

Specialist Provision Equipment Budget Protocol

The Specialist Provision holds a small budget and bank of equipment to assist mainstream educational settings in providing equipment for children & young people with special educational needs.

1. TYPES OF EQUIPMENT THAT CAN BE PROVIDED

Hearing Impaired

- Soundfield systems;
- Digital/Radio systems;
- Loop systems;

Small bank of the above equipment will be within specialist provision

Visually Impaired

- Touch screen computer;
- Screen reader;

Small bank of equipment (to be kept within specialist provision) to include the following:-

- Braille notes and writers - Perkins Brailier;

Physically Impaired

- Powered Wheelchairs (via Health referral);

Small bank of equipment (to be kept within specialist provision) to include the following:-

- Specialist PE equipment
- Physio equipment, e.g. mats, pillows, weights, balance boards, anti-slip mats
- Travel toilet and shower seat
- Mobile hoist

2. TYPES OF EQUIPMENT THAT WILL NOT BE FUNDED

All schools have funding to enable them to support special educational needs and specifically to fund the first **£6,000** of a child or young person's SEN provision, so it is expected that low cost equipment under £800 can be funded by the school. This could include items such as;

- Laptops;
- Ipads;
- Tactile resources;
- Talking equipment;
- Software;

For early years/college settings funding arrangements are different to that of schools. In cases where the setting is concerned that they cannot fund the low cost equipment, they should discuss this with the Specialist Teacher who if necessary will refer on to the Specialist Provision Strand Lead.

3. PROCEDURE FOR REQUESTING EQUIPMENT

When specialist equipment is required for a child or young person, the Specialist Teacher will liaise with the educational setting and will advise on the child or young person's equipment needs.

On occasion the equipment may be available for loan from a small bank kept within the Specialist Provision. However, if the equipment is not available through the Specialist Provision and has to be purchased new, the Specialist Teacher must have regard to efficient use of resources/value for money when choosing the equipment. They will need to consider different companies where the equipment can be bought, then compare costs and negotiate best value price directly with the chosen company.

The Specialist Teacher needs to obtain a quote and a copy of this together with the completed equipment request form should be sent to the Specialist Provision Strand Lead.

4. HOW A DECISION IS MADE

When the equipment request has been received, the Specialist Provision Strand Lead will make a decision on whether the equipment should be funded from the Specialist Provision Equipment budget. Things that will be considered when looking at the request are:-

- The child or young person's special educational needs;
- The equipment that has been requested and why;
- The cost, taking into account efficient use of resources/value for money; and
- Equipment that may have already been purchased previously for the child or young person.

5. HOW THE EQUIPMENT WILL BE ORDERED IF AGREED

The Specialist Provision Strand Lead will contact the educational setting informing them of the decision. The educational setting will have the responsibility of ordering the equipment and paying the invoice on receipt of the goods. The educational setting will need to send the original paid invoice (and keep a copy for themselves) to the Specialist Provision Strand Lead. The money will then be paid back to the educational setting by the Specialist Provision Strand Lead to the educational setting via a journal. The cut off point for ordering goods is February half term to ensure that it is paid for within the current financial year.

6. IF THE EQUIPMENT IS NOT AGREED

The Specialist Provision Strand Lead will liaise with the Specialist Teacher who will inform the educational setting of the reasons why the equipment request has not been agreed. If an educational setting is unhappy with a decision that has been made they can put their concerns in writing to the Specialist Provision Strand Lead.

7. LOOKING AFTER EQUIPMENT

Once the equipment is received by the educational setting, the responsibility for its day to day maintenance and upkeep will be theirs. On occasion the Specialist Provision Strand

Lead may issue further guidance to the educational setting on how the equipment should be cared for. If a request for a replacement piece of equipment is due to equipment not being appropriately cared for then the Specialist Provision Strand Lead may refuse this request.

8. WHAT TO DO WITH SURPLUS EQUIPMENT

If there is surplus equipment in educational settings that children & young people are no longer using then this should be returned to the small bank of equipment held within Specialist Provision so that it can be reissued to another child or young person.

CONTACT DETAILS IF YOU HAVE ANY QUERIES

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