

**PEOPLE DEPARTMENT  
CHILDREN AND YOUNG PEOPLE'S SERVICES**

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**VULNERABLE OUT OF SCHOOL CARE GRANT SCHEME 2015:  
GOVERNANCE AND OPERATION**

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**1 PURPOSE**

- 1.1 Scottish Borders Council (SBC) supports the development of Out of School Care where a need has been identified and where this is within available resources. It supports Out of School Care as part of its social and economic policy priorities: to improve outcomes for children; to make the Scottish Borders an attractive place to live and work; to attract inward investment; and to meet the needs of existing working parents and those returning to employment and this enhances the provision of universal children's services. SBC will work in partnership with providers to ensure Out of School Care is high quality and there is equity in provision across the Scottish Borders.
- 1.2 SBC acknowledges the barriers to developing services in rural areas and other areas with a small base of service users. The Vulnerable Out of School Care Grant Scheme has been established to address some of these barriers.
- 1.3 The purpose of the Vulnerable Out of School Care Grant Scheme is to provide limited support to voluntary and private Out of School Care providers who are experiencing immediate and significant financial issues and who meet specific criteria.
- 1.4 The maximum amount that may be provided under the scheme is £3,500. Most applications will receive less than the maximum amount.

**2 CORPORATE CONTEXT**

- 2.1 The Vulnerable Out of School Care Grant Scheme supports the following priorities of the Scottish Borders Council Corporate Plan:
- Priority 2:** Improving attainment and achievement levels for all our children and young people, both within and outwith the formal curriculum
- Priority 3:** Providing high quality support, care and protection to children, young people, adults, families, and older people
- Priority 4:** Building the capacity and resilience of our communities and voluntary sector

**3 ACCESSIBILITY**

- 3.1 This document can be made available in large print, on tape or in other languages on request.

**4 LEGISLATIVE AND POLICY CONTEXT**

- 4.1 This document sits within the context of the Education (Scotland) Act 1980 and the Children and Young People (Scotland) Act 2014.
- 4.2 The governance of the scheme sits within the context of Best Value and the Council's procurement and commissioning standards and procedures.

## **5 GOVERNANCE OF THE SCHEME**

- 5.1 The Vulnerable Out of School Care Grant Scheme is administered by the Scottish Borders Council Early Years Team under delegated authority. The Early Years Team receives a budget for the scheme each financial year.
- 5.2 Applications are considered on a quarterly basis. Applications may be made at any time and will be held over until the next meeting of the Decision Making Panel (see below).
- 5.3 The Early Years Team are responsible for reviewing applications received and ensuring those applications are robust and complete, with all necessary information provided. The Early Years Team are also responsible for ensuring the care provider making the application is fully eligible (see section 8).
- 5.4 Reviewed applications are then passed to the Decision Making Panel. The Panel comprises a senior member of the Early Years Team, a nominated elected member, and a member of the Chief Executive's grants team.
- 5.5 An annual report on the activity of the scheme, including applications received, applications passed to the Panel, grants made, and follow up reports on the recipients, is made to Elected Members.

## **6 ELIGIBILITY OF PROVIDERS**

- 6.1 To be eligible for the Scheme, All Out of School Care providers must be registered with the Care Inspectorate, and have been so for at least 12 months. Clubs managed by volunteers must be registered with Office of the Scottish Charity Regulator.
- 6.2 Grants will only be awarded where evidence can be given to show vulnerability and / or threat of closure without this support. Grant applicants will only be considered when there is evidence of other funding routes having been investigated and applied for and the results of these.
- 6.3 Only one application per Out of School Care provider can be considered in the current financial year, but applications can cover a 12 month period, ie, the funding does not require to be fully spent in the financial year in which it was provided. Applications will only be considered where there are no outstanding debts to Scottish Borders Council.
- 6.4 It is a requirement that all Out of School Care providers operating in Scottish Borders Council premises or who have a contract with Scottish Borders Council have a **minimum** of 10 million pounds public liability and 10 million pounds employers' liability insurance cover.

6.5 Applications must be made using the application form. Providers are expected to submit a business plan, business continuity plan, and annual audited accounts. They are expected to have achieved or be working towards a recognised quality accreditation scheme as part of their application. Full details can be found in the Subsidising Vulnerable Out of School Care: Guidance Notes and Application Form.

**7 APPEALS AND QUERIES**

7.1 The decision of the Decision Making Panel is final and there is no route of appeal.

7.2 The Decision Making Panel will give the reasons for their decision and give feedback on applications on request. Please note 6.3, that only one application will be considered in any financial year.

**8 EQUALITIES**

8.1 The purpose of the Vulnerable Out of School Care Grant Scheme is to improve equity of access to services across the Borders. Providers must show evidence of appropriate equalities policies and practice to be eligible for support.

**9 APPENDICES**

9.1 Appendix 1: Application Form

9.2 Appendix 2: Vulnerable Grants Scheme – Guidance and application form.

**VERSION CONTROL**

<b>Name of Document:</b> VULNERABLE OUT OF SCHOOL CARE GRANT SCHEME 2015: GOVERNANCE, OPERATION AND APPLICATION		<b>Version Number: 1</b>
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<b>Changes to the policy</b>		
<i>Paragraph No:</i>	<i>Wording that changed</i>	<i>Reason for change</i>

## Appendix 1 – Application Process

