

SEND MATTERS

Summer Holiday Edition

**The official newsletter
of SEND related issues
in Bedford Borough**

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WELCOME from Chris Morris, Acting Chief Officer for Education, SEND and School Infrastructure

Welcome to the July edition of SEND Matters.

We are now in the final week of term with many of us now counting down the days until the summer holidays. Can you believe that this has been the first full school year without a national lockdown since 2018/2019? I am fully aware that Covid has not gone away and the year for many was still disrupted by Covid and closures of bubbles / year groups. Despite this, the resilience and perseverance of our children and young people has been inspiring to see.

However, I also know that this uncertainty has not been easy for every child and I would encourage any parent who feels their child may need some support at this time to speak to their child's school or visit our Local Offer for more support.

I hope you enjoy this edition of SEND matters, every year we have tried to increase the amount of activities available for children and young people with SEND in the school holidays and I am particularly pleased that we will soon have not one, but three accessible play parks opening this summer on top of the most accessible river festival ever.

I hope that you all enjoy your summer holidays and that you are able to engage in one of the many different activities on offer this summer.

Best wishes, Chris



SUMMER HOLIDAY ACTIVITIES

Take a look at some of the many activities on offer during this summer holiday...



Holiday Activities

With schools closing for the Summer, many parents and carers will be wondering what they can do with their young people to keep them occupied. Bedford Borough has pulled together a list of family activities as well as commissioned dedicated services and support so that hopefully you can find something to keep you and the children entertained this Summer.



Our dedicated summer holiday page is regularly updated throughout the summer and you can view this page by [clicking here](#).

Holiday Activities and Food Programme



Bedford Borough has received funding from the Department for Education to provide free activities for children eligible for income related Free School Meals (you can view eligibility criteria [here](#)).

There are over 20 different playschemes on offer across the entire summer holidays which are all completely Free of charge to those eligible for income related free school meals as well as children looked after by Bedford Borough and those with no recourse to public funds.

To find out more visit the HAF page by [clicking here](#).

SEND Specific Activities

Bedford Borough has commissioned dedicated children and family sessions for young people with Special Educational Needs and or a Disability (SEND). You can view the full range of activities on offer by [clicking here](#), below are some of the highlights:

SEND Family Swimming

We have teamed up with St. John's Special School and SSG to deliver family swim sessions FREE of charge. Each session will be 30 minutes in length.

The sessions will be lifeguarded and there will be changing facilities open. Sessions will be delivered on a first come first served basis and initially bookings will be limited to one per family per week.



SUMMER HOLIDAY ACTIVITIES CONTINUED



If you can no longer attend please cancel as soon as possible so that your session can be offered to the next family on the waiting list.

For more information [click here](#).

SEND Inflatable Sessions

The ever popular SEND Family Inflatable sessions are back this Summer!

The 45 minute inflatable session will be available to book for family groups and will include up to six incredible inflatables. Families will enjoy free-play on inflatables such as the Disco Dome, Slip & Slide Inflatable, Slide & Bouncy, Fun-Bouncer Bouncy Castle, Soft Play Arena and Inflatable Race Course.

As well as the family sessions there will also be 4 "Drop Off" sessions where you can leave the children for an hour on a Saturday afternoon to have fun and socialise with other SEND children on the inflatables.

For more information [click here](#).



SEND Family Forest School

Our SEND Family Forest School sessions will involve a variety of outdoor and engaging activities for families to take part in.

It will be held in the woodlands for families to enjoy to get back to nature and enjoy the great outdoors. The families will do activities such as treasure hunts, den building, woodland art and games and much more.



For more information [click here](#).



SEND Multi-Sports

Bedford Borough Council has teamed up with SSG to fund FREE 45 minute family multi-sport sessions.

We understand many families experience great limitations finding safe stimulating places for their children to attend, play, relax and have fun, we have learnt from feedback from families and added in a coach to lead the activities during these sessions.

For more information [click here](#).



