**Supporting Families Application - 2020**

**How it works…**

* For each successful applicant we offer fully funded places for each child, subject to availability.
* Please complete the full application form, and provide all supporting documents relevant to you for your application to be considered. **If supporting documents are not provided, we’re unable to assess your application.**
* We will contact you by email or phone once the application has been assessed.
* Applications are assessed by our Supporting Families Panel every Wednesday morning and we will notify you of the outcome within 10 days.
* Please send your application to us either by post or email:

**Post to:** Kings Camps, Osborne House, 47 Snaithing Lane, SHEFFIELD, S10 3LF
*\*Copies of financial documents are acceptable, please do not send originals as we cannot return them.*

**Scan and Email to:** Membership@kingscamps.org
***\*****We are also happy to take legible and clear photos of your application via email (be sure to include every page and supporting documents).*

**Sponsors Details: (Only applicable if applying on behalf of someone else)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First Name |  |  Surname |  |
| Tel. |  | Mobile |  |
| Email |  | Organisation |  |

**Applicant Details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First Name |  | Surname |  |
| Address |  |  |
| Town |  | Postcode |  |
| Home Tel. |  | Mobile |  |
| Email |  |  |  |

Please let us know where you heard about the Supporting Families Programme

* Leaflet in the post
* School staff
* We visited your school
* Foster Care Service
* Hospice
* Kings Camps Website
* Word of Mouth
* Leaflet from school
* Support Worker
* Charity/Organisation
* Someone at The Kings Active Head Office
* Web search
* Other (please state)

**Children’s Details**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Name** | **Surname** | **Preferred Venue** | **DOB** | **Age** | **Gender** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Detailed Reasons for Applying**

Please use the space below to give details on your reasons for applying. Please provide as much information as possible regarding your circumstances as this will greatly help our panel’s understanding of how your family, or the family you are supporting, will benefit from a subsidised place on camp.

I’m applying for a subsidised place on camp because….

*Please briefly summarise your reason for applying. Some examples may be, looked after child, trauma, bereavement, imprisonment of parent, victim of domestic abuse, financial hardship, or other challenging circumstances.*

This has affected the family/child I’m applying for….

*Please provide details on your circumstances. All information will be kept confidential, unless otherwise indicated at the top of page 4.*

I feel a place on camp will benefit my child/ren because…...

*Please provide details of how you feel camp will benefit the child you are applying for.*

**Child Details Continued:**

If you’re applying for children with a medical diagnosis, SEND, or any additional support requirements please provide details below.

\**Note: Please provide a brief description below, we will ask for more detail in regards to caring for your child in Section, ‘Supporting your Child on Camp’.*

**Medical Condition:**

None  or please detail below:

**Medical Details:**

Would your child require any medical assistance or medication whilst on camp?

We cannot guarantee that this will be possible, but providing information will help us to try and accommodate your child’s needs.

No Medical Assistance Required:  or please detail below:

**Behavioural Details:**

Does your child have any behaviours that we should be aware of? Does your child have any specific triggers that affect their behaviour?

We aim to be as inclusive as possible in supporting your child’s behaviours on camp, within our standard ratios. Our ratios are Age 5 = 1.8, Ages 6-7 = 1:16, Ages 8+ = 1:20

*\*Please note we are unable to provide 1:1 support for children but welcome the attendance of an adult support if the applicant can fund and source this. Supporting adults must complete a suitability check prior to attendance.*

No Behavioural Details:  or please detail below:

**Sharing the details on this form:**

In order for all children and families to be treated equally coaches will not be made aware of bookings made via the Supporting Families scheme. However, we do understand that there may be circumstances where it would be beneficial for our coaches to be made aware of your reasons for applying. If so please indicate below.

**Would you like us to share your Reasons for Applying with our coaches on camp?** Yes/No (please circle)

*Please note only relevant circumstances will be shared to better support your child on camp. Household income will not be shared.*

**Annual Household Income:**

This should include any salary, benefits or tax credits you/your partner receive e.g. child benefit, child tax credit, job seekers allowance etc.

**£0 – £10,000 🖵 £11,000 – £15,000 🖵 £16,000 – £20,000 🖵 £21,000 – £25,000 🖵**

**£26,000 – £35,000 🖵 £36,000+ 🖵**

**Supporting Evidence:**

Please supply any of the following documents you are *eligible for* in order for us to assess your application, and work with you to offer a meaningful level of support. Please ensure you enclose all pages of your award letters. Photocopies only, please do not send original copies as we are unable to return them. Not sending in the required supporting evidence will delay your application.

