

INCLUSION WORKS CRITERIA FOR HOLIDAY SUPPORT REQUEST



Early Years Service

1. Purpose:

Inclusion Works supports the inclusion of disabled children and young people (5-16) during their transition into holiday clubs and activity centres

2. Criteria for requests:

- The level of support will depend on the identified need and the young person must be on School Action, School Action Plus, have a Statement of Special Educational Needs or a diagnosis
- Young people can be allocated up to 10 days per year (maximum 60 hours) (1 April – 31 March)
- The funding is for an additional worker to support the young person's individual need
- Requests for support must be made on the appropriate 'request for support form and along with an 'all about me booklet' which can be found on www.plymouth.gov.uk/inclusionworks and must be completed prior to participation in any holiday activity. Please forward any relevant documentation e.g. statement, care plan, Common Assessment Framework (CAF) Action Plan

3. Parent's/carer's responsibility

- To book and pay for the days required with the holiday activity centre and to return these dates within the time frame specified
- To inform the holiday activity manager that the child / young person is part of Inclusion Works and will be accompanied by an Inclusion Worker. The child's / young person's specific requirements should be fully explained and shared with the manager and provision staff
- To ensure that Inclusion Works are informed of any changes to the allocated support hours e.g. trips, medical appointments etc
- If the child / young person is unable to attend, inform both Inclusion Works (01752 307559) and Network Health and Social Care (01752 604600) no later than 9am on the day they are due to attend
- To take and collect the child / young person to and from the holiday activity

4. Additional information

- The Inclusion Worker can be provided by Inclusion Works in partnership with Network Health and Social Care or can be provided by the provision, funded by Inclusion Works
- All Inclusion Workers are appropriately qualified and experienced and hold an enhanced CRB certificate. A visit will be arranged for you to meet the Inclusion Worker prior to any holiday activity

5. Monitoring of support As part of the monitoring process, Inclusion Works will make unannounced visits to the activity provision and will provide support and advice to ensure the effective inclusion of the young person. Staff training will be offered where required.

6. Evaluation of support Inclusion Works will send evaluation forms to the young person and the activity provision manager for completion regarding their satisfaction with the support

Evidence of the qualification and experience with name of worker, their CRB number and date approved must be declared to Inclusion Works.