**ANNEX B – SPECIALIST EQUIPMENT POLICY**

**Pathway for Managing a child with a new or existing Physical Disability within Nursery Settings**

Nursery identifies if Child with physical disability requires physical supervision/assistance or environmental adaptation. Following initial meeting with the family, nursery to alert Early Years Inclusion Service (EYIS) for further assessment / advice. Consent from family must be gained, and setting referral to be forwarded to: EarlyYearsInclusion@darlington.gov.uk

EYIS support setting to agree actions together with parents where appropriate. At this point, depending on individual needs, SEN Support may be initiated (One Plan). Application for additional funding to support the inclusion of the child, following involvement of the EYIS, can be made with an application to the termly Early Years Inclusion Panel.

If further advice and expertise required for moving and handling, risk assessment training the Nursery are to complete a referral to the LINS service using the Form ‘outreach referral for the LINS service’ at <https://www.darlington.gov.uk/education-and-learning/darlington-special-educational-needs-service/additional-information/information-for-sencos/referral-forms-and-blank-templates/>
Written parental consent must be gained. LINS team to inform EYIS of the referral

**RISK ASSESSMENT**

When the child or staff member is engaging in personal moving and handling the Nursery must complete the Moving and Handling Risk Assessment.

Training on how to complete the Risk Assessment Plan can be delivered to SENCo/Manager by LINS Advisor.

**This needs to be conducted anywhere along the pathway, and repeated as needed**. **It is the responsibility of the Setting to complete, update and review (at a minimum, annually).**

**MOVING AND HANDLING**

Theoretical and Practical training offered to staff by LINS Advisor. This can be requested as needed by the setting e.g. if child/staff /equipment needs change.

**EQUIPMENT**

Equipment Need identified with LINS Advisor/OT/Physio to assist the child to access the environment/curriculum and ensuring safety of child and staff for moving and handling/risk management

**Funding Options**

**A** LINS Advisor to check school Surplus Stock. Cost of parts to adapt or maintain equipment available from surplus stock may need to be met by the setting. When equipment is no longer required, it must be returned to surplus stock.

B Nursery meets costs of equipment from their own budget and resources. If purchased in this way, equipment then becomes the property of the setting. On transition e.g. to school, negotiation may be appropriate or donation to surplus stock.

C. If child is accessing 3 and 4 year provision and eligible for Disability Access Fund (DAF), this could be used meet part or all of the cost.

D. If child is in receipt of funding from the EY Inclusion Fund the setting could use this as part or full payment towards a piece of equipment if appropriate. This should be discussed with the EYIS.

E Check if Health will provide equipment

**All equipment in the care of the setting MUST BE INSURED AND MAINTAINED to a high standard, including undertaking regular checks and cleaning to ensure equipment is safe and fit for purpose, and at end of use follow decontamination guidance.**

**ENVIRONMENTAL VISIT**

If appropriate LINS/Setting arranges Environmental Visit with relevant people i.e. child, parent, nursery Key Worker/SENCo, and EYIS Advisor

Where child specific knowledge is required LINS Advisor refers/collaborates with NHS Medical Staff /Occupational Therapy /Physiotherapy for more information or requests a joint Environmental Visit (with parental consent)

**REPORT**: Completed by LINS Advisor identifying Action Plan – to include **minor adaptations** for nursery to complete e.g. change of furniture/room layout etc.

**BUILDING** **ADAPTATIONS (if applicable)**

Nursery follow their procedures to instigate structural changes such as ramp/door access. Collaboration with facilities managers/health and safety representatives may be required.