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IDEAS FOR KEEPING YOUR CHILDREN ENTERTAINED THIS SUMMER

The summer holidays are here but it can also be a long time having the young ones at home. There is plenty on in Bedford Borough so keep an eye on the local offer for up to date events.

For some parents/carers with children with additional needs it can be a time of stress, children who thrive on routine can leave parents/carers without any respite. Others may enjoy the more relaxed pace and a chance to indulge in the activities that suit your child the most. You will know how to include activities that best support their needs but here some examples:

Finger Painting

Put on a few old shirts and don't be afraid to get messy.



Finger painting is a fun way to keep children engaged and is great for strengthening the muscles in their hands and arms as well as improving fine motor skills.

Chalk Art

Whether it is on a blackboard or on a pavement, have your child scribble and scabble to their heart's content.

Sensory Bins

Grab a few small boxes and create a summer sensory station with different themes.

Water Play

Most children love just about any activity that entails getting wet.

Hide and Go Seek

In addition to being tons of fun, playing hide and seek with your child will teach them how to remain calm when looking for you.

Indoor Camping / Den Making

A great one to do if the weather means that you get confined to the indoors.

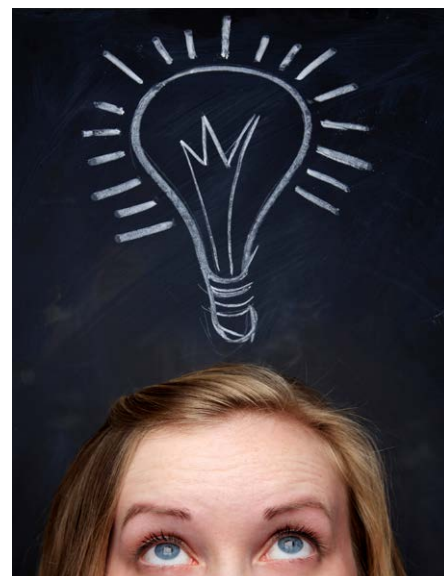


Water Balloon Target

Draw a target on the ground and mark each circle with a point value. Then fill up some water balloons and try to aim for the circle with the most points.

Colour Match Buckets

Grab a few buckets and balls of varying colors, and have your child pick a ball to throw into the corresponding bucket.



Stage a Play

Putting on a play is a great way to encourage your child to face any hesitations they may have regarding talking in front of others or showing off their talents.

Geocaching

A chance to look for caches using a phone to direct – numerous sites can be found online.

Commonwealth Sports Day

Take part in a range of activities that gets everyone active – running, jumping and throwing. You can even get your children to make medals for the presentation ceremony.

There are loads of activities to choose from and you can negotiate what you do each day. Have a great time this summer but also remember that it should be used for our children to have some time to relax, listen to music, chat with friends and “chill out”.



BEDFORD BOROUGH SUMMER OF SEND

Bedford Borough is delighted to be hosting Summer of SEND 2022. After the overwhelming success of Summer of SEND 2021 this year's event is shaping up to be even bigger and better!



Over the months of June, July and August there will be a range of events for children and young people with SEND, their parents and carers and the practitioners who are working with them. Last year we had well over 500 different practitioners attend training or webinars put on, over 250 parents engage in various parent carer sessions and over 30000 visitors to our Local Offer website across the 3 months accessing the brilliant resources there.

This year we have sessions on ADHD, Sleep Disorders, Speech and Language Therapy, we have Education Psychology drop ins and information on independent living and adult social care as well as dedicated courses for parents and carers on their health and wellbeing and how to support a child with anxiety and (Fear-Less Triple P). We are also using the Summer of SEND to highlight some of the fantastic services and support on offer through our local charities and voluntary sector.



2022

Bedford Borough's
SUMMER OF SEND

Throughout the summer there will be a host of events, webinars, activities and training dedicated to all aspects of SEND in Bedford Borough.

There will be events for children and young people with SEND, their families and all practitioners supporting them.

