

Childcare Provider SEN Grant – Childcare Offer Application Pack



Addysg gynnar a gofal • Early education and care

2019/20



Grant Application Guidance Notes

The purpose of the SEN Grant

The SEN Grant is provided to ensure the childcare element of the Childcare Offer is inclusive to eligible children with SEN during the early implementation period. It is an important aspect of testing both the level of SEN support required within this age group ahead of full roll out, and the different approaches to identifying and supporting SEN requirements. It should be used to remove the potential barriers preventing parents with children they believe have or have been identified with SEN from accessing the childcare element of the offer.

Please note the examples given in this guidance are not exhaustive. Should you wish to spend the SEN Grant on something not explicitly covered by this guidance, please get in touch with the Carmarthenshire Family information, Childcare and Play team.

To qualify for SEN grant, childcare settings must be signed up to deliver the Welsh Government funded 30 hour childcare offer and must be registered with Care Inspectorate of Wales (CIW).

Identifying a child's Special Educational Needs

Children who have previously received Flying Start childcare may have a Schedule of Growing Skills (SOGs) assessment in place. However, many 3-4 year olds may not have been formally identified as having an SEN and/or received a statement of special educational needs. We know that identification can often depend on a range of factors, including the type or severity of a child's condition and their age.

SEN or a potential SEN may also be identified for the first time by a childcare setting. For that reason, we do not require children who go on to access or request access to additional support through the SEN grant, to have undergone a formal assessment and diagnosis at this stage. The SEN Grant can be utilised at any point during which a child is accessing the offer and support for an additional learning need is identified.

The grant can be used to support all forms of SEN.

If a child who has been identified as having additional needs is transitioning from Flying Start provision to take up the Childcare Offer, Flying Start transition guidance should be followed.

How the funding should be used

The funding awarded through the SEN Grant is specifically linked to the childcare element of the Childcare Offer and should in no way replace existing funding support for children with SEN. All relevant funding options must be considered before this additional funding is used.

The funding awarded through the SEN Grant should be spent according to each individual child's need. SEN covers a wide spectrum of needs and consideration should be given to how funding can be used to allow equal access to the offer based on that specific child's needs. Funding could be used for the following purposes:

- **Training for providers** – this may include training on specific medical needs or more general training that is directly linked to the provision of care for a specific child.
- **Additional staffing** – this could be to provide specialised support for **children with more severe SEN/Complex needs**. This could range from helping with additional daily care needs, to developing more complex learning plans and strategies in consultation with children’s families and external services. Funding can also be used to provide cover for staff who are specialised in providing support for a child with additional needs.
- **Equipment** – some children with SEN may require additional equipment. This will vary depending on the child’s needs, but could include additional learning materials or specialist play equipment. Specialist equipment that the child requires all of the time (such as mobility aids) should be provided by the local authority’s health service.
- **Physical adjustments to settings** – this could include adjustments for children with a particular access need, the creation of specific spaces for children with SEN, changes to the setting for children with a visual impairment, or making improvements to acoustics for children who are deaf.

Purchase of Goods

Whilst this grant is a revenue funding stream, it is understood that there will be occasions when there may be a need to purchase items e.g. equipment to support the particular needs of a child. The Welsh Government has a capital threshold of £5,000, which means that the purchase of assets worth less than £5,000 can be classed as revenue expenditure and not capital. The £5,000 threshold applies per distinct group of purchases e.g. the authority may purchase equipment up to the value of £4,999.99 for one child, and may also spend up to this amount again on another. The threshold will not have been exceeded.

Resources or equipment purchased through the SEN Grant will be the property of Carmarthenshire County Council and managed by the authority. Where practically possible, if a child with SEN receives the support of the Childcare Offer through more than one provider, arrangements should be put in place for the resource or equipment to be available to the child at all settings. Carmarthenshire County Council will consider how best to allocate and reallocate any resource or equipment, to provide the best value for money whilst always considering the best interest of the child.

In order to access additional funding /support for a child with SEN within your setting you must complete the attached application form and have had consent from the Child’s parent/carer to submit the application form.



**Cais AAA / SEN Application
Cynnig Gofal Plant / Childcare Offer**

**Os yn gymwys ar gyfer Cynnig Gofal Plant Llywodraeth Cymru cwblhewch y ddogfen
If eligible for the Welsh Government Childcare Offer please complete the form**

Mae'r rhiant wedi rhoi caniatâd i'r plentyn gael ei gyfeirio i Uned Gofal Plant Cyngor Sir Ceredigion.
The parent has given permission for the information to be shared with Ceredigion County Council Childcare Unit.

