**Request for Support**

**Early Years Quality and Inclusion Team - Visit Request and SENIF Application Form**

**This form can be used for requesting a visit from a member of the EYQI Team and/or applying for Early Years SEND Inclusion Funding (SENIF). This only applies for children in Nursery provision and not children in school reception classes.**

**All Applications Checklist:**

* Requests will only be accepted with a signed parental consent form which can be found on the hub for Early Years <https://hubforearlyyears.swindon.gov.uk/Page/19835>
* Forms must be typed rather than handwritten
* **Completed forms to be password protected or encrypted and sent to** [EYQITeam@swindon.gov.uk](mailto:EYQITeam@swindon.gov.uk).
* An Early Help Assessment (EHA) has been **completed unless the child is subject to CIN/CP/CLA**. There is no requirement for a review of the EHA to have been held prior to completing this form. **A copy of the EHA must be sent with the request for service application form**
* Graduated response is already in place, including a review of impact any strategies clearly dated. We do recognise that there are a very few cases that will require quicker escalation due to the nature of the child’s needs. In these, very unusual, cases, please phone or email the EYQI team for a discussion about how best to support the child and requests may be considered without an EHA/graduated response being in place. **Early Years SEND Inclusion Funding Request checklist (SENIF):**
* The child must attend a Swindon EY setting and be eligible for Early Education Entitlement. **Funding can only be applied for once per rotational year (I.e., reapplications must be a full year from the date of previous funding allocation)**
* Further information about the funding criteria can be found on the Early Years Hub: <https://hubforearlyyears.swindon.gov.uk/Page/20201>
* Please read the Early Years SENIF Process Criteria – Scheme of Delegations & Terms of Reference / Flowchart before applying
* **Group applications need to be made on the relevant paperwork found here:** [**https://hubforearlyyears.swindon.gov.uk/Page/20201**](https://hubforearlyyears.swindon.gov.uk/Page/20201)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TO BE COMPLETED FOR ALL APPLICATIONS** | | | | | | | | | | | | | | | |
| **We are applying for…**  **Please tick/highlight as appropriate** | | | **EYQI Team visit** | | | | |  | **Early Years SENIF** | | | | | |  | |
| **Name of setting** | | |  | | | | | **Date of request** | | |  | | | | |
| **Name of child** | | |  | | | | | **Date of birth** | | |  | | | | |
| **Ethnicity of child** | | |  | | | | | **Language spoken at home** | | |  | | | | |
| **Current sessions attending** | | |  | | | | | **Primary School start date** | | |  | | | | |
| **Family context** | | |  | | | | | **Date of starting at current setting** | | |  | | | | |
| **Lead Professional Contact Details** | | |  | | | | | **Is the child entitled to any Early Educational Entitlement?** | | | **Two-year-old funding (15hours)**  **Universal 3 or 4-year-old funding (15 hours)**  **30 hours 3or 4-year-old funding** | | | | |
| **Current prime area developmental bands** | | | **CL:** | | | | | **Assessment Tool – Please highlight as appropriate** | | | * **Development Matters** * **Birth to 5** * **Gradual Steps** * **Swindon EY Centre Developmental Assessment** | | | | |
| **PSED:** | | | | |
| **PD:** | | | | |
| **Other agencies involved** | | |  | | | | | **Have you applied for an EHC Needs Assessment?** | | | **YES / NO**  ***If yes has a statutory assessment been agreed by the SEND Service***  ***Having made an application for an EHCNA is not a barrier to requesting funding or a support visit*** | | | | |
| **What are the child’s strengths that we can build upon**?  If included in EHA please put “see EHA” | | |  | | | | | | | | | | | | |
| **What are we worried about?**  If included in EHA please put “see EHA” | | |  | | | | | | | | | | | | |
| **Graduated Response – Highlight and date if appropriate** | | | | | | | | | | | | | | | |
| **Action** | **Date Started/**  **Contacted** | | | **Action** | **Date Started/**  **Contacted** | | **Action** | | | **Date Started/**  **Contacted** | | | **Action** | **Date Started/**  **Contacted** | |
| **IPP/My Plan**  *Please Attach* |  | | | **Contact with Health Visitor** |  | | **Consultation with Early Help Hub 01793466479** | | |  | | | **SALT referral** |  | |
| **EHA**  *Please Attach* |  | | | **TAF/TAC** |  | | **Referral to any other professional**s | | |  | | |  | | |
| **What Strategies have been used and the impact?** | | | | | | | | | | | | | | | |
| ***If strategies are clear through the IPP/EHA, there is no need to complete this box, please put “see EHA”***   |  |  | | --- | --- | | **Strategy** | **Impact** | |  |  | |  |  | |  |  | | | | | | | | | | | | | | | | |
| **Early Years Quality Inclusion Team Visit ONLY** | | | | | | | | | | | | | | | |
| **What support would you like from us?** | | | | | |  | | | | | | | | | |
| **Early Years SENIF Application ONLY** | | | | | | | | | | | | | | | |
| **Please outline the targeted provision you plan to put in place (The level of funding will be decided by the panel based on the evidence provided against the SENIF criteria)** | | | | | |  | | | | | | | | | |
| **What is the anticipated impact of the above provision I.e. access to the full entitlement, impact developmentally** | | | | | |  | | | | | | | | | |
| **TO BE COMPLETED FOR ALL APPLICATIONS** | | | | | | | | | | | | | | | |
| **Parents Signature:** | |  | | | | | | | | | | **Date:** | | | |
| **Setting Manager/SENCO Signature:** | |  | | | | | | | | | | **Date:** | | | |

