

Dudley MBC

Disability Access Fund

Guidance for Childcare Providers 2018 -19

**Additional funding for providers to support
three and four year old children with Special
Educational Needs & Disabilities (SEND)**

April 2018

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1. Introduction

Childcare providers have a legal duty to ensure they make reasonable adjustments to ensure they support the equity of access of all children to their provision under the Equality Act 2010. Dudley Council is committed to ensuring that all children have equal access to learning and as part of this commitment, we are implementing a new government initiative called Disability Access Funding (DAF). The fund is for childcare providers/schools (providers) with three and four year olds who are in receipt of Disability Living Allowance (DLA) and taking up Early Education Funding (EEF).

The purpose of the fund is to help providers make those reasonable adjustments within their provision to support children with a disability. DAF is not based on an hourly rate and will be paid as a one-off payment of £615 per anniversary year to the provider of each eligible child.

For the purpose of this guidance, 'provider' refers to any establishment offering Early Education Funding for three and four year olds as defined in Dudley's Provider Agreement 2017-18.

2. Definition of 'Access' and responsibility to make 'Reasonable Adjustments'

For the purpose of DAF and early years, access refers to:

- the means or opportunity to enter the provision of space where early education is to take place. This includes either domestic or non-domestic premises.

- the means or opportunity to engage with the Early Years Foundation Stage (EYFS) with reference to the seven areas of learning and development and welfare requirements.

Substantial disadvantage can be avoided by making reasonable adjustments for disabled children. This means taking positive steps to ensure that disabled children can fully participate in early education and enjoy the benefits, facilities and services offered by the provision.

The reasonable adjustment duty comprises of three requirements:

- Provision, criteria and practices

- Auxiliary aids and services

- Physical features

3. Definition of Disability

A person is disabled if they have a physical or mental impairment that has a substantial and long term adverse effect on their ability to carry out normal day to day activities. (Equality Act 2010).

A physical or mental impairment includes learning difficulties, mental health conditions, medical conditions and hidden impairments such as dyslexia, autism and speech, language and communication impairments.

It is important to note that because a child has a disability; it does not necessarily mean that he/she has special educational needs.

4. Eligibility

Providers in Dudley are eligible to receive DAF where a three or four year old child is taking up a place and;

- the child is in receipt of DLA; and;
- the child is taking up EEF (either some hours or all hours of their entitlement)

Four year olds in primary school reception/foundation stage classes are not eligible for DAF funding.

Providers are encouraged to raise awareness of DAF with parents in order to identify eligible children. The parent declaration form can be used to ascertain if a child meets the relevant criteria for DAF.

If a child, eligible for DAF, is splitting their free entitlement across two or more providers their parent(s) will need to nominate the provider to whom they wish the payment to be made. This will usually be the provider where the child is accessing the majority of their free entitlement hours.

If a child receiving DAF moves from one provider to another, the new provider is not eligible to receive DAF for this child within the same anniversary year. The new provider will need to wait until the following anniversary year to be able to apply for funding for the child.

5. Making an Application

Parents with an eligible child must provide a copy of their child's DLA award letter which must be sent by their provider of choice with the application form to:
Dudley Childcare Strategy Team c/o Dudley Council House, Priory Road, Dudley DY1 1HF (Due to data protection, completed forms should not be emailed)

Dudley providers can submit DAF applications for eligible children who attend their provision but reside outside of the borough.

Applications will be processed within 5 working days of receipt. Payments will be made at the beginning of the following month or aligned to the next scheduled EEF payment run.

6. Utilising DAF to support children with SEND

Providers should consider what reasonable adaptations are required to ensure the child has the same equity of access to the provision as any other child. Resources required to ensure basic entry and reasonable adjustments to the learning environment should be the priority for DAF.

Providers should involve the child's parent(s) and engage with other professionals working with the family to ensure DAF is spent appropriately. This is not limited to, but may include:

- Specialist Early Years Service (SEYS), Area SENCO, Health Visitor, Paediatrician, Occupational Therapists, Physiotherapists, Visual Impairment, Hearing Impairment, Autism outreach.

Providers who have more than one child eligible for DAF at the same time may wish to 'pool' DAF. This may provide an opportunity to support an adjustment or purchase of equipment that benefits more than one child.

