

## Inclusion Support Scheme (Short Breaks) for disabled children and young people

### Criteria and Information

**Purpose: To promote inclusion and remove the barriers to play, childcare and leisure for disabled children and young people (5-17 years inclusive).**

**PLEASE READ THE CRITERIA BLOW 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 and young people 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 and young people aged under 18 with the highest need from families on a low income. **In some situations, families and children may be entitled to other benefits** and these should be investigated in the first instance.
5. For children and young people aged 5-17 inclusive a maximum of £500 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; where possible a minimum of 10% of the cost will be required by the family or evidence of contribution e.g. family pays for 1 session, short breaks pays for 2. Where a contribution cannot be made; this will **need to be clearly explained** by the applicant.
  - b. additional staff hours (amount requested must not be below minimum wage, see [www.hmrc.gov.uk](http://www.hmrc.gov.uk)) if funding is not available through other channels
  - c. transport costs if funding is not available through specific transport funds
  - d. equipment if funding is not available through other channels
8. Applications to be made using the Inclusion Support Scheme (Short Breaks) 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:



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- make payments in one financial year to pay for childcare etc in the following financial year.
  - make payments directly to individuals
  - fund activities/provision or equipment for children who are attending maintained school provision during the school day
  - support school residentials
14. 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.

**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](mailto:kay.willis@oxfordshire.gov.uk)**

**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](#).**

### 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 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.

If you have any questions please contact: Kay Willis on 07920 252 095 or email [kay.willis@oxfordshire.gov.uk](mailto:kay.willis@oxfordshire.gov.uk)

Please send all applications to Kay Willis **by email** ([kay.willis@oxfordshire.gov.uk](mailto:kay.willis@oxfordshire.gov.uk)) **preferably** or by post to Kay Willis, Oxfordshire County Council, Abbey House, Abbey Close, Abingdon. Oxon. OX14 3JD