



HILLINGDON
LONDON

School Equipment Policy for Pupils with Special Educational Needs and Disabilities

August 2023

School Equipment Policy for Pupils with Special Educational Needs and Disabilities

This policy applies to Hillingdon schools that are Academy, Maintained or Free Schools and/or when the child/young person is a resident of Hillingdon

(Early Years Setting – please refer to separate guidance)

In general, schools and educational settings are responsible for funding all equipment required by their pupils. The Equality Act 2010 also sets out the duty on schools and others to make reasonable adjustments to include people with disabilities.

However, the authority recognises that it may be unreasonable to expect schools to provide certain expensive items of equipment, especially where they are single bespoke items suitable only for the individual pupil. Examples include items such as standing frames and individually tailored electronic equipment, but these examples are not exhaustive.

The local authority will consider contributing to the funding of such items. It will do so on a case-by-case basis and will be prepared to consider exceptions where necessary.

The following provisions will apply to such funding.

- The pupil who requires the equipment must be a resident of the London Borough of Hillingdon. It is not necessary for that pupil's school to be situated in the geographical area of Hillingdon. The school must be an Academy, Maintained or Free School.
- The school will be expected to fund the first **£1000** cost of the item, excluding VAT. This sum is reviewed from time to time in the light of increasing or decreasing inflation, and with consideration of schools' budgets in general
- The item must be individual to a named pupil and will be used by no other person. It will not be necessary for that pupil to be the subject of an Education Health and Care Plan (EHCP).
- The item must be essential to the education of the pupil. In principle, all or nearly all of its constituent parts must also be essential to the education of the pupil.
- It is expected that normally the item will leave the school premises only when required for a school activity off-site. Any exception to this expectation must be discussed at the time of application for funding.
- The school will normally be expected to organise and fund any necessary maintenance of such equipment, including the payment of insurance premiums where necessary. The school will also be responsible for arranging any training required by staff or pupils in the use of the equipment and appropriate risk assessments.

- The use of the equipment should be monitored for safety and maintenance at least annually. Where the recipient of the equipment holds an EHCP, this may be done as part of the annual review. Once purchased, the equipment belongs to the school and the school are responsible for safety, maintenance and any related costs.
- The authority will not consider requests where another body is obliged to provide funding.
- Requests should be made on the appropriate form. (See Appendix 1). Equipment requests should include a report from an appropriately qualified professional (i.e., Occupational Therapist, Physiotherapist) identifying the need for and necessary specification of the equipment. The specification should not go unreasonably beyond what is essential for the pupil at that time and in the immediate future.
- The funding request form must have attached quotations from at least two different suppliers, including itemisation of costs and a clear total, excluding VAT.
- On receipt of equipment funding request, the SEND Team Manager will ensure that it is considered as quickly as possible by the authority's SEND Panel.
- Schools are invited to discuss requests informally with their link officer in the SEND Team beforehand.

Process for requesting top up funding for equipment

1. Equipment funding request form is completed by the appropriate health professional following assessment of the child's needs.
2. At least 2 quotations from suppliers are attached to the form. There should be a professional explanation of any special consideration that should be made, if the more expensive quotation is considered optimal for the child.
3. The Funding form should be sent to the named SEND Officer for the child.
4. Upon receipt of the form, the SEND Officer will process the request and obtain LBH agreement for the funding. It will be the SEND Officers responsibility to notify the school as soon as possible if funding has been agreed.
5. Upon agreement from LBH to fund the equipment top-up, it is the school's responsibility to order the equipment and organise delivery.
6. Once funding is agreed, finance will release the funds to the school to purchase the equipment
7. In the case of the Academy Schools, an invoice will be required by LBH Finance team to reimburse the school.

FAQs

The policy covers applications for equipment funding for single pupil use. Can we use the equipment for other children also?

The policy covers single pupil use of equipment. Where a school determines that equipment could be used for more than one pupil, they should complete all necessary risk assessments and ensure that professionals around the child(ren) agree that the equipment is safe to use with other identified pupils prior to use.

Applications are, however, based on individual children's needs. As such, equipment that is intended for use with multiple children (such as beds) will not be eligible for funding.

Is there a limit on applications?

There is no limit. However, we would ask that multiple requests for equipment for the same child are processed together, where possible. All applications should be needs led.

Can equipment be passed on to other settings when a child transfers educational phases?

The equipment remains the property of the school. School can organise arrangements for movement of equipment with the child as they see fit. Equipment must be assessed as safe to use and age appropriate for the child and subject to safe transportation. Agreement should be made regarding ongoing responsibility for safety and maintenance of equipment. Schools can contact **NRS** to enquire about equipment transportation services and storage facilities. Email: enquiries@london.nrs-uk.net
Telephone: 0300 100 0253

Does Hillingdon provide a facility to recycle or recondition equipment when it is no longer in use by a pupil (who may have grown out of it, for example)?

Schools can contact **NRS** (as above) to find out about recycling options for equipment that is no longer required.

APPENDIX 1



TOP-UP FUNDING REQUEST FORM FOR EQUIPMENT IN SCHOOLS OVER THE VALUE OF £1000 FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Please read guidance in the Equipment Policy Prior to Submitting this request. The equipment must be individual to a named pupil and will not be used by any other person.

Name of Professional Applying for Funding Top-Up	
Role of Professional	
Contact Details of Professional	
Name of Child	
Date of Birth of Child and School Year	
Name of School	
Equipment Requested	
Report from OT/Physio Please identify the need for, and necessary specification of the equipment requested. (The specification should not go unreasonably beyond what is essential for the pupil). You should attach two quotations to this form. If the more expensive item is considered optimal; please justify the need, in your professional opinion for the additional expense	

Cost of Equipment Requested	
Two quotations attached as per policy	YES / NO
Value of Top-Up Funding Over £1000 requested	

Signed **Designation**

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Date

Please forward this request form via email to the child's named SEND Officer.

APPENDIX 2 – FLOWCHART SUMMARY FOR TOP-UP FUNDING OF SEND EQUIPMENT IN SCHOOLS

