

# Wigan FUNd4ME

## Frequently Asked Questions...?

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## **Wigan FUNd4ME FAQ**

### **1. How has the Economic Disadvantage Subsidy been branded?**

In Wigan the Economic Disadvantage Subsidy has been branded the FUNd4ME.

### **2. Who are my partners?**

This depends largely on the needs of the community that you serve, partners may include:

- Youth Service
- Neighbourhood teams
- Police
- Community Safety
- Education Welfare Officers
- Community Groups
- Volunteers
- Libraries
- YOT / YISP
- Parent Support Advisors
- Housing

### **3. How do we purchase resources / uniforms?**

It is possible for schools to set up order / invoice systems with certain companies e.g. Argos, Morrisons, Slaters (for uniforms) and DW Sports etc. The companies just need to know the names of the schools and some may require a minimum spend e.g. Morrisons £100.

The cost of a child's football boots would need to be looked at i.e. set a maximum of subsidy funding, e.g. £30, and if they would like a more expensive pair, parents can make up the cost.

Schools would need to set this up themselves or the cluster may be happy for the fund-holding school to set this up on their behalf.

Also in terms of schools brokering services with organisations (e.g. Brownies, Karate Club etc.) a Parent Disclaimer Form must be signed to say that parents / carers will take responsibility for checking health and safety, CRB's, taking and picking up the child etc, this should be accompanied by the NSPCC document 'Out Alone'.

### **4. How do we pay providers?**

If providers are self employed they can be paid on the Council's Fees Payroll. Businesses are able to invoice the schools directly, but a Purchase Order Number should be generated prior to this, along with a Funding Proforma being written and authorised for the activity by school staff.

### **5. What checks do we need to do on providers?**

An Extended Services Contract is available on the Council website and we advise schools / ESDW's to use this as a way of ensuring Providers are safe and appropriate to work in your school and community environment. This will work alongside the Extended Services Checklist. Copies of both documents are available from the website on:

<http://www.wigan.gov.uk/Services/EducationLearning/Schools/ExtendedHours/OutofSchoolHours.htm>

### **6. How do we ensure that provision has appropriate Safeguarding measures in place?**

The Governing Body of a school controls the use of the school premises both during and outside school hours, except where a trust deed allows a person other than the Governing Body to control the use of the premises, or a transfer of control agreement has been made.

Where the Governing Body provides services or activities directly (under the supervision or management of school staff), the school's arrangements for child protection will apply.

Where services or activities are provided separately by another organisation or body, the Governing Body should seek assurance that the organisation / body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection, and there are arrangements to liaise with the school on these matters where appropriate.

A named contact person who has received the necessary training is required in either case.

### **7. How we evaluate provision?**

We have templates of case studies that can be completed and also lots of model evaluation forms on our website (See question 5 for the link). Photographs, Reports and Newsletters are a great way of showing how much children and young people have benefitted from the funding they have received.

On an individual child basis, the impact will show through different aspects of the child's behaviour, motivation or attainment and as a result, staff evaluations showing improvements and / or changes are useful in these areas.

The logic model can also be used for wider cluster activities alongside consultation. There is, however, no right or wrong way of monitoring the impact and it needs to be based on what the schools / cluster think they will benefit from the most.

### **8. What groups can we target with the funding?**

Clusters can identify their own criteria to target children alongside the Free School Meal data. This can include:

- Looked After Children
- Families with Debt Problems
- Single Parent Families
- Children who do not usually participate in Trips / Clubs
- Families living in temporary / poor accommodation
- Homeless Families
- Gifted and Talented Children
- Young Carers
- ACORN / ADACI data
- Children disengaged from school / risk of exclusion
- Families involved in CAF's or known to Social Services
- Children who have undergone significant family trauma – i.e. Bereavement
- Low reading age / underachieving at KS2
- Special Educational Needs with statement
- Special Educational Needs without statement
- Young Offender
- New families in the community
- Children with English as an Additional Language
- Families working with Parent Support Advisors or Link Workers
- Refugees / Asylum Seeking Families

### **9. Who is the identified lead school?**

The cluster will decide who the nominated lead headteacher is for this Project at a Cluster Meeting or through the Collaborative Leadership Committee. The identified Lead School

will handle the money in the first instance in Fund 5 - this procedure is true for the pilot clusters. Now the FUNd4ME has been launched for the whole of Wigan Borough, the clusters will still have a lead school for some of their FUNd4ME monies and the Start Up funding but the schools in the cluster will have their own amount of FUNd4ME monies which will have been paid directly into their own Fund 5.

