

APPENDIX 1

Terms of reference Brent Under 5s Specialist Nursery Panel

Introduction

1. The Brent Under 5s Specialist Nursery Panel (the Panel) is a multidisciplinary panel that makes decisions about additional support for eligible preschool age children, so they can access and maximise participation in good quality early years provision.
2. The scope of the Panel is wide insofar as resourcing decisions can be agreed to meet diverse requirements of children and/or the early years settings that are supporting these children. Depending on the criteria for each fund decisions upon spend will be made by each setting within the categories permitted. The Early Years Inclusion Support Team (EYIST) will monitor this spend as part of their visit to early years settings.
3. These decisions are based upon consideration of funding and relate to:
 - 3.1.1. The new early years Special Educational Needs (SEN) Inclusion Fund which supports children aged 3-4 years with physical or learning difficulties, autistic spectrum condition, substantial hearing or visual impairment and those eligible for Early Support (i.e. 4 or more professionals are involved). In most cases these children will attend one of the specialist nurseries. This funding is equivalent to 15 hours for 38 weeks of the year. The funding should be used to purchase specialist equipment, resources and toys, for workforce development so that staff are well equipped to confidently meet the specific requirements of individual child/ren, additional staff to enable increased adult to child ratios within the early years setting. The funding is not to be used for increased hours;
 - 3.1.2. 3-4 year olds that meet band 5 criteria, outlined in Appendix 2 but do not have medical needs or require specialist equipment can apply for funding separate to that in 2.1.1 (In Appendix 2 it is referred to as Fund B), This funding is equivalent to 15 hours for 38 weeks of the year. The funding should be used to purchase equipment, resources and toys, for workforce development so that staff are well equipped to confidently meet the specific requirements of individual child/ren, additional staff to enable increased adult to child ratios within the early years setting. The funding is not to be used for increased hours
 - 3.1.3. Additional funding for children aged up to 4 years where there is a Child in Need or Child Protection Plan or the child is Looked After. This funding is equivalent to 15 hours for 50 weeks of the year. The funding should be used to facilitate staff member/s participation in wider support planning for individual child/ren such as attending core groups and child protection conferences;
 - 3.1.4. Children aged 2 years with additional needs/disabilities that meet band 5 criteria, outlined in Appendix 2 (only in the specialist nurseries or considered in exceptional circumstances at other early years settings. In case of a consensus not being reached by panel members the final decision will be made by the Heads of Service for Early Help and Inclusion). This funding is equivalent to 15 hours for 38 weeks of the year. The funding should be used to purchase equipment, resources and toys, for workforce development so that staff are well

equipped to confidently meet the specific requirements of individual child/ren, additional staff to enable increased adult to child ratios within the early years setting. The funding is not to be used for increased hours.

3.1.5. The new Disability Access Fund is a one off amount of £615 that is paid to early years settings. This is intended to help providers implement inclusive practice for children aged 3-4 years in receipt of Disability Living Allowance (DLA) and;

3.2. This is a one off fund for children aged 3-4 with SEND (Fund C as outlined in Appendix 2). This funding should be used to purchase a piece of equipment or specific SEND training for staff for those children with lower level needs relating to band 3 criteria

3.3. Travel to the specialist nurseries based on criteria outlined in Appendix 3; and

Key aims

4. Key aims of the Panel are to:

- a. Assess funding requests;
- b. Make decisions based on the relevant criteria in place¹;
- c. Craft creative, cost effective solutions that effectively meet the needs of individual children and families to successfully engage with, and sustain participation in good quality early education; and
- d. Improve mutual understanding of partner roles in relation to children aged under 5 with specialist needs.

Membership

5. The Panel will be chaired by the Head of Nursery and Early Help Lead for Under 5s in Brent. In her absence the Team Manager for the Early Years Inclusion Support Team (EYIST) will chair the panel.
6. Members of the Panel comprise a mix of management responsibilities within their organisation and representatives of the four specialist nurseries in Brent, so they can commit to resourcing decisions as necessary relevant to their own organisation, and staff with expertise to advise on relevant support for children aged under 5 with specialist needs.
7. As at November 2017, members of the Panel are:

Karen Zajdel, Chair, Head of Nursery and Early Help Lead for Under 5s
Betty Atto, Deputy Team Manager, Children with Disabilities Team
Lesley Benson, Headteacher, Granville Plus Nursery School
Hatty Besley, Team Manager for the Early Years Inclusion Support Team, Deputy Chair
Shauna Burke, Principal Educational Psychologist

¹As at November 2017, all children that are CWD/SEND will meet band 5 criteria based on the SENAS banding system.

Bonnie Burkell, SENCO, Curzon Crescent and Fawood Children's Centre
Virginia Goody, Deputy Headteacher, Fawood Children's Centre
Nitin Lakhu, Advisory Teacher, Visual Impairment
Rasika Vekaria, Advisory Teacher, Hearing Impairment
Sara Morrisey, Brent Outreach Autism Teacher, BOAT
Cherish Pascal, Team Manager for Aligned Services and Portage, Family Solutions Team
Sara Taylor, Highly Specialised Paediatric Physiotherapist, London North West Healthcare NHS Trust

Panel members will seek to send a representative from their service if they are unable to attend Panel and give apologies for absence to the secretariat to the Panel so that they can be minuted.

