with and agreed by Kay Willis (prior to application).

The information supplied within a transport request will be used for the grant application process only. This is in line with the council's Privacy Policy, which can be reviewed in full [here](#).

If you have any questions please contact: Kay Willis, Disability Services Development Manager
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