

Child & Adult Services



*Special Educational Needs
/or Disability (SEND)
Equipment Policy
2016-17*



Dated: March 2016

1. Introduction

Some children and young people require special educational provision because they have a disability which prevents or hinders them from making full use of the educational facilities generally provided, they therefore may need specialist equipment to access all the opportunities available to their peers.

Children and young people with a physical disability (PD) may require long term additional ongoing support, others needs may fluctuate over time and equipment may be required to support them.

Hartlepool Schools aim to minimise the effects of physical/medical needs or a visual or hearing loss through consideration of a range of evidence based and effective teaching approaches, appropriate equipment, strategies and interventions in order to support the child's progress.

2. Eligibility

All pupils should be a Hartlepool resident or attending a school within Hartlepool Local Authority. For young people who are looked after (LAC) and are placed in a Hartlepool School, the Local Authority to whom they belong will be responsible for any costs related to equipment. Hartlepool Local Authority will support schools in dealing with matters arising from this.

An application will not be accepted if:

- the child or young person is not resident in Hartlepool or a Hartlepool child who attend schools outside the authority;
- an item is required under a capital programme, i.e. the school is undertaking building works, e.g. for fixed equipment that requires substantial assembly work on site, including permanent plumbing, electrical and/or gas connections;
- the equipment needs to be permanently fixed in place when structural adaption' is taking place to the fabric of the school building e.g. stair lifts, grab rails etc;

Under £250 – Funded by School

- The school should follow best practice DFE procurement (buying) guidance (<https://www.gov.uk/guidance/buying-for-schools>).
- The school will then purchase the agreed equipment/resources from their own budget.

Over £250 – Funded by the LA

A recharge will be issued to the school on an annual basis amounting to 10% of the purchase cost of the equipment, or £250 whichever is the greater prior to the end of the financial year.

The advisory teacher will offer support to complete the Equipment Request Form (Appendix 1). Evidence from professionals such as an Occupational Therapist recommendation, should be provided to support the request together with quotations that align with the specification.

All equipment purchased under this policy remains the property of the Hartlepool Local Authority at all times, who reserve the right to reallocate any equipment not currently utilised to another school to fulfil need elsewhere in the schools estate.

Equipment Request Form

Name of School:
Name of Child/Young Person: DoB:
Reason for Request: (i.e Occupational Therapist recommendation)
Cost of Equipment: (Please include quotations)

Please ensure the form is signed and supported with evidence from appropriate professionals.

Signed by:

Date:

Designation: SENDCo

Signed by:

Date:

Designation: Headteacher

By signing the above, you are acknowledging that your school will pay the first £250 or 10% of the equipment purchase price, whichever is deemed to be the greater. If there is surplus equipment within the schools estate which meet the needs of your request, the Local Authority will endeavour to re-allocate this equipment where appropriate. In this instance recharge costs may not be necessary.

Completed forms should be sent to: SEND Team, CETL, Brierton Lane, Hartlepool TS25 4BY.