Please ensure all the relevant parental declaration below are signed prior to submitting this form

**Children, Families and Community Health**

**SWINDON** **BOROUGH COUNCIL**

**EARLY YEARS**

**Privacy Notices - Early Years and Childcare Privacy Notice**

**Introduction**

You need to be aware of this Privacy Notice if you use an early years provider to claim Early Education Funding for 2, 3 and 4 year olds and enter into an agreement when signing the form ‘Parental Declaration Form 2018’.

**What is a Privacy Notice?**

A Privacy Notice is a statement issued by an organisation which explains how personal and confidential data about individuals is collected, used and shared.

**Who is collecting and using your personal data?**

Your early years provider collects information (your personal data) on behalf of Swindon Borough Council (the Data Controller) in the form ‘Parental Declaration Form 2020’.

**Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of data is governed by the General Data Protection Regulation 2016/679 (the “GDPR”).

**Why do we need your personal information?**

Primarily to fund your child’s early education funded entitlement for 2, 3 and 4 year olds and where applicable check Early Years Pupil Premium eligibility, check 30 hour funding eligibility periodically and Disability Access Funding eligibility.

**How the law allows us to use your information**

There are a number of legal, legitimate or lawful reasons why we need to collect and use your personal information.

We collect and use personal information because:

* It is necessary to perform our statutory duties
* It is necessary to protect someone in an emergency
* It is required by law
* It is necessary to deliver the Early Education Services
* It is necessary for archiving, research, or statistical purposes

**Who do we share your information with?**

Your personal data is used for further processing within the Early Years Provider/Local Authority (LA) systems.

We may share your information with the Department for Education, Department for Work and Pensions, neighbouring Local Authorities and Her Majesty’s Revenue and Customs HMRC, but will only do so when it is necessary in order for the service to be provided.

We may also share personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share personal information, or use it for this, or any other purpose, unless provided for by law.

Information may be shared with other SBC teams if deemed necessary for referral process. These may include: Health visitors, Speech and Language, SEMH/SASS teams and Education Psychologists if these are deemed beneficial to the child.

**How do we protect your information?**

We will do what we can to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them.

Examples of our security include:

* Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code, or what is called a 'cypher'. The hidden information is said to then be 'encrypted'.
* Pseudonymisation, meaning that we will use a different name so we can hide parts of your personal information from view. This means that someone outside of the Council could work on your information for us without ever knowing it was yours.
* Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it.
* Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong.
* Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches).

