This funding is available to providers that are listed on the Ofsted Early Years Register and offer Early Education to families in Norfolk or Out of School childcare provision.

It will help existing providers meet their legal obligations to make reasonable adjustments in their provision to support children with disability, as detailed in the Equalities Act 2010 and the SEND code of practice 2015.

The opportunity to apply for equipment may be withdrawn where insufficient funding is available to purchase items.

Any application for specialist equipment will require a signed professional letter from the individual child’s Occupational Therapist (OT) or Physiotherapist giving details of the following:

* why the equipment is required
* how it will enhance the child’s access to their chosen educational provision
* how the equipment will support the child’s learning

The application will also require an in-date quote from the specialist company (OT or Physiotherapist will arrange this) giving details of the follow:

* name of equipment
* size required
* details of all the parts required e.g. postural supports, tray, footplate,
* quote number

Any specialist equipment supplied by the Local Authority (LA) is the responsibility of the provider and they must liaise with health professionals to ensure all the documentation is current and up to date.

When equipment is supplied from stock, it will be necessary for the provider to collect the items at a pre-arrange time and date.

The provider must maintain and service the equipment in accordance with the supplier’s instructions so that the warranty does not become void. Any manufacturer’s handbook and tools or information received must be retained.

You will be expected to keep the equipment clean in accordance with the handbook or the physiotherapist / OT advice. Discarded food, paint, sand or glue will affect the ability to adjust any equipment if required.

The Physiotherapist or OT will set up the equipment and give advice on how to position the child within it. You will also be shown how to get the child in and out of the equipment safely.

The equipment if supplied must **only** be **used** for the child indicated in this application.

All items will remain the property of the LA, and should not be disposed of without agreement by the LA.

Once the equipment is no longer required by the individual child it is **your responsibility** to inform and arrange the return to the Local Authority. [earlyyearsfundingpanel@norfolk.gov.uk](mailto:earlyyearsfundingpanel@norfolk.gov.uk)

**IMPORTANT:**

* It is the responsibility of the applicant to complete and provide **all** the required documentation for panel. The documentation must be completed in full, signed by an authorised signatory and submitted by the deadline
* An incomplete application will not be considered
* All documentation must be submitted SECURELY via emailed to – [earlyyearsfundingpanel@norfolk.gov.uk](mailto:earlyyearsfundingpanel@norfolk.gov.uk). The message should also indicate that the conditions detailed in Section 5 are accepted.
* All communication concerning your application will be via email

**Section 1: Provider Details**

|  |  |
| --- | --- |
| Type | PVI  Childminder  Other *(please state)* |

|  |  |
| --- | --- |
| Ofsted Reg No |  |

|  |  |
| --- | --- |
| Name |  |

|  |  |
| --- | --- |
| Address  (inc Postcode) |  |

**Section 2: Contact to arrange delivery if agreed**

|  |  |
| --- | --- |
| Name |  |

|  |  |
| --- | --- |
| Position |  |

|  |  |
| --- | --- |
| Email |  |

**Section 3: Documentation required for this application**

|  |
| --- |
| Letter from health professional  Quote from Specialist Company |

**Section 4: Child Details & Childcare Arrangements**

|  |  |
| --- | --- |
| Is the child already attending the childcare provision | Yes /  No If NO, start date |
| How many hours per week does the child attend your provision?       hours per week | |
| Is the child entitled to early education? | Yes /  No If NO, start date |
| Is the childcare arrangement shared with another provision? | Yes /  No  If YES, who |

|  |  |
| --- | --- |
| Is further bespoke training required | Yes /  No |

**Section 5: Signature**

**I understand:**

* the equipment is provided on a loan basis and must be returned to the Local Authority (LA) once it is no longer required or meets the need of the child
* the equipment may not be new
* the decision of the Early Years Funding Panel is final
* the use of the equipment will be monitored
* the personal information that I provide will be held and used in compliance with the General Data Protection Regulation (GDPR)

**I agree that:**

* the equipment will be maintained in accordance with the supplier’s instructions
* the equipment will be serviced in accordance with the supplier’s warranty
* the provider will replace the equipment where it has been damaged through misuse
* appropriate insurance will be in place to cover loss or damage

**and confirm that:**

* I will confirm receipt of the equipment if approved
* parental consent has been sought in accordance with GDPR
* the information I have provided for this application can be shared with the LA
* I have the authority to apply for funding on behalf of the provider
* the information I have given within the application is true to the best of my knowledge

|  |  |
| --- | --- |
| Signed |  |
| Full Name (in CAPITALS) |  |
| Position |  |
| Date |  |