

POLICY AND PROCEDURE



Solihull
Life
Opportunities

St Andrew's Centre
Pike Drive
Chelmsley Wood
Birmingham
B37 7US

Charity No. 1102297
England Company No.
5025939

Allocation of places

Category:
Service Users
Staff and Volunteers

Introduction

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

Policy Statement

Solihull Life Opportunities recognises that every child has a different level of needs, and wants to encourage participation and enjoyment in a range of activities embracing the ethos of "Every Child Matters".

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

Linked with: Complaints procedures

Policy Name: Allocation of Places

Organisation: Solihull Life Opportunities

Date policy issued: November 09

Approved by: SoLO Board of Directors

Date: 9.11.09

Amended

Approved by: SoLO Board of Directors

Date:

Next Review Date: November 2012

Procedures

1. All members have the right to apply for any SoLO scheme appropriate to the age group, but acceptance on that scheme will be based on suitability as gauged by the referral process and any subsequent observations, and availability.
2. Regarding holiday Activities parents will be given the opportunity to apply for those schemes which the member has previously attended, 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 member within their first choice of scheme.
3. Where places are available on other Holiday schemes after the agreed closing date, parents may apply for these in addition to their first choice.
4. These 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.**
5. 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.
6. All of the above will be considered on an individual basis and Solihull Life Opportunities reserves the right to use discretion where the needs & well being of a child dictate that normal procedures should not apply.

Right of Appeal

Solihull Life Opportunities has a formal complaints procedure which is available for anyone to follow where a grievance exists. Where a service user/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.

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