

# 02 - ADMISSIONS POLICY (V5)

## Let Us Play Scheme

(Play Scheme for children with profound  
and multiple learning difficulties)  
**Registered Charity No 1072059**

<b>Name of Unit/Premises/School</b>	<b>Let Us Play Scheme / Heathfield School</b>
<b>Date of Policy Issued/Review</b>	<b>06 April 2020</b>
<b>Name of Chairperson</b>	<b>Juliet Cheriton-Gerard</b>
<b>Signature of Chairperson</b>	
<b>Management Committee Name</b>	<b>Matthew Lewis</b>
<b>Management Committee Signature</b>	

### POLICY STATEMENT

LUPS aims to make its play schemes open to all families of children and young people across Hampshire - but predominantly in the Fareham and Gosport area - that have profound and multiple or complex needs that require consistent one-to-one support.

We will:

- Ensure the Play Scheme is known to Special Schools, Social Services, Health Visitors and the parent carers themselves.
- Keep a place vacant in the event of an emergency placement, on the condition that appropriate staffing levels can be maintained.
- Describe the play scheme in terms, which make it clear that it welcomes mothers and fathers, other relatives and carers, and people from all cultural, ethnic, religious and social groups with or without prejudice.
- Make our Equality & Diversity Policy known
- Be flexible about attending patterns to accommodate the needs of all the children and their families where possible.
- Ensure children/young people from out of area will not exceed 10% of total number of children attending LUPS without agreement of the management committee.
- Staff will be required to fill out application forms, provide references and attend an interview prior to being accepted to work on the play scheme.

## **ADMISSION CRITERIA**

Age 2.5 – \*19 (up until the summer of the young person's 19<sup>th</sup> birthday)

\*Young people aged 18+ must be in full time education.

Attendance at, or due to start a school specifically catering for additional needs.

Priority will be given to:

- children/young people with complex needs and specialist requirements
- pupils attending a school designated Severe Learning Disability (SLD)
- children/young people who have a Hampshire County Council Gateway card

## **New Child / Young Person Admission**

The following should be followed for a new child / young person joining LUPS:

- Details passed to the LUPS Administrator
- LUPS Administrator will make contact to check eligibility and arrange for family to visit LUPS whilst running or a home visit (subject to staff availability)
- For children who meet our criteria and live or attend school within the Hampshire County Council (HCC) boundaries will pay the standard daily rate unless they meet the hardship criteria (See below)
- Children and young people in Hampshire must have a Gateway card number, which is required for them to be eligible at the standard daily parental contribution rate. If a Gateway number is not made available with the application form, then the full daily rate of £80 will be required.
- For children who meet our criteria and live outside Hampshire (Including Portsmouth/Southampton) and not holding a HCC Gateway Card Number will be required to provide the full cost of £80 to access the play scheme. If a child / young person is not from within the HCC catchment area (i.e. Portsmouth, Southampton) then that family will need to either pay in full or seek additional funding from within their county. Please contact the LUPS Administrator to discuss further if required. Funding must be agreed in writing – including full details for invoicing and purchase order, if applicable - before the specified application cut-off date.
- In all cases, days will only be allocated if the parent carer process (application form AND full payment received) is completed by the specified deadline.
- Standard Daily Parental Contribution for HCC Gateway card holders - £17.00
- New applications must be received before the young person's 18<sup>th</sup> birthday

## Hardship Criteria

LUPS aims to ensure all families can access the scheme/activity whatever their circumstances; so, some parents may need to approach us about paying a lower parental contribution. We have to consider the demographic of the local area we are offering the service in when deciding how to plan for hardship provision, as this will be more of an issue in some areas than in others.

Families with a disabled child will often have additional financial pressures too for various reasons. Some of the families that will most likely be in need are:

- In receipt of income support, any element of child tax credit other than the family element of working tax credit, income-based job seekers allowance, or income related employment support allowance
- Low Income families earning a total household income (from all sources) of under £16,000

All families will be made welcome and finance is not a criterion for admission, however we will encourage all families to make a contribution proportionate to what they can afford, with the minimum contribution being 50% of the full rate. Due to the fact that the hardship pot is limited, for families with more than one child accessing the scheme the hardship funding will cover up to 50% for the first child and up to 25% for each subsequent child, providing the hardship criterion are met. We will need to sight the original document/s proving eligibility. The document/s must be dated within the current tax year.

## New Staff Admission

- New volunteers should be forwarded to the Playscheme Manager who will email them an application form. New volunteers must be aged 14 or have met the age of 14 by time they have completed their voluntary period.
- New volunteers have to provide at least 2 references, which will be taken up as part of our safeguarding policy.
- New volunteers will undergo an interview to check their ability/suitability to work with the children.
- New volunteers will carry out a minimum of 3 days voluntary training with LUPS prior to being taken on as a Trainee Play Assistant. All volunteers must display the evidence to suggest they are able to provide a safe, fun and interactive day with the children they are placed with. They should also demonstrate a clear understanding of policies and show they are able to be an effective team member.
- New staff members must provide proof of their eligibility to work within the UK.

## **Working Restrictions**

Any staff employed by LUPS will be expected to work \*09:30 to 15:30 on weekdays and on occasion 09:30 to 15:30 on the Sunday preceding the start of a scheme for setting up. Staff will submit their availability to the Playscheme Manager prior to the scheme and exact working days/hours will be agreed in advance.

In line with Government regulations, the exceptions to the above hours are as follows:

- Trainees aged 14 may work a maximum of 5 hours per day. All 14-year-old trainees will therefore be required to take an hour unpaid break each shift.
- Workers aged 14 to 16 years old (inclusive) may work a maximum of 2 hours on a Sunday. Attendance of the setting up session and associated training is not mandatory.
- Notwithstanding this, should any worker wish to attend the training on a voluntary basis, they should be aware that they will only be paid a maximum of 2 hours of their time. Alternative training opportunities will be available.
- The final day of each scheme may require longer working hours due to packing up equipment. Any staff who cannot work past 15:30 should inform the Playscheme Manager in advance.
- All workers aged 14 will not be able to be paid beyond 15:30 as per the above restrictions and will therefore be advised to go home. Voluntary assistance by any staff (who understand they will be working unpaid) is welcomed and entirely at the discretion of the worker.

\* with the exception of Seniors and management for whom the standard working day is 09:00 – 15:30

## **Associated Policies**

- Equality and Diversity Policy
- Safeguarding Policy
- Bookings Policy

## Appendix 1

LIST A	
1	A passport showing the holder is a British Citizen or a citizen of the UK and Colonies having the right of abode in the UK
2	A passport or national identity card showing the holder is a national of an European Economic Area country or Switzerland
3	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of an European Economic Area country or Switzerland
4	A permanent Residence Card issued by the Home Office to the family member of a national of an European Economic Area country or Switzerland
5	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK
6	A <b>current</b> passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK
7	A <b>current</b> Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer
8	A <b>full</b> birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer
9	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer
10	A certificate of registration or naturalisation as a British Citizen <b>together with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer