

Aiming High Additional Support Funding Terms and Conditions

Aiming High Additional Support Funding

The amount of funding that Achieving for children will pay is only that which is stated on the Aiming High Additional Support Funding Agreement. Please keep this agreement for your own records.

Once the agreed funding period has been completed, Achieving for Children will not pay any further Aiming High Additional Support Funding until a new application has been submitted and approved.

Future Applications

It is recommended that all applications for Aiming High Additional Support Funding are completed and returned four to six weeks prior to the child or young person attending the short break setting. Aiming High Additional Support Funding cannot be applied for retrospectively.

Safer Recruitment

It is the responsibility of the activity provider to ensure that all staff, including staff employed to provide the additional support funded by Additional Support Funding, undergo Disclosure and Barring Service checks and the safer recruitment protocols. This is in accordance with the national safer recruitment guidelines.

Invoices

Invoices should be received by the Inclusion Development Officer 30 days before the last day of agreed Aiming High Additional Support Funding. Once your invoice is received, payment can be expected to clear in approximately 30 days time.

Health & Safety

It is a legal duty to have Personal Emergency Evacuation Plans (PEEPs) in place for children and young people with disabilities who attend your setting, separate to the General Emergency Evacuation Plan (GEEP). It is expected that PEEPs are in place when a child or young person begins attending your setting. These must be reviewed and updated as required.

It is a legal duty to have a risk assessment in place for foreseeable risks involving children and young people attending your setting. If an unforeseen incident takes place, it is essential that the risk assessment is updated and steps are taken to minimise the risks. Children and young people can be included in a general risk assessment, however in some cases an individual risk assessment will be necessary. These must be reviewed and updated as required in consultation with relevant professional's e.g. school or other providers.

It is best practice to have emergency care plans in place for children and young people who require the administration of medication e.g. auto injector pen (allergies) and buccal midazolam (epilepsy). Emergency care plans should be completed and signed by a medical professional.

Evidence of the above may be requested at any time during the time the child or young person attends your setting funded by Additional Support Funding. The ownership of creating, maintaining and updating these documents remains the responsibility of the activity provider, Achieving for Children accept no responsibility for liability for the health and safety of children and young people attending the activity setting.

Incidents

In the event that the child or young person who is attending your short break activity is involved in any incident that is recorded, please inform the Inclusion Development Officer of the incident by email and attach a copy of the recorded incident (email address can be found on the Aiming High Additional Support Funding Agreement).

Absences

It is the short break provider's duty to inform the Inclusion Development Officer by email (email address can be found on the Aiming High Additional Support Funding Agreement) if the child or young person is absent when due to attend with Aiming High Additional Support Funding, the reason why must be included.

Exclusions

In the event that the child or young person who is attending your short break activity is excluded, sent home before the end of the session or asked not to return to the short break, the Inclusion Development Officer must be notified immediately by email (email address can be found on the Aiming High Additional Support Funding Agreement).

Training

A minimum of two training sessions will be offered to short break providers per financial year. Short break providers are required to attend at least one training session per financial year. This is to ensure that up to date information is received on Aiming High Additional Support Funding and that staff have an opportunity to receive relevant training. Hand outs will be provided to ensure that short break providers are able to share the information received within their teams.

Feedback

To return feedback that you have received regarding your short break activity, please send this to the Inclusion Development Officer by either post or email (contact details can be found on the Aiming High Additional Support Funding Agreement). Feedback can also be shared using templates created for this purpose; these are included in this document.

Feedback can also be collected in other formats; there may be more suitable methods to collect feedback from individuals that short break providers already have in place. This is also acceptable. If there are any images of children or young people included in feedback, written permission must be obtained from parents or carers before sharing this with the Inclusion Development Officer.

General Data Protection Regulation (GDPR)

It is the responsibility of the activity provider to store all information on children, young people and their families securely. This information should only be shared with others on a need to know basis and with permission from the family, unless there is a safeguarding concern which would require information sharing to protect the child from harm. This is in accordance with General Data Protection Regulation (GDPR) 2018.

Complaints

If a parent, carer, child or young person would like to make a complaint or has made a complaint, this must be passed on in writing to the Inclusion Development Officer by either post or email within five working days (contact details can be found on the Aiming High Additional Support Funding Agreement).

Safeguarding

In the event of a safeguarding concern and the child or young person is in immediate danger, please call 999.

If there is a safeguarding concern but no immediate danger to the child or young person, the short break provider must follow their safeguarding procedures and if necessary call Single Point of Access on:

8am-6pm Monday to Friday

T: 020 8547 5008

Out of hours

T: 020 8770 5000

In the event of a safeguarding concern, the Inclusion Development Officer must be made aware that a safeguarding concern has been raised by the following working day.

Any Questions

If you have any questions, please contact either

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