**Required Supporting Evidence:**

* Child Tax Credit
* Working Tax Credit
* Housing Benefits
* Income Support
* Income-based Jobseeker’s Allowance
* Employment & Support Allowance
* Disability Living Allowance
* Carer’s Allowance
* Pension Credit
* Universal Credit

**Optional Supporting Evidence:**

A supporting letter from someone who knows your circumstances. They might be one of the following:

* School official (teacher, head teacher, support worker)
* Social Worker
* Doctor or Health Professional
* Support Worker/Counsellor
* Charity
* Church (Vicar, Youth or Children’s worker)

**Venues and Dates**

Please indicate below your preferred venue, seasons, and any specific dates you are hoping to book. We understand plans can change, and you may not know your dates yet, but please do provide as much information as you can.

|  |  |  |
| --- | --- | --- |
| **Venue**  | **Season**  | **Dates** |
|  |  |  |

**Declaration**: I confirm that the information given in this application, to the best of my knowledge, is true and complete. I am willing to provide further evidence of my circumstances if required.

**Signed** ………………………………………………………………………………………… **Date** …………………………………..…….

If you have any questions about your application please call us on 0114 263 2160 or email membership@kingscamps.org

**Submitting Your Application:**

* Please make sure you have also filled in the following ‘Supporting your Child on Camp’ section, in order to enable our coaches to support your child whilst on camp.
* Please also ensure you have included your supporting documents.

Please send your application to us either by post or email:

**Post to:** Supporting Families, The Kings Active Foundation, Osborne House, 47 Snaithing Lane, SHEFFIELD, S10 3LF

*\*Copies of financial documents are acceptable, please do not send originals as we cannot return them.*

**Scan and Email to:** membership@kingscamps.org

***\*****We are also happy to take legible and clear photos of your application via email (be sure to include every page and supporting documents).*

**Next Steps…**

* Applications will be initially assessed by our Supporting Families panel each Wednesday morning.
* We will aim to notify of the you of the outcome within 10 days.
* Once you’ve been notified of the outcome please give us a call on 0114 263 2160 to make a booking. Please ensure you have your SF reference number, contained in your email confirming your subsidy, when calling.

*\*Please give us a call as soon as you can to avoid spaces filling up. Places will not be reserved until a booking has been confirmed over the phone.*

# Supporting Your Child on Camp

# Additional Support Assessment (ASA) Form 2020

### Child Application Information

To meet the needs of all children, we require parents and guardians to be honest and transparent regarding any additional support their child may require at the time of booking. This is especially important when the child requires a higher level of supervision than we offer in our standard ratios and where behaviour has the potential to detract from the welfare of other children attending. If your child does require additional support, then it is vital that you take the time to complete this form.

If your child requires additional support, please complete this form to help us provide the best possible support for your child during their time with us.

As a UK Charity with a mission to get children active, having fun and learning together, we aim to make our programmes welcoming and inclusive to all children in line with The Equality Act (2010).

1. Before confirming a child’s place, we use this child information to assess the suitability of our programmes for the child and its potential impact on the child.
2. We collect specific child details at the time of booking. Data is used solely for the child’s care and is stored safely, confidentially and with access limitations.

The outcomes of the assessment will help raise staff awareness of the specific support that is required for your child and enables us to make adaptations on camp, where possible. The requirement for parents and carers to provide 1:1 support is also considered.

### Additional Support

We welcome children who require additional support where we can offer appropriate provision within our staffing ratios. We are realistic about the possible restrictions of a sports camp environment for children who require additional support and attendance is considered on an individual basis. Please see our Additional Support Policy for further details.

We are unable to provide 1:1 support for children but welcome the attendance of an adult support worker if the member can fund and source this. Supporting adults must complete a suitability check prior to the start of attendance, and help may be offered to assist with the funding of the child’s place on camp through our ‘Supporting Families Programme’.

### Our Programmes & Our People

Our mission is to get children active and therefore our programmes are primarily sports and active-games focussed with a small percentage of passive activities such as circle games and arts and crafts.

We are registered with Ofsted on the Voluntary Childcare Register (VCR) in England and recognised as a Sports and Activities provider with Education Scotland and Estyn in Wales. Our staff are predominantly sports coaches or teachers and they are qualified and trained to lead sport and activity sessions with children. Our staff are not employed specifically to offer additional support to children, but may have an awareness or experience of providing additional support.

## Child Details

Child Name:Date of Birth:

Gender: Male Female

Parent/Guardian Name:

Parent/Guardian Contact Number(s): Parent/Guardian Email:

Preferred Camp Location:

Name of Child’s School:

Is this a mainstream or specialist school? Mainstream Specialist

Has a medical professional diagnosed your child with any medical condition?