#### **10. How do we target children without stigmatising them?**

When questioned or challenged by parents whose children are not part of the target group, we have been asked for a statement to explain the FUNd4ME which all schools / staff etc can use in order to minimise dissatisfaction. CYPs advise along the lines of:

“Funding is limited, and the eligibility to access it is very strict. We wish we could offer this to everybody, however at the moment we are unable to.”

Also, the following could be added:-

“The charges we are making for this activity / trip are being subsidised a lot already.”

#### **11. Can family members of identified children access any funding?**

Yes, family members can access the funding as long as the focus of the activity is to allow the identified FUNd4ME child or children to access positive activities that they would not otherwise be able to, i.e. A child who wants to go swimming on a Saturday may need a parent or carer to be with them, in which case, if money is a barrier for them their transport or admission can be paid for along with that of the child.

#### **12. How do we ensure we are meeting the needs of individual children?**

All activity must be child led and must meet the needs of the individual child, this can be done through written or picture consultations, through conversations or dialogue with various staff members, i.e. Teachers, Parent Support Advisors, Learning Mentors etc or through interest groups that already exist. For example, if a Parent Support Advisor is working with a family, the child may identify some activities they wish to take part in, the Parent Support Advisor would then need to liaise with the school, fill out a proforma and ensure the Parent Disclaimer Form is filled out. PSA's should be aware of who is taking the responsibility for the FUNd4ME within a particular school and where they can locate the necessary paperwork.

#### **13. What can we offer to children who are not eligible for FUNd4M?**

Children who are not entitled to FUNd4ME funding should still be able to take part in Extended Service opportunities in their community. There will need to be charges set for these children that should be in line with the cluster Charging Policy. Charges may be subsidised by the schools, cluster or external funding. If a child is taking part in more than £10 of activity a week and the parent / carer is entitled to claim Working Tax Credit then this can be claimed back if the provider of the activity is on the Ofsted Voluntary Register.

#### **14. How do Special Schools engage in FUNd4ME?**

Special Schools are able to pay for additional Support Staff if the child would not otherwise be able to access the activity. The child in question must meet the specific criteria for the Extended Services cluster that the child's school belongs to. Special Schools may wish to look at more Family Oriented activities, i.e. Family Cookery Club, Family Gardening Club, Trips with Family Members to the theatre, Sports Events etc depending upon the interests of a child.

#### **15. Can we take all our Y5s on a theatre trip in the day and pay through FUNd4ME?**

Activities that are funded through FUNd4ME should be Extra Curricular, so theatre trips should only be considered if they are outside of the school day. The FUNd4ME cannot

pay for a whole class to go on a trip, instead only identified FUNd4ME children can receive a free place using the agreed criteria set by the cluster. The cost to other pupils can still be subsidised through other funding streams.

## **16. How do we get a project approved?**

### **For Group Activities:**

The lead for the cluster or the identified school lead must fill out a Funding Proforma for the activity that they are wishing to fund and gain authorisation for this from the Headteacher. A copy of this must then go to the school bursar and the original be placed in the school's FUNd4ME file. The activity may then go ahead, with receipts and any monitoring being placed alongside this Funding Proforma. On finding out which children attended the activity, this must then be recorded on their individual tracking form.

### **For Individual Children activities:**

The individual tracking form must be filled out for each child when an individual activity is identified. If the activity that is taking place is based in a community venue or not procured by the school itself then a Parent Disclaimer Form needs to be completed and a NSPCC 'Out Alone' Leaflet given to the Parent / Guardian.

