



Merchant Taylors' School and St Helen's School Phab Week

Location: Merchant Taylors' School

Date: Monday 6th – Saturday 11th April 2020

Week type: Residential (6 days/ 5 nights)

Application deadline: Friday 7th February 2020

Outcome decision date: Beginning of March 2020

For the last 47 years, two schools, Merchant Taylors' and St Helen's, have run a residential week providing a programme of exciting activities for disabled teenagers. We would like you to apply for your child to come on our 48th Phab Week.

Whilst staying with us, guests will be hosted by a team of students from our two schools alongside a team of nurses and teachers who run and supervise the week. Students are in years 12 and 13 and receive training in moving and handling, safeguarding, hygiene, first aid, administering medicine and other essential topics. Our older students have experience from the previous year's Phab week which they pass down to their apprentice. Often hosts form solid friendships with their guests which last well beyond Phab week itself.

Who Can Apply?

Phab welcomes applications from children and young people (**approximately aged 13 – 17 years with some flexibility depending on circumstances**) who have a physical, sensory or learning disability, multiple or complex medical needs, autism, or who are disadvantaged in some way having perhaps experienced bereavement or neglect. We also welcome applications from siblings.

How do children apply?

The application process for each year begins in January. If not included in this pack, the application form is available by emailing Natalie Innes at ninnes@mtsn.org.uk for male applicants, or Andrea Cawthorne at andrea.cawthorne@sthelens.london for female applicants.

Each applicant must complete an application form. Parents/Guardians can apply directly for each child.

The **deadline for applications is Friday 7th February 2020.**

Please send all applications to:

FAO the School Nurses,
Merchant Taylors School,
Northwood,
HA6 2HT

What Happens Next?

A panel of staff, medical and educational, meet at the beginning of February to look at and discuss each application received. Places are then allocated. Families are contacted via email regarding with the outcome as soon as possible following this meeting.

We expect to send out the outcome email by the beginning of March 2020.

How Do You Decide Who Gets A Place?

Phab receives more applications than it has places available and this means that unfortunately we are not able to accommodate everyone. There are 10 spaces for boys and 10 spaces for girls for this year. This number is limited by space.

Phab is committed to promoting the projects to ensure we reach as many people as possible. However, Phab also welcomes applications from young people who have been before and we recognise that subsequent attendance can build on their confidence and independence skills.

We are not the only Phab week in the country so if your child is not allocated a space more information about other Phab Holiday Projects to apply for can be found at the following link: <https://www.phab.org.uk/holidays-holiday-projects>

To ensure we have a fair and unbiased decision making process the following guidelines are used at our decision meeting.

Guidelines for place allocation

1. The number of places available
2. Priority will be given to new applicants. After attending 3 Phab weeks, we ask guests take their 4th year off to give new applicants a chance to take part and try something else in the meantime. If, in the following year, the guest wants to be considered again, we welcome a 5th application. However, extenuating circumstances (see point 9) will be taken into account when applying this guideline.
3. The guest's individual needs/goals will be looked at carefully
4. Safeguarding – we must ensure that all guests attending are kept safe, happy and well during their time away.
5. Infrastructural limitations – from physical space to other usages of Merchant Taylors' facilities.
6. Phab's ability to provide safe and appropriate care **NB.** *Although Phab hosts attend training they may not have extensive skills in certain areas. However, Phab nurses have professional skills such as Emergency Medication Administration, Physiotherapy etc and this is taken into consideration with regards to providing appropriate care. If Phab is unable to provide the care required, for example if there are very complex medical or invasive care needs which we feel our hosts incapable of doing well the applicant will not be offered a place*
7. Other services the applicant already has access to
8. The family, parent or guardians circumstances
9. Extenuating circumstances. To give an idea, instances in the past have been: An applicant with a life limiting condition who has been before but needs to experience as much as they can in the time they have left. An applicant whose parent is attending hospital for an operation or has a terminal illness. An applicant who has experienced a recent bereavement. An applicant who can't access other services due to very specific and extreme behaviour that challenges and must attend a familiar place with people who know them well.

All places offered at this stage are subject to a full risk assessment which will be carried out to ensure that our safeguarding requirements are adhered to. This may include a home visit and/or gathering further information from parents, schools and other agencies etc.

Phab reserves the right to withdraw an offer if we are unable to meet these requirements to ensure everyone is safeguarded.