Providers are encouraged to forward plan in utilising DAF to ensure a child's needs are met for the duration of time that the child will be attending their provision before they start school. However, providers are advised to spend DAF within the term it is awarded or as soon as they are able thereafter.

Any resources purchased as part of DAF remain the responsibility of that provider. However, if a child is moving onto another provider, they may wish to make arrangements for the transfer of any resources purchased via DAF if the resources are still appropriate to the child's needs.

Providers may wish to allow parents to take resources home for weekends and holiday periods if they feel they would benefit the child.

Providers are encouraged to spend the entire £615 on the child eligible and meet the shortfall for any items over this amount. Dudley Council will not meet any additional requests for funding above the standard DAF grant or be responsible for any ongoing costs such as maintenance of any equipment purchased.

DAF **should not be used** to fund trips, assessments, 1:1 support or additional staffing, staff training or any other activity outside the definition of 'access' as outlined in section 2 and in relation to reasonable adjustments.

7. Purchasing equipment and undertaking adaptations

A list of potential resources which could be purchased with DAF are included in Appendix 1. This section should not be treated as an 'exhaustive' list but should provide some ideas and suggestions on how funding can be used to support eligible children.

Providers must ensure that any equipment purchased meet the relevant (safety requirements). Electrical items must be PAT tested yearly.

Providers must ensure any building adaptations meet the appropriate regulations and standards.

8. Keeping evidence/proof of expenditure

Providers must keep receipts and proof of expenditure and make available for audit purposes by Dudley Council.

9. Useful documents and publications

SEND Code of Practice 0-25 January 2015

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND Code of Practice January 2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

Statutory Framework for EYFS April 2017

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS STATUTORY FRAMEWORK 2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf)

Equalities Act 2010

<https://www.gov.uk/guidance/equality-act-2010-guidance>

Dudley MBC Local Offer

https://fis.dudley.gov.uk/LocalOffer/PublicEnquiry_Live/SynergyHomepage.aspx

Appendix 1- Resource List (not exhaustive)

<p>Physical access Gates/child gates Tarmac area for smooth access Ramp Handrails Steps Box for feet Chairs/seating Walker/rollator Outside equipment – different swing seat, adapted trikes, trikes with waist straps, resources to support to access the outdoor area soft play equipment sitting wedges corner seats visual support for sitting e.g. carpet spot Equipment for marking steps etc. Different chairs Big physio balls OT equipment e.g., spinning mat, 'bilabos' Different types of scissors (eg. table top scissors) Gross motor skills equipment Hoists Recording switches Bibs/dribble bibs Complete waterproof suits etc Toughspots etc – allowing physical/sensory play Chunky crayons/finger crayons Rulers with handles Rompa helmets Early Pencil grips Suction grab rails High visibility jackets/bibs Push chair for trips</p>	<p>Communication needs/ASD Feelings faces Visual support Sensory tent Sensory toys Portable dividers – create different spaces Autism friendly materials – social stories book, weighted lap blankets Boardmaker/Communicate in Print CD or I-pad app. Sound area – head phones and DVD player etc. – calming or S+L Communication support – Makaton symbols, choice boards, DVDs for songs, simple, picture books big books and little books story sacks chunky books PECS books, storage for symbols (boxes or shelves) Chewigems etc Mirrors for SLT Mini trampolines Persona dolls Enclosed chairs Key fobs – play doctor website Feely bags Early language objects (doll, brush, cup etc.)</p>
<p>Hearing needs Sign language books, cards and games Light and sound toys interactive whiteboards, Soundfield system, Talking tins Acoustic modification: fabric for tables curtains hanging mobiles acoustic clouds carpet for a setting/rugs felt pads for bottom of toy boxes to reduce sounds</p>	<p>Visual needs VI list – advice from VI team to settings Books with sound buttons, tactile patches Touch Braille letters Coloured glue sticks Giggly Wiggly balls/sensory balls Tactile books Story sacks Musical instruments Light and sound buzzers Scented playdough Scented pens and pencils Vibrating cushions Plate guard/plate surround</p>

