

# Block Funding Application for Inclusion Funding

Name of setting/school	
Name of applicant	
Position of applicant	
Email address	
Date of Application (dd/mm/yyyy)	

**Please complete this form in [Adobe Reader](#)**

## The Core Objective of this Inclusion Funding:

To increase the capacity of childminders, settings and schools to better meet the additional needs of 3 year old and 4 year old, universally funded children with emerging SEND, by developing provision in partnership.

This fund is an additional resource, to provide services or resources, outside of the school/settings expected remit, for children with additional needs/emerging SEND.

**The 2018-19 funding:** PVI/childminder/parents and carer partnerships can bid for up to £10,000; bids which include a school in the partnership can apply for up to £40,000.

You must include the SEND registers of all partners with the application to identify the child and nature of need/s.

**The process:** A Harrow Early Years Panel will review applications throughout the academic year – see dates below. Once approved funds are released to you directly. If your application is not approved, we will advise and offer you support to re-submit.

You will be required to submit an impact statement within 3 months of receiving the funding to show impact/ initial impact of the intervention/resource.

**The panel dates for 2018-2019 academic year dates are as follows:**

24 <sup>th</sup> September 2018
15 <sup>th</sup> October 2018
19 <sup>th</sup> November 2018
10 <sup>th</sup> December 2018
14 <sup>th</sup> January 2019
4 <sup>th</sup> February 2019
4 <sup>th</sup> March 2019

## The Criteria Checklist

### The School/setting Lead

Have you identified someone to lead in implementing and progressing this intervention/procurement/commission?

Have all the stakeholders agreed the plan?

### The identified need or needs

Have the need/needs been identified and recorded in a systematic and robust way?

Have parent/carers agreed to have the child on your SEND register?

Have you included you SEND register with this application?

### The plan and timeline

Have you included a timeline to deliver your plan?

Has the Lead ensured all the processes/permissions and checks at each stage of the plan?

### The partners

Are all partners agree on their role in this plan?

Is any person commissioned – to train, advise, assess- qualified, licenced and the best person to commission for this work?

Have you the capacity to quality assure any work done on your behalf?

Have you a plan to identify and drive the next steps in this partnership?

### The budget

Has panel been given a full costing of all procurement and personnel costs?

Is this intervention/procurement/commission good value for money?

Are you contributing any additional money to the amount requested in this application?

### The impact

What is the anticipated impact of the intervention/procurement/commission?

How will you measure the impact on these children?

How will you submit evidence of impact to panel in 3 months time?

How will you embed the new practice/knowledge/use of resource?

Does this enhance your capacity to include children with SEND in the future?

**Please attach any additional supporting information to help Panel.**

**Summary of bid (up to 6000 characters)**

**Detail** (up to 6000 characters, additional documentation can be included when submitting your application)

Empty text area for application details.

**Please review and tick the privacy notice (page 5 of this document) and email this form through secure mail (Egress) to: [inclusionfunding@harrow.gov.uk](mailto:inclusionfunding@harrow.gov.uk). Submissions sent by standard email will not be accepted.**

## Privacy Notice: - Parent

At Harrow Council we take privacy of data seriously.

This privacy notice tells you who we are and how you can contact us, our lawful basis and the purposes for processing your children's personal information. The notice explains our retention periods, who it will be shared with and your rights on how we process the data.

### Purpose

Information about your child will be provided to the Council as part of your consent with the provider you chose. The information is entered into the council's provider portal in order to assess entitlement and communicate securely with the provider. The information is used to provide early years funding (further information can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)). Registered Ofsted providers can provide early years services for children in Harrow under the early years foundation stage statutory framework (EYFS) which sets standards for the learning, development and care of children from birth to 5 years old.

Harrow Council requires the information to assist your child to receive their Early Education Funding Entitlement which is distributed to the chosen provider.

Information is stored within the provider portal and may be used for the prevention and detection of fraud and or criminal offences and or complying with another law such as the Health and Safety Act 1974.

### Types of information to be shared

The information that is shared by the provider includes:

- Child's personal information such as name, address, photograph (if required) date of birth
- Name, address, ID or descriptions/photos of parents or guardians for the purpose of identification including national insurance numbers if required for the purpose stated
- Characteristics, such as ethnicity, language, nationality, country of birth and pupil premium eligibility;
- Medical information, for incident response or as part of the 2 year check;
- Special educational needs information, whether on an EHC plan or support;
- Assessment information, such as the 2 year old progress check, and the EYFS profile outcomes at the end of the Reception year;
- Transition Document, information when transitioning to other providers or school
- Bank account details, payroll record and tax status information
- Provider locations, business addresses or physical provider settings
- Correspondence relating to the child

### Sharing with third parties

We will only use your personal information for the purposes for which we collected it, unless the reason is compatible with the original purpose in this case to ensure children are supported in provider settings. Third parties we may share the information with can be the Department for Education, HM Customs and Revenue, Quality Care Commission, OFSTED and other departments within Harrow Council or contractors and designated agents.

Please note we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### Security of information

We will only share information with or from Providers using a secure transfer method. Providers must email Harrow Council using a secure email solution (Egress). The council agrees to securely hold parent/carer/children's data in accordance with our [Information Governance and Security Policy](#) and data retention policy.

### How long we store the information for

We retain children's data relating to service provision for 25 years from the date Harrow Council received the information. This is for record purposes and to deal with any enquiries or complaints during this period. After the retention period expires we will delete the information held unless there is a basis in law to retain data for a longer period. If this occurs we, or the provider will contact you as the parent or guardian of the child to make you aware of this.

### Right to complain or receive further information

Please contact us if you would like to know more about the information we hold about you and how we use it: email [FIS@harrow.gov.uk](mailto:FIS@harrow.gov.uk). You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page. If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

**Tick the box to verify that in submitting this form the parent/carer has read and understood the above Privacy Notice, which also appears on their parent/carer declaration form.**