

Criteria and Information

Purpose: *To promote inclusion and remove the barriers to play, childcare and leisure for disabled children under 5 years.*

PLEASE READ THE CRITERIA BELOW BEFORE COMPLETING THE APPLICATION FORM.

Criteria

1. All grants are subject to the availability of funding from Oxfordshire County Council (OCC).
2. The funding will enable disabled children to access play, childcare and leisure opportunities with other children and young people. The priority for this scheme is to support disabled children of families on a low income to access short break opportunities in 'out of school activities' and/or holiday activities.
3. Settings/applicants must complete the application form in partnership **with parents**.
4. Applications must support children aged under 5 years with the highest need from families on a low income.
5. For children under 5 years a maximum of £250 can be paid in any one year. **However, there is no entitlement to this maximum amount.**
6. The funding is for **short-term support**, e.g. for a term, or during a holiday playscheme.
7. Applications can be made for:
 - a. fees to be paid
 - b. additional staff hours (amount requested must not be below minimum wage, see www.hmrc.gov.uk) if funding is not available through other channels
 - c. equipment/resources (if funding is not available through other schemes e.g. Disability Access Fund (DAF))
 - d. Specific training to support the child (if funding is not available through other channels or DAF)
8. Applications to be made using the Early Years Inclusion Support Scheme application form **at least two weeks** prior to an activity. This is the minimum time that should be allowed and there may be occasions when this does not allow enough time to set up the arrangement.
9. 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.
10. For OFSTED registered provision the OFSTED inspection rating must be **requires improvement** or better.
11. All staff (paid/unpaid) and volunteers at the setting must be safer recruited and hold an up to date enhanced DBS before starting work.
12. Providers receiving funding will be expected to attend appropriate training to support their inclusive practices.
13. The scheme cannot:
 - make payments in one financial year to pay for childcare etc in the following financial year



Early Years Inclusion Support Scheme (Short Breaks) for disabled children under 5 years.

- make payments retrospectively
- make payments directly to individuals
- not normally fund activities/provision or equipment for children who are attending a statutory educational provision

Applications can be made by

- a. SEN Inclusion Teachers and Health Visitors
- b. Other identified named professionals or providers can apply if agreed by Kay Willis and supported by a SEN Support Teacher
- c. If professionals or providers have questions on behalf of families wanting to access this fund they can contact the Early Years SEN Team on 01865 323556

These criteria can only be varied in very exceptional circumstances, in consultation with and agreed by Kay Willis, 07920 252 095 or email kay.willis@oxfordshire.gov.uk

Administration

- **All applications must be submitted via a secure email system (e.g. Egress) or hand delivered.**
- All sections of the application form should be fully completed and sent to the email address indicated on the form. Incomplete forms will be returned.
- Parental understanding and agreement of the funding is essential.
- Applicants and settings are informed of decisions in writing/by email.
- All payments will be made direct to providers by Brenda Grice, Administration Assistant in Abbey House, Abingdon.
- **Applications can be made between the 1st April and the 28th February.**

The information supplied on this form 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 on these criteria or would like information on Inclusion Support Scheme (Short Breaks) for children aged 5 -17 years or the Enabler Support Scheme please contact: Kay Willis on 07920 252 095 or email kay.willis@oxfordshire.gov.uk.

Please send all applications to Kay Willis (kay.willis@oxfordshire.gov.uk) by SECURE email (e.g. Egress Switch) or by post to Kay Willis, Oxfordshire County Council, Abbey House, Abbey Close, Abingdon. Oxon. OX14 3JD.