

SEN Inclusion Fund Specialist Equipment Request Form

Please note that this request can only be submitted by a health professional or specialist working with the child for whom the specialist equipment is being requested.

The child must be attending an early years provider (either a PVI and/or Childminder) in the London Borough of Hounslow and be at a level of SEN Support.

The equipment should be for use while the child is attending the early years provider stated in the request form. The early years provider should agree to storing and general care of the equipment.

The form should be completed (typed).

Professional / Specialist making request:			
Name			
Designated title / role			
Agency	<input type="checkbox"/> Health	<input type="checkbox"/> Education	<input type="checkbox"/> Social Care
Contact details	Telephone: Email:		

Child information:	
Full name (surname in capitals)	
Name known by	
Date of birth	
Address including postcode	
Borough of residency	

<p>Is child at level of SEN Support?</p> <p>If child undergoing statutory assessment or in receipt of an EHCP then please refer to Pathway document for alternative route for making request for specialist equipment.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/></p>
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Information on Early Years provider that child attends:	
Name of early years provider	
Address including postcode	
Email	
Telephone	
<p>Type of early years provision: (please tick/check relevant box)</p> <p><input type="checkbox"/> Childminder</p> <p><input type="checkbox"/> Private, Voluntary or Independent (PVI) provider</p>	
<p>Other provision that child attends: (Particularly relevant for children accessing 30-hour entitlement over more than one provision)</p>	

Primary area of concern (please tick/check only one box):			
Developmental Delay (DD)	<input type="checkbox"/>	Hearing Impairment	<input type="checkbox"/>
Physical Need / Disability	<input type="checkbox"/>	Visual Impairment	<input type="checkbox"/>
Profound & Multiple Learning Difficulties	<input type="checkbox"/>	Other	<input type="checkbox"/>

Additional information (a brief outline of the child's needs, stating any diagnosis, disability, medical condition or areas of need that have been identified by professionals / specialists):

Specialist equipment being requested (attach additional information if required):	
Equipment specification	
Manufacturer	
Serial number	
Cost	
Will the equipment require set up?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how will this be managed?	
Who will carry out the set up? (This will be the person who is contacted once equipment arrives)	

Please provide information on why the child requires this equipment, when would it be needed for and what would be the implications if it is not provided:

Will practitioners at the early years setting require training?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is a risk assessment required?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered yes to either of the above two questions, please provide further information:	

Will the equipment require ongoing service/maintenance?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide further detail and implications for additional cost:	
Estimated date that the equipment will need to be reviewed e.g. appropriateness of seating etc.	
Date:	

Professional / Specialist Declaration:	
The information provided on this SEN Inclusion Fund Specialist Equipment Request Form is accurate.	
I confirm that the purpose of this request and the content of the form has been discussed/shared with Parent/Carer and that they understand that their child's personal data will be shared with the Local Authority.	
I confirm that the Parent/Carer is aware their personal data and that of their child will be processed in accordance with UK data protection legislation on the basis of public duty to comply with legislation such as the Children and Families Act 2014. They have also been made aware of the full Children's Social Care, Education and Early Intervention Privacy Notice available at www.hounslow.gov.uk	
Both the Parent/Carer and I understand that if funding is agreed to provide the specialist equipment, that the equipment will be the property of the Local Authority and will be on loan to the child only for the period that they attend the early years provider named in this request.	
Name of Professional / Specialist:	
Date:	

Please email the form as a pdf format (**must be via secure email or password protected**) to: seninclusionfunding@hounslow.gov.uk

Alternatively, send your fully completed form to:
 Early Years SEN Team
 SEN Inclusion Fund (Specialist Equipment Request)
 Civic Centre (Red Zone)

Lampton Road
Hounslow, TW3 4DN