If yes, please provide details

Does your child have a Special Education Need (SEN) Statement?If yes, please enclose this with your ASA form.

Yes No

### Behaviour Information

1. Does your child have any behaviours that we should be aware of?

If yes, please provide details

1. Are there any specific triggers that affect your child’s behaviour?

If yes, please provide details

1. Does your child require any additional support at school?

If yes, please provide details

1. Can your child cope in a group? *Our standard staff-to-child ratios in line with Ofsted are as follows; Age 5 = 1:8, Ages 6-7 = 1:16, Ages 8+ = 1:20*

If no, please provide details

1. Do you have any specific behavioural techniques, strategies or tips that work well in supporting your child’s behaviour?

Please provide as much detail as possible.

1. Are there occasions when your child is physically or verbally aggressive?

If yes, please provide details

***In the event of repeated poor behaviour and in line with our behavioural policies and procedures; if a child attends a programme without support but does require an increased level of supervision due to poor behaviour that detracts from the welfare of other children, we reserve the right to contact parents and guardians at any point to collect their child, or to request for a 1:1 adult support to attend with the child.***

### Communication Information

1. Does your child require any hearing aids, visual aids/demonstrations, or any other assistance with communicating with others?

If yes, please provide details

### Physical Information

1. Does your child have any physical disabilities?

If yes, please provide details

1. Does your child require any aid, mobility equipment or physical assistance to support movement?

If yes, please provide details

1. Does your child have any difficulties with fine or gross motor skills or dyspraxia that might affect participation in sports and activities?

If yes, please provide details

1. Does your child have any difficulties in coping with high levels of noise?Yes No

If yes, please provide details

### Medical, and Dietary Information

1. Does your child require medication whilst on our programme?

If yes, please provide details

1. If your child requires medication, can your child self-administer their medication?

Yes No

1. Does your child have any allergies or specific dietary requirements?

If yes, please provide detail

### Self-Care Information

***For toilet breaks all younger children are required to ‘grab a buddy’ to go with them. Under-eights are accompanied by an Enhanced Disclosure cleared member of staff who will wait in close proximity to the bathroom. They will be given the opportunity to go to the toilet at each break time to reduce the number of interruptions to coaching sessions, however we recognise that some children will require unscheduled visits***.

1. Is your child able to go to the toilet independently? Yes No

If no, please provide details

1. Does your child require prompts to go to the toilet? Yes No

If yes, please provide details

1. Is your child able to change clothes independently? Yes No

*(I.e. for ‘Wet Wednesday’ or where swimming is available?)*

### Programme Suitability Information

***Children are placed in groups with others of a similar age where they will take part in a range of sports and active games. Please note that we are not able to move children up an age group, but where necessary may be able to facilitate children being moved into a lower age group as long as it does not detract from the welfare of other children attending.***

1. Can your child be placed in a group with children of a similar age? Yes No

If no, please provide detail

1. Is your child able to participate independently in the sports/activities offered in our programme?

Yes No

If no, please provide details

1. Is your child able to participate independently in swimming sessions (where available)?Yes No

If no, please provide details

*Please note we are unable to provide 1:1 swimming support, however if a child does have 1:1 support then this person may enter the water but follow the Kings Camps staffing policy for swimming.*

1. Will your child be able to cope attending for a full day?Yes No

*(Standard hours are 9 – 16.00, and extended hours are 8 – 17.30, we also offer a week package of mornings from 8-12.30 each day)*

If no, please provide details

### 1:1 Supervision (see additional support information, page 1)

***We are unable to provide 1:1 support for children but welcome the attendance of an adult support worker if the member can fund and source this. Supporting adults must complete a suitability check prior to the start of attendance,*** *and help may be offered to assist with the funding of the child’s place on camp through our ‘Supporting Families Programme’.*

*Our standard staff-to-child ratios in line with Ofsted are as follows*

* *Age 5= 1:8,*
* *Ages 6-7 = 1:16*
* *Ages 8+ = 1:20*

22. Does your child require 1:1 support? Yes No

If your child will require 1:1 support on camp, and you are able to provide and fund this, please provide their contact details below.

Name:

Email:

Contact No:

***Thank you for completing this form. We will review the information that you have provided, and we will contact you within 10 days to confirm if we are able to safely accommodate your child on camp within the structure of our programmes, and our standard ratios.***

***If you have any further questions or additional information that will help us to assess the suitability of our programmes for your child, please do so by e-mailing the Membership team:*** ***membership@kingscamps.org***