

POLICY AND PROCEDURE



**SoLO
Life
Opportunities**

38 Walnut Close
Chelmsley Wood
Birmingham
B37 7PU

Charity No. 1102297
England Company No.
5025939

Allocation of places

Category:

Learning Disabled Member
Staff and Volunteers

Introduction

SoLO provides a number of different activities for a range of ages and support needs. Some learning disabled members may be suitable for, and wish to participate in, more than one activity, and the allocation of places needs to be fair to all.

Policy Statement

SoLO Life Opportunities recognises that every person has a different level of needs, and wants to encourage participation and enjoyment in a range of activities embracing the ethos of various legislation, e.g. “Valuing People” and “Every Child Matters”.

Budgetary constraints prevent schemes from having infinite capacity and as such a maximum number of people participating in each scheme must be calculated in accordance with Health and Safety standards.

In order to allow new SoLO members to access our projects there may be instances where we need to limit how many schemes an existing member attends. In general we would not offer places to a child or young person on more than 2 term time schemes at any given period of time.

Occasionally a child’s support needs are borderline between 2 holiday schemes, in this instance they may be offered a place on both schemes but the total number of days given should not exceed that of a child attending only one scheme.

Policy Name: Allocation of Places
Organisation: SoLO Life Opportunities
Reviewed: July 2016
Next Review Date: July 2018

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Procedures

1. All members have the right to apply for any SoLO scheme appropriate to the age group, but acceptance onto that scheme will be based on suitability as gauged by the referral process and any subsequent observations, and availability of a place.
2. Some of our Adult Schemes are of a 'drop in' nature and, therefore, it is not appropriate to restrict participation, although if the attendance becomes higher than we can safely manage, a waiting list will be implemented.
3. Where Adult Schemes have a strict registration process, a fair allocation of places will be applied.
4. In respect of Holiday Activities for children - parents will be given the opportunity to apply for those schemes which the child has previously attended (subject to age restrictions), or in the case of a new referral those which are deemed to be most suitable. We aim to provide a minimum number of experiences (to be determined prior to each scheme running) to every child. Within the 13+ holiday activities group initial priority will be given to those aged 13-19 as stipulated in our SMBC contract. On allocating places if any spaces are still available this will then be offered out to 20-24 years old on first come first served basis.
5. Additional places will be distributed fairly between all interested parties, **and with consideration to any new or urgent cases which are referred later than the closing date.**
6. Those members who having funding agreed independently will be considered on the same basis as others in that maximum numbers should still be adhered to, and not exceeded.
7. All of the above will be considered on an individual basis and SoLO Life Opportunities reserves the right to use discretion where the needs and wellbeing of a learning disabled person, their parents and carers, dictate that normal procedures should not apply.
8. Children from out of borough may attend our schemes by paying the non-subsidised rate, but numbers will have to be restricted even when financing own support, to ensure the viability and safety of the scheme is not impaired.

Right of Appeal

SoLO Life Opportunities has a formal complaints procedure which is available for anyone to follow where a grievance exists. Where a learning disabled member/parent/carer is dissatisfied with a decision that has been made by a Project Manager the right of Appeal against that decision exists. Appeals should be made in writing within 28 days of the date that the decision was made.

Linked with: Complaints procedures