Llofnod Rhiant _____ **Dyddiad/Date** _____
Parent Signature

A yw'r plentyn yn derbyn y Cynnig Gofal Plant ar hyn o bryd? <i>Is the child currently accessing the funded Childcare Offer?</i>	Ydy / Nac Ydy Yes / No								
Dyddiad Dechrau ar y Cynnig Gofal Plant? Start date on the Childcare Offer?									
Os ydy, darparwch Rif Cyfeirnod Unigryw'r plentyn: <i>If yes, Please provide the Unique Reference Number for the child:</i>	667 _____								
A yw'r plentyn ar fin bod yn gymwys i dderbyn y Cynnig Gofal Plant? Pryd bydd yn dechrau? <i>Is the child due to be eligible for the Childcare Offer? What is the proposed start date?</i>									
Manylion eich lleoliad – Enw a chyfeiriad <i>Setting Details – Name and address</i>	Rhif Credydwyd Creditor Number 00 _____								
A yw'r plentyn yn derbyn cymorth gan: Is the child currently accessing support from:	Tîm Camau Bach <input type="checkbox"/> Tîm Anabledd Plant/Children's Disability Team <input type="checkbox"/>								
Faint o oriau a dyddiau gofal plant a ariennir mae'r plentyn yn ei dderbyn o dan y Cynnig Gofal Plant yn eich lleoliad chi? (<i>Peidiwch â chynnwys oriau Meithrin Cyfnod Sylfaen</i>). <i>How many funded hours and days childcare does the child receive in your setting under the Childcare Offer? (Please do not include Foundation Phase Nursery hours).</i>	<table border="1"> <tr> <td align="center">Oriau Hours</td> <td align="center">Dyddiau Days</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td align="center">Oriau Gwyliau/Holiday Hours</td> <td align="center">Dyddiau Gwyliau/Holiday Days</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Oriau Hours	Dyddiau Days			Oriau Gwyliau/Holiday Hours	Dyddiau Gwyliau/Holiday Days		
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Oriau Gwyliau/Holiday Hours	Dyddiau Gwyliau/Holiday Days								
Pa gymorth ychwanegol sydd ei angen ar gyfer y plentyn? Rhowch fanylion e.e. offer arbennigol / staff ychwanegol neu hyfforddiant arbennig, ac ati. <i>What additional support do you require for the child? Please explain e.g. specialist equipment / additional staffing or specialist training, etc.</i>									
Llofnod y Cyfeiriwr / Lleoliad <i>Referrer / Setting's signature</i>	Dyddiad Date								

I'r panel: The panel:	
A yw'r panel wedi cytuno ar y cyfeiriad hwn? <i>Has the panel agreed this referral?</i>	Ydyn/Nac ydyn <i>Yes / No</i>
Pa gefnogaeth cytunwyd? <i>What support has been agreed?</i>	
Os oes angen staff ychwanegol – dylech gynnwys yr oriau yr wythnos y mae eu hangen/y cytunwyd arnynt gan y panel (i adlewyrchu oriau Tîm Camau Bach?) If additional staffing required – please include hours per week support required/agreed by panel (to reflect Cynllun Cyfeirio hours?)	
Llofnod Cadeirydd y Panel <i>Panel Chair's signature/if applicable</i>	Dyddiad <i>Date</i>

Terms and Conditions

I understand that:

- Funding agreed will be paid directly to the childcare provider
- Carmarthenshire County Council will carry out an audit of grant allocation
- Whilst every attempt is made to accommodate referrals received this grant will be offered on a first come first basis. The SEN grant will run until the 31st March 2020 continuation beyond this date is dependent of future grant funding
- A parent who is eligible under the childcare offer can also be supported through the SEN grant if they have an identified or immersing Additional Learning Need
- We must be able to accommodate the needs of the child for the duration of the funding period.

Funding should not be used for the following purposes:

- to support a child who is not accessing the Childcare Offer;
- for generic training that does not relate to the needs of a child who is accessing the offer;
- to fulfil other duties, such as funding local authority members of staff.

We agree to:

- Our childcare setting being signed up to deliver the Welsh Government funded 30 hour childcare offer for Carmarthenshire and that my childcare setting must be registered with Care Inspectorate Wales (CIW)
- Evidence to the child, parent and Carmarthenshire County Council that we are able to meet the needs of the child for the duration of the funding

- Ensuring staff who are responsible for the care of a child who is receiving the SEN funding has an enhanced DBS and is suitably appropriate to undertake the role required
- Work closely with both the child's parents and other professionals to ensure a robust individual development plan is in place that meets the needs of the child
- The SEN grant to be only used under the advice and guidance of the professionals' recommendations and confirmation from Carmarthenshire County Council.
- Using the grant to support a child's individual needs by way of funding training, additional staff (helping hands) resources and equipment and/or physical adjustments to the childcare provision.
- Develop an Individual Development/Learning plan for the child and monitor the impact of supported recourse for the child
- Submitting staff time sheets on a monthly basis
- Submitting relevant invoices when requested
- Submitting monthly actual attendance

Special Educational Needs (SEN) transformation programme

Welsh Government are working towards transforming expectations, experiences and outcomes for children and young people with additional learning needs aged 0 – 25 year old (SEN).

To find out more about the developments of the additional learning needs transformation programme click on the link below.

<https://beta.gov.wales/sites/default/files/publications/2018-09/additional-learning-needs-aln-transformation-programme-v2.pdf>

Please note that incomplete forms will be returned. This will delay the support for children. Please ensure the sections below are completed to ensure the Panel have all the information to make an informed decision.

Signed _____ Date _____

Please also print name _____ Job Title _____

(Please be aware that the person named above will be our main contact when discussing this grant)

PLEASE RETURN TO:

Lisa Grice

Childcare and Play Sufficiency Manager

Rheolwr Digionolrwydd Gofal Plant a Chwarae

Education and Children's Services/Addysg a Gwasanaethau Plant

Block 2 Jobswell Road /Adeilad 2 Heol Ffynnon Job

St David's Park Carmarthen /Parc Dewi Sant Caerfyrddin

SA31 3HB

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