

DCATCH - Disabled Children's Access to Childcare

- Inclusion Support for settings (formerly Inclusion Funding)
- Individual Homebased Packages



Children, Families and Cultural Services

Application Process for PVI Providers: Inclusion Support for settings (formerly Inclusion Funding)

- 1. To apply for support and/or funding** please complete an **Initial Concern Form**. If you don't have a copy in your setting you can request one from the Inclusion Workers at Nottinghamshire Pre-school Learning Alliance. In order to avoid unnecessary delay please ensure that the named child's parent/s is aware of the application and that you complete the form as accurately as possible. The completed form should then be forwarded, either by email or by post, to the Inclusion Workers at Nottinghamshire Pre-school Learning Alliance as soon as possible so that they can begin the referral process.

Nottinghamshire Pre-school Learning Alliance
Hawtonville Community Centre
St Mary's Gardens
Newark
NG24 7PP

Tel: 01636 679288

Email: inclusion@psla-notts.org.uk

Nottinghamshire County Council and Nottinghamshire Pre-school Learning Alliance work in partnership to provide specific support and advice to providers considering making applications for Inclusion Funding. Further support can also be accessed from your Early Years Specialist Teachers and Development Workers.

2. Following receipt of your Initial Concern Form an Inclusion Worker will;

- Contact the Inclusion Support Service and request a Developmental Summary and information on the named child/young person, (for referrals for 0 – 5 year olds only)
- Arrange a convenient time to visit your provision
- Observe the child/young person whilst in your care
- Support you to complete the application form
- Return the completed application form, together with their report and a copy of the Developmental Summary, to Nottinghamshire Early Years and County Council

Although referrals from childminders will be dealt with in the same way, they will also be asked for some additional information specific to childminding. When considering applications from childminders the panel will need some practical information including;

- numbers of children and young people normally cared for, (both currently and previously)
- normal hours of work/recent pattern of childminding
- availability to deliver childcare and details of any other employment, and
- numbers of children registered to care for.

The panel will also take into account how the child's wider social needs will be met whilst in the care of the childminder

3. The Inclusion Funding Panel

The panel meets on a 4-6 weekly basis and is chaired by the representative from the National Day Nursery Association. For final dates for receipt of applications and paperwork for panels in 2011 – 2012 please see attached sheet.

Representatives are invited from:

- National Day Nurseries Association (Chair)
- Inclusion Support Service (Nottinghamshire County Council)
- National Childminding Association
- Parent Partnership Service
- Pre-School Learning Alliance

In exceptional circumstances emergency applications for short term funding may be considered by the chair of the panel between meeting dates. However, providers need to be aware that interim decisions are only temporary and therefore funding cannot be guaranteed for the longer term until the application has been considered at a full panel meeting.

4. Following your application to panel

You will receive a letter informing you of the outcome of your application within 4 weeks of the submission date. If applicable you will receive a claim form for the first payment period, (see Conditions of Funding for further information), in due course. Please note that until you have received this letter we may be unable to discuss your application.

If you have been allocated funding your letter will explain how long the funding has been granted for and whether or not any additional conditions have been attached to the funding; for example, whether there is a requirement for staff to access some specific training. Please be aware that the level of funding initially allocated may well be reduced over time as the panel would anticipate that your team will be developing their inclusive practice and therefore the level of need for additional support is likely to reduce accordingly. For audit purposes settings may, on occasion, be asked to provide evidence of a child/young person's attendance and/or evidence of the work or training patterns of parents and carers.

If allocated funding please ensure that you submit your claims promptly. Claim forms expire two months from the date of issue and payments cannot normally be made after the expiry period.

The Inclusion Workers make quarterly visits to offer advice and support, and to monitor the impact of the support and/or funding received through Inclusion Support. Further support can also be accessed from your Early Years Specialist Teachers and Development Workers.

In order to facilitate effective liaison between practitioners and support teams providers are required to keep a visit record of all specialist and inclusion workers visiting the setting including visits by Inclusion Workers.

All registered providers of childcare are required by law to comply with the Equalities Act 2010. For further information see the following websites:

http://www.equalities.gov.uk/equality_act_2010.aspx and

<https://www.pre-school.org.uk/practitioners/inclusion/764/the-equality-act-2010>

Nottinghamshire County Council
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