**How long do we keep your personal information?**

We hold children and young person’s data for set periods of time based on statutory requirements and the council’s data retention policy. The information collected will be held with SBC until the child is 21 years old. The information will not be available beyond this date.

**What you can do with your information**

Under the GDPR you have rights which you can exercise free of charge which allow you to:

* Know what we are doing with your information and why we are doing it
* Ask to see what information we hold about you (Subject Access Request)
* Ask us to correct any mistakes in the information we hold about you
* Object to direct marketing
* Make a complaint to the Information Commissioners Office
* Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

* Ask us to delete information we hold about you
* Have your information transferred electronically to yourself or to another organisation
* Object to decisions being made that significantly affect you
* Object to how we are using your information
* Stop us using your information in certain ways

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your or your child’s personal information, please contact [DataProtection@swindon.gov.uk](mailto:DataProtection@swindon.gov.uk). Telephone: 01793 445500.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number).

Alternatively, visit [ico.org.uk](https://ico.org.uk/) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

**Early Years Quality Inclusion Team Visit ONLY**

**\*To be completed by Parent or Guardian\***

|  |  |  |
| --- | --- | --- |
| **Child’s Name:**  **Ethnicity:** | **DOB:** | **Age:** |
| **Nursery/School:** | | |
| Your child’s setting wishes to discuss your child with the Early Years Consultants/ Inclusion Officers, to help them understand the support or additional requirements he/she needs.  Please sign below to give your permission for this discussion.  **By signing the below you are consenting to an Early Years Consultant/ Inclusion Officer, employed by Swindon Borough Council, to observe the child named above and to share any written report with other agencies if this is in the best interest of the child.**  **I am aware and have been shown the Privacy Notice**   |  |  | | --- | --- | | **Signature:** | **Date:** | | **Name in Capitals:** | **Preferred Title: (Miss/Ms/Mrs/Mr/Dr)** | | **Parent(s)/Carer(s) (please delete as appropriate)** | **Tel No:**  **Mobile Tel No:** | | **Address:**  **Postcode:** | |   **Is there anyone else with parental responsibility? YES/NO**   |  |  | | --- | --- | | **Name:** | **Preferred Title: (Miss/Ms/Mrs/Mr/Dr)** | | **Relationship to child:** | | | **Address:**  **Postcode:** | **Tel No:** |   **Name of Early Years Consultant/Inclusion Officer:** | | |

|  |
| --- |
| **Early Years SENIF Application ONLY** |
| **Parent/Carer/Guardian with Legal Responsibility for Child Declaration** |

**Declaration** - I (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   
of(address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   
Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   
I understand and agree to the conditions set out in this document and upon signing this form I agree to the provider named on this form to claim funding as agreed above on behalf of my child.  
   
In addition, I also agree that the information I have provided can be shared with the local authority and the Department for Education who will access information from other government departments to confirm my child’s eligibility and enable this provider to verify eligibility for inclusion funding on behalf of my child.  
   
Using your Personal Information  
   
The General Data Protection Regulation and Data Protection Act 2018 require organisations, businesses and the government to keep your personal information secure and to only use it in accordance with the data protection principles.  
   
I confirm upon signing this declaration that I understand the terms in **Swindon Borough Council Early Years Privacy Notice,** here: <https://www.swindon.gov.uk/directory_record/23214/early_years_and_childcare_privacy_notice> and I understand how my personal data will be stored and used.   
 If you would like to know more about this please contact the Data Protection Officer at Swindon Borough Council, Civic Offices, Euclid Street, Swindon SN1 2JH. Further information is available at: <http://www.swindon.gov.uk/cd/cd-dataprotection/Pages/cd-dataprotection.aspx>

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent/Carer/Guardian Signed:** |  | | | | | | | | | |  |
|  |
| **Parent/Carer/Guardian Print Name:** |  | | | | | | | | | |  |
| **Date:** |  |  | **/** |  |  | **/** |  |  |  |  |  |