Meetings

8. Meetings will be held monthly (with the exception of August when Panel does not take place). Quorum is at least five representatives of which at least three different services must be represented. Meeting minutes and action logs will be prepared and distributed by the secretariat to the Panel within 5 working days of Panel. The secretariat will also maintain a register of all decisions made by the Panel and is responsible for communicating decisions to parents/carers, the referrer and the setting by no more than one week of all decisions.
9. A consensus decision making approach is the preferred methodology of meetings. However, where there is dissent a decision will be taken by the Chairperson and the Team Manager for the Early Years Inclusion Support Team. Where the two managers cannot agree a decision, the Heads of Early Help and Inclusion Services will make the final decision.
10. An extraordinary meeting may be called at any time at the discretion of the Chairperson.

Agenda

11. An agenda will be made available to all Panel members at least 3 working days prior to a Panel meeting.
12. There will be a standing agenda set by the Chairperson. This includes reviewing and deciding on all funding requests made in the month prior to setting the agenda and considering any cases that have been carried over from previous meetings.

Appeals process

13. The process for appeals is that further information can be sent to the under 5's panel for the following panel to support the application. If the referral is declined for a second time the referrer can write to the Heads of Early Help and Inclusion Services, whose decision will be final.

Date agreed:

Review date: January 2019

Signed on behalf of Specialist Under 5s Panel

Name..... Position.....

Referral Process for a Specialist Nursery or Additional Funding through the Under 5's Specialist Nursery Panel

The Panel supports children;

- a. that attend an Additionally Resourced Provision (ARP) for children under five on the Autistic Spectrum (Horizon or Rainbow)
- b. children with special educational needs or a disability in Curzon/Fawood, Granville Plus Nursery School, Willow Children's Centre Nursery or an appropriate PVI.
- c. children who are a Looked After Child, subject to a Child in Need or Child Protection plan or have No Recourse To Public Funds in Curzon/Fawood, Granville Plus Nursery School, Willow Children's Centre Nursery or an appropriate PVI.

Does the child have a Mosaic Number?

Yes

No

Email EHA, Early Help Assessment or Initial Health Assessment to Under 5's Specialist Nursery Panel.

Panel meeting will take place to approve applications

The referrer & the parent will be informed of the outcome

If a nursery place is agreed the referrer will contact the relevant nursery to arrange transition into nursery

Nursery to contact family to arrange home visit and start date

Referrer to complete an EHA with essential information to outline reasons why child needs a supported nursery place or ARP

Email the EHA directly to Multi Agency Front Door:
Family.Frontdoor@brent.gcsx.gov.uk
Subject line of email:

Under 5's Specialist Nursery Panel application
Or follow the link

<https://www.brent.gov.uk/services-for-residents/children-and-family-support/early-help-and-support-available/getting-an-early-help-assessment/>

***If there is a one off funding request for equipment or training the referrer should complete form A (link to be added) & send directly to the Under 5 Specialist Nursery**

Fund A: Proposed criteria for CwD funded nursery place at a Specialist Nursery

The child meets band 5 criteria (based on a banding system used by SENAS to identify the level of need and allocate associated funding)

- With SLD /ASD and/or other known syndromes (e.g. Downs, Fragile X) with some challenging behaviour and the capacity for making small progress, who may have challenging behaviour particularly around non-compliance and inability to cope in a range of environment
- With extreme physical; medical; sensory; and/or emotional needs who demonstrate the potential for making small amounts of progress in accessing some aspects of the curriculum and/or self-regulating their behaviour
- A combination of learning difficulties, speech and language delay and social deficits (with or without a diagnosed autistic spectrum disorder) **and** with associated **multiple** problems in the range of attention, communication, empathy, emotional control, attachment, anxiety or depression associated behaviour that is either harmful to others or harmful to self or that prevents participation (such as extreme avoidance or withdrawal)
- Pupils with dual sensory impairment with moderate loss in both or most affected modality

Fund B: Proposed criteria for CwD funded nursery place at a non-specialist Early Years provision

- As for the Specialist Nurseries but with no significant medical needs or without the need for specialist equipment

Fund C: Proposed criteria for one off funding to purchase a piece of equipment or specific SEND training for staff for those children with lower level needs relating to band 3 criteria below

- They may on occasions/possibly regularly but not too frequently, require some low level additional supervision and intervention from others. They are likely to respond positively to routine, structure and support.
- display persistent low-level disruption (frequent inappropriate interruptions) and occasionally exhibiting anti-social behaviour which may include for example: having frequent (at least daily or very long) temper tantrums, with screaming, kicking or a complete loss of control
- Experiences moderate level of hearing impairment and/or visual or perceptual impairment as described by specialist staff.

Proposed criteria for CIN funded nursery place

The child is;

- subject to a Child Protection (CP) or Child in Need (CIN) plan
- a Brent Looked After child (LAC)
- part of a family whose parents have No Recourse to Public Funds (NRPF)

This funding will cease 12 months after the child is no longer on a CIN plan or when they are eligible for NEG funding, whichever is sooner.

Appendix 3: Transport criteria

Transport to nursery to the Specialist Nurseries will be provided if 2 or more of the criteria below are met;

- The family do not have access to their own transport
- 2 changes of transport or more are required
- The level of specialist equipment prevents them from using public transport
- Single carer needing to take other children to school
- The journey from home to nursery exceeds 45 minutes