



ALLOCATION POLICY

SNAPS YORKSHIRE CIO

July 2026

Introduction

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

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

Whilst every effort is made to accommodate all families who contact SNAPS for therapies and activities, please be aware there may be a wait before you can access SNAPS' therapy. However, families are encouraged to attend the sessions on a social basis to allow your child the chance to become comfortable with the surroundings and for you as parents/carers to meet other parents/carers, and our employee team. We will priorities those who currently attend SNAPS' sessions as it allows our site employees and volunteers to get to know the needs of each child more fully.

Each half term, SNAPS' Children's Services Manager will meet with Site Managers to ascertain provision for the following term, with input from external physiotherapists and swimming teacher. Offers of provision will be made based upon requirement (factors that may be taken into consideration are life limiting conditions, if they have been allocated a SNAPS activity before, recent major surgery, diagnosis and where the child is in their physiotherapy/ swimming/activity programme). Provision is offered for one term at a time. 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.

Procedure For Allocating SNAPS' Rebound Therapy, Hydrotherapy, Swimming and Cooking Club

At least 6 weeks before a new term (usually a week before half term), a form will be released within the WhatsApp Group for each site, where families can register their interest for their child to access 1 or more therapies/activities for that coming term. Families will have 1 week to complete the short online form to register their interest.



SNAPS' Children's Services Manager will liaise with the relevant team members including the Lead Physiotherapist, Swimming Instructor and Cookery Lead to look at those who have registered their interest and will make a balanced decision on who will receive a place for the upcoming term.

Those people who are allocated a place will be informed and will have until the end of the current term (the term before the therapy is due to start) to pay for the upcoming term's services.

Any places that are declined or not paid for in time will then be reallocated following the same procedure as above.

When all places have been allocated and paid for, no one will be kept on a waiting list for future terms. The process will start from scratch during the next term with everyone who is interested having to complete the form (even if you have completed it for a previous term).

No one will be kept on an ongoing waiting list for these therapies/activities.

Procedure For Allocating SNAPS' Group Session Places

Children who have been allocated a football, musical theatre or dance place will keep that place on a rolling basis until they no longer require it.

Please note that if demand for these services increases to outstrip capacity this may change in the future.

Stay and Play

Any family interested in SNAPS' therapies or activities are welcome to attend our stay and play which include music therapy, boccia, story reading, free play arts and crafts and a chance to socialise with other families between 9.30 and 13.30 on a Saturday and may be offered provision by way of on-the-day cancellations. We also actively encourage siblings and family members to attend. Please note that all families must speak to the Children's Services Manager to book a trial session to be shown one of the SNAPS' sites, before attending a Stay and Play session.

Review of Allocation Process

The session allocation process has been reviewed by the Chief Executive, Children's Services Manager, Lead Physiotherapist, Swimming Teacher 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 to 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 the Children's Services Manager.

Drafted: 5th May 2025
Approved By Board: 15th July 2026
Next Review Date: July 2027