

# Terms and Conditions of Early Years Inclusion Funding

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## Introduction

Following an Early Years Inclusion Funding Panel, if you have been notified that you have been awarded Inclusion Funding for a child at your setting, you will be directed to these 'Terms and Conditions' which outline:

- how funding can be managed across the term;
- suggestions for how funding may be used;
- how funding is paid; and
- your responsibilities as a provider.

Depending on what type of funding has been awarded (as per your notification email) please refer to the relevant section of these 'Terms and Conditions'.

## SECTION 1 Inclusion Funding Band A, B, C or D

### 1.1 Managing funding across the term

The Funding Panel have considered the information you provided in your Action Plan for Inclusion and have agreed a supplement as a contribution towards the support you are providing for the child in your setting. This supplement will be awarded as a lump sum for the term to allow you to use the funding flexibly to support the child. Please note that it is your responsibility to notify the Inclusion Team if a child in receipt of Inclusion Funding leaves your setting or is absent for an extended period of time.

When a child in receipt of inclusion funding moves setting, the current setting and the new setting will need to work together to plan the child's transition, including the transfer of any inclusion funding. Once a child has moved setting, the new setting will need to create or update the Action Plan for Inclusion.

### 1.2 Uses of funding

This funding can be used flexibly to enable you to develop all practitioners' knowledge and practice, and to implement strategies. Inclusion Funding may also include increasing your adult: child ratio but should not be used to purchase resources. Where resources are required, the Sensory Toy Library should be accessed in the first instance or, where applicable, Disability Access Fund (DAF) payments may be used for this purpose. We expect all designated practitioners within your setting to attend the termly INCO/SENCO Network Meetings. You will also need evidence of your support using the Graduated Approach: assess, plan, do and review and using the person-centered planning approach.

### 1.3 Payment of funding

Payment will be made termly based on the funding band agreed by the Funding Panel. Once payment has been made, you will be able to view details of the funding paid for each child via the [Online Provider Portal](#) (OPP), using the same login details you use for Early Years Funded Entitlement (EYFE) submissions.

Inclusion Funding must not be used as payment towards the West Sussex Training Subscription Scheme.

Please note that if you are not intending to claim Inclusion Funding due to, for example, being unable to recruit additional staff to enhance ratios, you must notify the Inclusion Team before the advertised payment date.

### 1.4 Reviewing Funding

The use and impact of funding will be reviewed by the Early Years SEND Team during inclusion funding review meetings. An EYCA will be in touch to arrange this once inclusion funding has been in place for over a term.

Where a need is identified for a change in the level of inclusion funding, including funding no longer being needed by the setting, the setting will need to submit a new Action Plan for Inclusion and your EYCA will complete a new Professional Comment. Any changes to funding will be made in the term following these being reviewed by the Funding Panel.

## SECTION 2 Equipment Funding

### 2.1 Supply of equipment

Arrangements are being made through the [West Sussex Community Equipment Service](#) for a specified item(s) to be supplied directly to your setting (as per your notification email). However, in the first instance, please contact us directly regarding any queries relating to your equipment.

### 2.2 Setting responsibilities

The equipment will remain the property of West Sussex County Council and must be returned when either the child leaves your setting or no longer requires the equipment. Whilst on loan, it will be the setting's responsibility to ensure the equipment is maintained in good condition and any costs for repair are paid for. The setting will also be responsible for producing a written Risk Management Plan for the safe use of the equipment. Your EYCA will be able to support you with this if required. Please contact the Inclusion Team when the equipment has been delivered to confirm receipt of the item.

### SECTION 3 Contact Us

Please direct any queries or concerns regarding Early Years Inclusion Funding to 01243 777807 or [EYFInclusionTeam@westsussex.gov.uk](mailto:EYFInclusionTeam@westsussex.gov.uk).