**ALLOCATIONS POLICY**

**INTRODUCTION**

Accessing hydrotherapy, swim and rebound provision is proving more and more difficult for families as more cuts are made and the centres that provide these therapies continue to disappear.

SNAPS is a charity managed by a team of staff and volunteers, and supported by a Board of Trustees, and run for children who have a range of special needs, and their parents / carers and families.

Whilst every effort is made to accommodate all families who contact SNAPS for physiotherapy, please be aware there may be a wait of 1 to 2 terms however you are encouraged to attend the sessions on a social basis to allow your child the chance to become comfortable with the surroundings and also for you as parents/carers to meet other parent/carers, and our staff team.

At each half term, SNAPS’ Site Managers and physiotherapists will meet to ascertain provision for the following term. Offers of provision will be made based upon requirement and will be offered in order of waiting time unless a decision is made to offer a placement based on immediate medical need. (Factors that may be taken into consideration are life limiting conditions, how long they have been on the waiting list, recent major surgery, diagnosis and where the child is in their physiotherapy programme.) Every family will be contacted prior to the start of the term and given an opportunity to discuss the forthcoming term with the Site Manager concerned. Provision is offered a term at a time and then all families who would like provision for the following term are assessed for who will be allocated sessions on the new term’s rota. Please note some families may be offered continuing support where the physiotherapists identify a need for continued therapy, although therapy will generally be provided for a term unless there is a need to extend. If a family is asked to take a term off from SNAPS physiotherapy, they will usually be given priority the following term.

Each new term will see provision offered to those families who have previously contacted SNAPS and registered their child for the next available term.

Any family on the waiting list which is able to attend our sessions for the extra-curricular activities, such as music therapy, boccia, story reading, movement and dance, soft play and arts and crafts, between 9.30 and 13.30 may be offered provision by way of on the day cancellations. Please also note that if you wish just to attend for the social aspect our doors are always open to all families and we actively encourage siblings and family members to attend.

There may also be opportunities to attend at a different SNAPS site if there is space in this rota.

The process of session allocation has been reviewed by the Chief Executive, Site Managers, Physiotherapists and parent representatives to reach the fairest method. It will always be a difficult decision and one that no one takes lightly. Our aim is support as many families as possible to deliver the greatest positive impact on those children’s development.

For further information or to register an interest in the services on offer please email: [dean@snapsyorkshire.org](mailto:dean@snapsyorkshire.org) (for Pennyfield School in Meanwood, Leeds) or   
[jo@snapsyorkshire.org](mailto:jo@snapsyorkshire.org) (for Broomfield School in Belle Isle, Leeds).

REVIEW PROGRAMME: DRAFTED 15th June 2020 / TRUSTEE REVIEW 15th July 2020 / NEXT REVIEW June 2021