



Special Educational Needs (SEND) Individual Building Adaptations

cumberland.gov.uk

Background

Cumberland Council has a duty to make reasonable adjustments to improve the physical environment of Schools for pupils with special needs and disabilities to enable them to fully participate in the education provided by the School, so that they can enjoy the other benefits, facilities and services that the School provides for pupils. However, it is financially impossible and unnecessary to adapt every School building to the needs of every child with significant physical / medical / sensory needs.

Adjustments can be undertaken in all community, non-denominational and voluntary controlled Schools, but adjustments can only be undertaken at an academy or voluntary aided School site, if the child's EHCP directs the child to that School.

Cumberland Council reserves the right to dismantle and remove adjustments once a pupil leaves the School, this especially applies to "pods".

Further details on the SEND services available locally, can be found in Cumberland Council's Local Offer, which provides children, young people and their families information about what services are available in the area, as link below.

<https://fid.cumberland.gov.uk/kb5/cumberland/directory/localoffer.page?localofferchannel=0>

Reasonable Adjustment Types

The types of reasonable adjustments are generally small in nature and can include the following:

- Assisted changing room
- Disabled toilet adaptation
- Ramps (internal and external)
- Handrails
- Hoists
- Stair lifts
- Withdrawal spaces

Specialist chairs, tables, wheelchairs, etc, are deemed to be loose furniture (revenue cost) and should be agreed separately between the School and the SEND team.

Request Process

The School is responsible for collating all the information necessary to commence the request process required to make reasonable adjustments for their pupil. The process will then follow the attached flowchart and as further described below.



Stage 1 – Request

To submit a request, the below form must be completed and emailed to SEND@cumberland.gov.uk. All requests must outline the reasonable adjustments required, together with justification that they are appropriate to meet the needs of the pupil.



Requests can be submitted at any time during the year, however, requests submitted after 1 April may not be completed in time for the commencement of the autumn term.

Stage 2 – Assessment

The Senior Manager, in consultation with colleagues, will make an initial assessment of the request to determine if the adjustments are reasonable and can be delivered, within the limited budget available. Projects above and beyond reasonable adjustments will be assessed to determine if the request can be met through alternative methods, i.e., equipment relocation, pupil attending a more accessible School, etc.

Note: At this stage, the request may be declined, however, the School will be informed of the reason why.

Stage 3 – Approval

Once a request has been approved, the Capital Programme team will manage the delivery of the reasonable adjustment, by entering into contracts with a Consultant and Contractor, until handover and use of the adjustment.

The Capital Programme team will report to the Senior Manager on the progress of all adjustments throughout their lifecycle.

Reasonable Adjustments Delivery Process

The Capital Programme team will contact the School directly, to commence the delivery of the reasonable adjustment.

Stage 1 – Brief Development

The Capital Programme team will appoint a consultant to work with the School, Council and other appropriate professionals to develop and then agree on a scope of works, utilising the EHCP / professional report. This initial development stage will identify any limitations that could affect the delivery, i.e., if the school is listed, if works require planning and building control approvals, if there are asbestos issues associated with any proposed works, etc.

The consultant will prepare costed feasibility options for approval by all stakeholders prior to proceeding to the next stage - detail design. A programme will also be agreed upon at this point to confirm the proposed commencement and completion dates for the construction period.

Note: A further check will be undertaken at this stage to determine if the adjustment is still reasonable.

Stage 2 – Detailed Design

The consultant will prepare a tender package and issue to contractors on the Council's framework (approved list of contractors).

Once tenders are received, the Consultant will review and prepare a tender report for the Council to approve. The Council will enter into a contract with the recommended contractor.

Stage 3 – Construction

An initial meeting will be held prior to the commencement of the actual construction works, where all stakeholders will have the opportunity to input - access arrangements, H & S requirements, phasing, contacts, etc. will be agreed upon and documented.

The Contractor is responsible for the School (or clearly defined area within) during the construction phase, and **all** must seek permission to enter the works area of the School.

The Consultant will monitor the progress and quality of work, via regular visits to the School, reporting and rectifying issues if they arise.

Stage 4 – Handover

The consultant will sign off the works as complete and arrange demonstrations, via the contractor, for any new systems installed. Depending on the value of the works, a guarantee period will last for 6 months or 12 months. Any issues during this period should be reported to both the Council and the Consultant.