## **17. How do we manage the day to day implementation of FUNd4ME in school?**

There needs to be a contact in school who is dealing with the FUNd4ME grant and who is aware of the procedures that need to be followed when spending the funding. It is advantageous that your Bursar and Administration Officer are aware of the various paperwork that need to be completed and where the FUNd4ME school file is located. We encourage schools to hold a briefing with all staff to explain the funding and the ways in which they can support children to access their allocation.

## **18. How will the finances of FUNd4ME be monitored?**

Each school will be required to update a financial spreadsheet to show how they have spent their FUNd4ME allocation. Headteachers should bring a copy of these spreadsheets to cluster meetings.

## **19. If we signpost and pay for a child to attend an activity through FUNd4ME, who is responsible for the Health and Safety of the activity and the child?**

If the school is procuring the service / club then schools must follow Extended Services Checklist and Contract that has been put in place by the Extended Learning Team.

If the child is attending a club that is based in the community, then the Parent Disclaimer Form needs to be filled out, and the Parent / Carer needs to be given a copy of the NSPCC's publication 'Out Alone'. This is available online at

[http://www.nspcc.org.uk/Inform/publications/Downloads/outalone\\_wdf48089.pdf](http://www.nspcc.org.uk/Inform/publications/Downloads/outalone_wdf48089.pdf)

The parent or carer is ultimately responsible for the Health and Safety of a child attending an activity.

## **20. If a child is on Free School Meals at the start of the project, but then is not in receipt a few months, later can they still be an 'identified' participant?**

Once a child is in benefit of the FUNd4ME grant, it is then at the discretion of the school / cluster as to whether the child continues to receive support to access programmes free of charge. If the school / cluster agrees that the child would benefit from a prolonged approach due to certain issues that may still be present, then the child would be identified in the category of 'Headteachers Discretion'.

## **21. Is there a maximum amount that a child can receive from FUNd4ME?**

The government originally set out a guideline amount of £300 per year, however, this is only suggested and some children may require much less, or a little more. Schools must monitor the spend on each individual by filling out the individual cost spreadsheet that should be attached to the Individual Child's Funding Proforma.

**22. If we organise trips for young people what procedures do we need to follow?**

Any trip that is organised should follow the Educational Trips Policy. This can be found online or for further information please ring Frank Edwards on 01942 776618.

**23. If we organise trips for families what procedures do we need to follow?**

Any trip that is organised should follow the Educational Trips Policy. This can be found online or for further information please ring Frank Edwards on 01942 776618.

**24. What paperwork should we have in school?**

A central file that holds the following information:

**Cluster / Group Activities**

Funding Proformas for Clubs / Holiday provision in school or in the cluster;  
Receipts / invoices of activities;  
Monitoring and evaluation of activities;

**Individual Activities**

**A section for each child accessing FUNd4ME:**

Individual child pro-forma (to be re-visited and updated each time the child accesses a new activity);  
Any paper consultations completed by the child;  
Any copies of receipts;  
Spreadsheet of individual child;

**25. What is the role of the Extended Services Development Worker in FUNd4ME?**

**Cluster activities**

If a cluster activity has taken place, it is the role of the Extended Schools Development Worker to feed back to the schools exactly which children attended the central activities and so they can update the individual child's proforma and financial spreadsheet.

**Individual's Activities / Club Activities in School**

Your Extended Services Development worker can help to keep you updated with your paperwork and support you in building partnerships with others that can support you in your FUNd4ME programme. Your ESDW may also be able to help you to find providers and activities in your community to meet the needs of your children and young people.

**26. Can the clusters collate activities that take place within the local community that they haven't actually organised or checked and signpost parents / pupils in school to them?**

If a cluster is collating the numerous activities that take place in a community and allowing pupils and parent's access to this list then a Community Guide Disclaimer must be added to the file. This should read:

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Copies of the NSPCC's 'Out Alone' document should also be made available alongside a Community Guide. (See Question 19)