

Withdrawn

This publication is withdrawn.
The publication is no longer current.

Chapter 11 - Working with Third Parties

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This Section pertains to all referrals to SES provision during the contracts' extension period nationally from September 2017. For guidance pertaining to all referrals to SES made prior to this extension period please see the previous version of SES Provider Guidance which has been retained on GOV.UK for reference:

<https://www.gov.uk/government/publications/specialist-employability-support-provider-guidance>

Third Party Support

- 11.01 SES providers are expected to work with and, if required, acquire funding from, any appropriate third party.
- 11.02 This may include social services, healthcare providers, local authorities and the Skills Funding Agency; so that where customers face additional non-disability-related barriers to work such as housing issues, addiction problems, debt and/or long-term unemployment, these can be tackled in a holistic manner.

Statutory Referral Organisations (SROs)

- 11.03 In addition to Jobcentre Work Coaches/DEAs, a limited number of organisations will be authorised to act in partnership with you in order to directly introduce suitable disabled people to SES.
- 11.04 These will be organisations that provide a statutory service that helps disabled people with the highest support needs, particularly those with learning disabilities and mental health conditions, consider and move into employment.
- 11.05 These referral organisations may not always be statutory bodies themselves but **must** have a formal contract or agreement with either:

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- Local Authorities (e.g. Social Care Departments); or
 - National Health Service (in Wales Local Health Boards and in Scotland Health Boards); or
 - Local Education Authorities (e.g. special needs schools); **and**
 - Act on behalf of them to support disabled people with the highest support needs to consider and move into employment, particularly those with learning disabilities and mental health conditions.
- 11.06 Other suitable organisations or appropriate bodies may, from time to time, be allowed SRO status by DWP.
- 11.07 This is intended to be particularly helpful for people with learning disabilities and/or mental health conditions, who might not visit or contact a Jobcentre Plus office and therefore would not normally come into contact with JCP/DEA services.
- 11.08 You are required to identify such organisations as you may find as part of your contract delivery and invite them to become a Statutory Referral Organisation (SRO), following the criteria and guidelines supplied in [Annex 4 of this guidance](#). These organisations may also approach you, requesting consideration for SRO status.
- 11.09 For SRO referral processes, please [see Chapter 3 of this guidance](#).

Additional Support

- 11.10 Additional support is defined as any support that allows a customer who needs extra help to attend and participate fully in provision (e.g. clothing and specialist equipment, and carer support). Providers must, as part of their obligations under the duties in the Equality Act 2010 take the necessary steps to obtain and provide special aids or services that might be needed for participation. You will have included these costs within the financial part of your bid proposal.

Safeguarding Vulnerable Groups

- 11.11 Providers must comply with legislation in [The Safeguarding Vulnerable Groups Act 2006](#) (Disclosure and Barring Service for England and Wales), [The Safeguarding Vulnerable Groups Order \(Northern Ireland\) 2007](#) and [Protecting Vulnerable Groups Act 2007 \(PVG Scotland\)](#).
- 11.12 You are reminded that full details on Safeguarding Vulnerable Groups are to be found in DWP Framework Generic Provider Guidance which comprises part of your contract and, as has been stated, you must read: [Chapter 2 - Delivering DWP Provision](#)
- 11.13 You must also comply with the legislation in the Multi Agency Public Protection Arrangements (MAPPA) England and Wales and MAPPA Scotland. Details on this are also to be found in DWP Framework Generic Provider Guidance, [Chapter 2 – Delivering DWP Provision](#).

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Travel Expenses

- 11.14 Customers should not be financially disadvantaged when attending Specialist Employability Support. Providers are responsible for travel and additional support costs while the customer is on SES.

Childcare

- 11.15 [The following paragraphs on Childcare are subject to your bid and your contract – they should be read as an **example only**. Please consult the terms of your bid and your contract for details of agreed Childcare measures.]
- 11.16 Childcare for attendance should only be funded for time on the placement and attendance at any Engagement Activity if deemed appropriate. Child care must be provided by:
- Carers registered with Ofsted (Office for Standards in Education), the Scottish Commission for the Regulation of Care or Welsh equivalent;
 - A carer accredited under the Childcare Approval Scheme, run on school premises out of school hours or as an out of hours club by a Local Authority; or
 - Schools or establishments exempted from registration under the Children's Act 1989 or operated on Crown property.
- 11.17 The parent can make alternative arrangements. However, payment cannot be authorised unless the arrangements are in one of the above categories.
- 11.18 The child/children must satisfy the age requirement and be a dependant of and residing with the customer.
- 11.19 Jobcentre Plus currently sets its costs for childcare up to the Tax Credit limits. Providers should consider the following limits when developing and pricing their proposals:
- 11.20 Help with childcare costs can be paid up to, but not including, the first Tuesday in the September following the child's 15th birthday;
- 11.21 Parents requiring childcare for five days a week can claim up to a maximum of £175 per week for one child and £300 per week for two or more children; and
- 11.22 If the customer is attending an approved activity of less than five days a week, they can claim up to the maximum daily rates of £35 per day for one child and £60 per day for two or more children.
- 11.23 Providers must not recommend particular childcare facilities to customers. This is to ensure that DWP/Jobcentre Plus and/or the Provider do not take

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on the liability for the safety of children. It is the parents' responsibility to decide with whom they entrust the care of their children.

- 11.24 Providers may choose to arrange for a crèche facility to be on their premises. However, they must ensure it is the parents' choice whether their child uses the facility. Providers should also ensure that any crèche facilities adhere to current legislation.