

**REPORT TO: DUNDEE CITY COUNCIL EDUCATION COMMITTEE – 16 OCTOBER 2000**

**REPORT ON: SUPPORTING CHILDREN WITH SPECIAL EDUCATIONAL NEEDS WITHIN OUT OF SCHOOL CHILD CARE PROVISION**

**REPORT BY: DIRECTOR OF EDUCATION**

**REPORT NO: 643-2000**

## **1.0 PURPOSE OF REPORT**

1.1 This report seeks approval to award funding to establish a pilot initiative to enable children with special educational needs and their parents/carers to access Out of School Care provision within a number of Out of School Child Care Clubs within Dundee.

## **2.0 RECOMMENDATIONS**

It is recommended that the Education Committee approve proposals:

- 2.1 to develop a pilot initiative to support access of children with special educational needs to six Out of School Care Services in Dundee
- 2.2 to establish a partnership between Dundee City Council Early Years and Childcare Team, Dundee Out of School Care Network and the Inclusion Group to facilitate the operational management of the pilot initiative

## **3.0 FINANCIAL IMPLICATIONS**

3.1 The cost of this proposal over 2 financial years is £41,650; £12,572 in 2000-01 and £29,078 in 2001-2002. This will be met from the Childcare New Projects Fund made available to the Local Authority by the Scottish Executive Education Department. An outline of proposed expenditure is set out in Appendix 2 of this Report.

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

4.1 This proposal will result in increased access to opportunities and the development of skills and knowledge needed to enable everyone to play a full part in society.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 This proposal will improve equality of access to services, support the inclusion of children with special educational needs within mainstream provision and improve access to affordable, quality childcare for parents of children with special educational needs, enabling them to take up or maintain work or further education.

## **6.0 BACKGROUND**

- 6.1 A key target contained within Dundee's Early Years and Childcare Plan 2000- 2003 is to "Support the needs and interests of children with special educational needs within Out of School Care Clubs". Dundee City Council Children's Services Plan (1998-2001) states, that "children with, or affected by, disability and their families should enjoy a full life which ensures their dignity, promotes self reliance and encourages active participation in the community."
- 6.2 Children with special educational needs may have a range of requirements which can impede access to Out of School Care Clubs. These children may require close adult support or may have health needs which require some specialist knowledge. This places resource and staffing demands on Out of School Clubs which usually operate to very tight budgets. This may mean that Clubs cannot offer provision to particular children because staff are not confident that they can safely support the best interests of the child. Information from parents has indicated that it may be possible to access childcare provision for all children in their family except the child with special educational needs. The proposals contained within this report outline an initiative which will make Out of School Care services more inclusive and better able to meet a range of need.
- 6.3 This initiative will also support the Government's agenda to promote social inclusion and to expand childcare provision to meet a range of need. The Scottish Executive provides grant to local authorities for Childcare New Projects to support the expansion and development of childcare initiatives. It is this funding which will finance the Out of School Care Special Educational Needs Initiative.

## **7.0 CURRENT SITUATION**

- 7.1 These proposals have been developed in a partnership between members of Dundee's Early Years and Childcare Team, Dundee Out of School Care Network and the Inclusion Group. The Inclusion Group is a Dundee based registered charity established since 1994. The vision underpinning the Inclusion Group's work is "to ensure that all children no matter what their ability could and should play and learn together". It is proposed that the Inclusion Group will have operational responsibility for the day to day running of this new initiative.
- 7.2 Dundee currently has 14 Out of School Care Clubs registered to provide Out of School services for children, before and after school and during the school holidays. These Clubs are all part of Dundee Out of School Care Network. A small number of children with special educational needs do access Out of School Care services in Dundee. However in order to create a more inclusive service additional resourcing and support is required.
- 7.3 In many cases additional adult support is all that is required to enable a child to take part in a local Out of School Care Club. However adult support is also the most expensive resource and many clubs already struggle to meet their basic staffing costs.