<p>audio equipment – listening checkers, listening leads, stettoclip, splitter cables, sign and write – part of communicate in print software Velcro story sacks Listening games Ipad – communication/pictures</p>	<p>Scooping bowl High contract tape Dark tent/cosy cave Dark room kit Be Active box WOWee Tactile Vibrations Sensory Starter Tub Simple Switches UV Dark Den Multi Sensory Glow Kit Fibre Optics Lightbox Ipad Tactile letters with braille Torches Subscription for 3-d books Survival blanket/space blanket Talking Tins Wikki Sticks Braille Maths Blocks Braille ABC blocks Numicom Desk slopes Ipad stands</p>
<p>Self-care Toilet access, changing table etc., changing mats, kneeling pads for staff, storage, toilet frames, toilet steps, toilet inserts, potties with arms/backs [Smirthwaite] Feeding materials: non-slip mats, angled plates, cutlery, appropriate height tables. chairs, specialist cutlery, grasp bar, cups, mini food processor</p>	<p>General developmental needs Sensory toys Cause and effect toys Stage-not-age toys e.g. cause and effect, inset puzzles, shape sorters. Large handled brushes Musical instruments/hand bells Light weight rattles Peg men/spring pegs Stacking toys with magnets Bubbles Switches and cause and effect toys Sensory materials Construction toys Treasure baskets – exploration toys Playdough Tactile materials/water beads/slime/semolina Posting boxes</p>
<p>Medical support Secure box for medication, plus mobile box for trips etc</p>	<p>General Printer, Laminator, velcro! Environmental changes e.g. safe space, child gates, security doors, handrails, high vis tape for steps, non-slip paint for steps Digital camera Parachute Cookery equipment</p>
<p>Behaviour Sand timers Reward systems/charts/stickers</p>	

Appendix 2

Disability Access Fund – Application

The Disability Access Fund (DAF) aids access to early years places for children with Special Educational Needs and Disabilities (SEND).

DAF is aimed at children aged 3 and 4yrs old if they meet the following criteria:

- The child is in receipt of disability living allowance and;
- The child receives free early education

Please note that 4yr olds in school reception classes are not eligible for DAF funding.

Settings will be entitled to a one-off payment of £615 per year. DAF is not based on an hourly rate and is an additional entitlement. DAF is not transferable should a child move settings. Children do not have to access the full 570 hours to be eligible for DAF.

Eligibility checking

Dudley MBC will check that DAF eligibility requirements are met. Dudley MBC will need to be satisfied that the child is receiving disability living allowance. Dudley MBC will request to see evidence of the child's disability living allowance award letter, and are required to keep a copy of this evidence on file.

1. Child's details

Child's legal family name:	
Child's legal forename (s):	
Name by which the child is known: (if different from above)	
Date of Birth:	
Male/Female:	
Proof of Date of Birth: (e.g. Birth Certificate; Passport)	
Recorded by: (name of staff member)	
Date document recorded: (dd/mm/yy)	
Child's Address:	
Postcode:	

2. Parent/Carer Details: for children claiming Disability Access Funding (DAF) (three and four year olds only)

Parent/carers family name:							
Parent/carers forename (s):							
Parent/carers Date of Birth: (dd/mm/yy)							
Parent/carers National Insurance Number:						Disability Living Allowance. reference number	
NASS number:							
Parent/carers Email Address: (or telephone number if email not available)							

Is your child eligible and in receipt of Disability Living Allowance (DLA)?	Yes (you will need to provide your child's DLA letter as evidence)	No

Name of setting to receive Disability Access Fund (DAF)	
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You **must** contact the Childcare Team to verify your eligibility to receive DAF on 01384 814291.

Parent/Carer Declaration

I (name of parent/carers).....

of (Address).....

confirm that the information I have provided is accurate and true. I understand and agree to the conditions set out in this document and I authorise

(Name of the setting).....

to claim the Disability Access Fund as agreed above on behalf of my child.

In addition, I also agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable my child's setting to claim DAF on behalf of my child.

Data privacy

The Data Protection Act 1998 puts in place certain safeguards regarding the use of personal data by organisations including the Department for Education, local authorities, settings and schools. The Act gives rights to those (known as data subjects) about which data is held, such as children, their parents/carers and childcare staff and teachers. This includes:

- the right to know the types of data being held
- why it is being held, and
- to whom it may be shared with