

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 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 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 years 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 - a **minimum** of 10% of the cost will need to be paid by the family but we ask that as much of a contribution is made as the family can afford. 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 [National Minimum & Living Wage rates](#) if funding is not available through other channels such as Enabler Funding.
 - c. transport costs but only if funding is not available through specific transport funds.
 - d. equipment but only if funding is not available through any 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 Met.
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.

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13. The scheme cannot:
- make payments in one financial year to pay for childcare etc in the following financial year.
 - make payments directly to individuals.
 - fund any 1:1 activities.
 - fund activities/provision or equipment for children during the school day nor to support school residential.
14. Applications can be made by Commissioned Providers, OSLOs, OCC's Children's Disability Teams or Pauline MacKinnon (Disability Information Officer, Oxon FIS) and other identified named professionals or providers as agreed by Kay Willis.

These criteria can only be varied in very exceptional circumstances.

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 [Privacy notice | Oxfordshire County Council](#).

Administration

- **All applications must be submitted via a secure email system (e.g. Egress Switch).**
- 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 by email.
- All payments will be made direct to providers by Brenda Grice, Administration Assistant, Abbey House, Abingdon.
- **Applications can be made between the 1st April and the 28th February.**

If you have any questions or require any support with applications, please contact: Angela Tait, 07935 602888 or email Angela.Tait@oxfordshire.gov.uk

Please send all applications to Angela Tait by **SECURE email** (e.g. Egress Switch).