## **8.0 PROPOSAL**

- 8.1 This proposal will establish an initiative to support access to six Out of School Care Clubs by children with special educational needs. Following Committee Approval the Dundee Out of School Club Network will be consulted in order to identify the locations for the pilot. The initiative will be supported by three paid experienced playworkers. It is also intended to recruit and train up to 20 volunteer playworkers. Volunteers will be subject to "fit person" checks under the Children Act 1989. The playworkers will work in consultation with Out of School Care Clubs to ensure that there is adequate support for the appropriate placement of identified children with special educational needs.
- 8.2 The initiative will be strategically managed by an Advisory Group which includes membership from:
- Dundee Early Years and Childcare Team (Out of School Care Coordinator)
  - Dundee Out of School Care Network
  - Inclusion Group
  - Social Work Department
  - Tayside Health Board
- 8.3 The Inclusion Group Co-ordinator will have her hours of employment extended by 10 hours a week and will co-ordinate this initiative. In addition the Inclusion Group Administrator will have five hours a week additional in order to support the administration of the Project. Dundee City Council's Out of School Care Co-ordinator will be the Lead Officer for this Project and will undertake to ensure that a detailed Service Level Agreement is in place and is fulfilled. In addition the Lead Officer will undertake evaluation of the project in order to inform future planning. Details of the roles and responsibilities of the Project Staff are outlined in Appendix 1 of this Report.
- 8.4 The Inclusion Group already have a list of children wishing to take up Out of School Care Provision. These children will form the first cohort of children to benefit from this initiative. Out of School Clubs and parents will thereafter be able to seek support from this initiative.
- 8.5 It is the long term aim to provide places for at least 20 children with special educational needs in Out of School Care provision over the course of this initiative. However places will be allocated gradually to enable children to settle into placements before any other children are enrolled. This process will be critical to the eventual success of the initiative. It is important that each child's needs are carefully considered and that Clubs feel confident about providing an effective service. As new children take up places, the situation will be closely monitored to ensure that all parties are satisfied with the arrangements. Responsibility for placing children in Clubs will therefore be a shared decision involving the child's parents, the Lead Officer, the Project Co-ordinator and the Out of School Club.

## **9.0 CONSULTATION**

- 9.1 This Report has been the subject of consultation with the Directors of Social Work, Neighbourhood Resources and Development, Support Services and Finance

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**BACKGROUND PAPERS**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing the above Report.

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Director of Education

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Date

**Out of School Care Co-ordinator**

The Out of School Care Co-ordinator will be Lead Officer for this project and will undertake to ensure that the Service Level Agreement will be fulfilled.

The project will be monitored closely by the Out of School Care Co-ordinator who will meet regularly with the Project Co-ordinator.

At the end of the first 3 months of the initiative an interim evaluation report will be produced. This will involve consultation with parent users and their children, and also project staff and will identify unforeseen difficulties.

**The Project Co-ordinator (10 hours a week)**

The Project Co-ordinator is already employed to co-ordinate the Inclusion Group. She will now have an additional 10 hours a week in which to support this new initiative. The Co-ordinator will:

- be responsible for supporting staff and volunteers and for matching and linking up children to clubs
- meet weekly with staff to provide support and supervision
- be managed by the Inclusion Group Management Committee
- meet regularly with the Out of School Care Co-ordinator to share information about the progress and development of the project
- promote and publicise the provision

**The Project Administrator (5 hours a week)**

The Project Administrator is already employed within the Inclusion Group and will be managed day to day by the Manager of the Inclusion Group. The additional five hours a week will enable the Administrator to:

- provide secretarial and clerical support and ensure effective and efficient administration of the project

**The Playworkers (3 posts each working 17 hours a week)**

Three Playworkers will be appointed and each work initially between two Out of School Care Clubs and will:

- Support placement of children
- Report on progress of placements to the Coordinator
- Support and co-ordinate volunteer workers
- Liaise with families

**APPENDIX 2****Financial Implications****Pre Project Costs (2 weeks)**

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**Staff Costs**

Co-ordinator	(10Hrs x £11.21 x 2 weeks)	224
Administrator	(5Hrs x £6.05 x 2 weeks)	61
Playworkers (3)	(17Hrs x £7.15 x 2 weeks)*3 workers	729
Pay Award 3%		30
On Costs 8%		84

**Total Pre Project Costs**


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1,128

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**Project Costs January - March 2000 (12 Weeks)****Staff Costs**

Co-ordinator	(10Hrs x £11.21 x 12 weeks)	1,345
Administrator	(5Hrs x £6.05 x 12 weeks)	363
Playworkers (3)	(17Hrs x £7.15 x 12 weeks)*3 workers	4,376
Pay Award		183
On Costs 8%		501

**Total Staff Costs**


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6,768

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**Other Costs**

Rent & Insurance	394
Meeting/Conferences	125
Training	3,182
Travel	62
Postage & Telephones	188
Printing & Stationery	250
Computer Equipment	475

**Total Other Costs**


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4,676

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**TOTAL COST OF PILOT**


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12,572

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**Out of School Care for Children with Special Education Needs****April 2001 to March 2002****Financial Implications****Project Costs**

£

**Staff Costs**

Co-ordinator	AP5 10 Hrs per Wk	5,140
Administrator	GS2 5 hrs per Wk	1,388
Playworkers (3)	NNUR 17 Hrs Per Wk	14,684
Pay Award 2000/2001(Outstanding)		636
Pay Award 2001/2002		655
On Costs 8%		1,800

**Total Staff Costs**


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 24,303
 

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**Other Costs**

Rent & Insurance	1,575
Meeting/Conferences	500
Training	700
Travel	250
Postage & Telephones	750
Printing & Stationery	1,000

**Total Other Costs**


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 4,775
 

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 TOTAL COST OF PILOT
 

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 29,078
 

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