Watch this space for loads more information

If you have any ideas of topics or events you would like to see or if you would like to put on an event as part of the festival then please email SummerofSEND@bedford.gov.uk

Follow the local offer on social media for more details

- <https://www.facebook.com/BBLocalOffer>
- <https://twitter.com/Bedfordlocalof1>
- <https://www.instagram.com/bedfordlocalof1>

We are just finalising our summer holiday activities and events but we are confident that we will have even more activities and events than we did last year with dedicated family sessions as well as SEND specific youth groups and playschemes.

You can keep up to date with all the latest news and events by following the local offer social media and the hashtag **#SummerOfSEND2022** and you can view our dedicated website (including our amazing launch video) here: <https://localoffer.bedford.gov.uk/summerofsend>.



THRIVING AND SURVIVING THE SUMMER HOLIDAY WITH AN UNDER 5 WITH SEND

Different routines, hot weather thus getting poorer sleep and school or nursery being closed can face families with challenges during the summer holiday. There is not a one-size-fits-all solution to the Summer, but here are some ideas which might help you (and your child) to thrive!

You are the expert

You know your child the best. Their loves, their hates and the things which trigger anxious behaviour. Pick activities to do which are not usually overwhelming to them and ensure you have a distraction ready if you need to “finish” and go home early.



Be realistic and learn to say no

Whilst we may wish to cram days with events, which create joy - picnicking, meeting family or friends, - this may be too much to try and orchestrate in one day and end with everyone being overwhelmed. Set one activity per day and be successful ... don't feel guilty about saying no to others. There are six weeks to fill!

Show them, don't just tell them

There is reassurance in routine, but over the summer holiday routines are more “fluid” and unpredictable. Using a visual way of showing your child their routine for the day will add predictability and reassurance

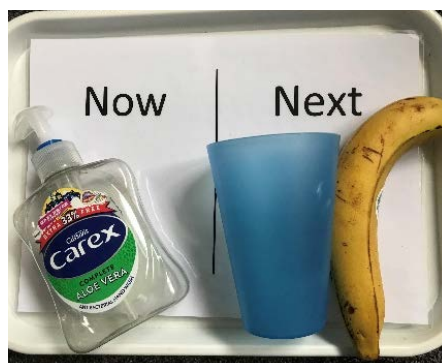
as well as help you plan for a variety of activities across the day – mealtimes, quiet time, screen time, sensory play, physical activity, toileting and bedtimes.

It may be helpful to segment their day using a Now/ Next board, or a picture schedule for a morning, day or week at a glance. Use a communication method they understand to let them know – be that written words, pictures or Objects of Reference. You might find useful pictures on www.dotolearn.com or at [Toddler and Young Children Weekly Planner \(teacher made\) \(twinkl.com\)](http://Toddler and Young Children Weekly Planner (teacher made) (twinkl.com)).

Motivation

“Because I said so!” might work for some children but probably not for under 5's with SEND. What is motivating to you might not be to your child.

Try to consider what their motivation for putting their toys away or washing their hands might be, if it's not intrinsic in the activity, add something after the less appealing activity... then ensure you stick to it so you maintain their trust!



If they attend an Early Years setting, before the Summer holiday begins, talk with their practitioner who will give you some tips on strategies which they use – and ideally a copy of the resources so you can use them at home.

Make time for you

You need to be strong and level headed enough to help your own child and if you don't allocate time to yourself, that can be challenging to do.

It is tempting to rush around once they are sleeping catching up on all the jobs around home but investing time in yourself is crucial so you can be the best version of yourself.

If you have a support network of family or friends talk to them about your worries – you might be surprised at the offers of help you receive. If you don't have a local support network, talk to Bedford Borough Parent Carer Forum, the 0-19 team on 0300 555 0606 or any of Bedford Borough's Children's Centres and they can signpost you to support.

If your sleep is broken, it can be difficult to manage so reduce your expectations of yourself the following day if you have had a bad night's rest – it is ok to stay at home!

THRIVING AND SURVIVING THE SUMMER HOLIDAY WITH AN UNDER 5 WITH SEND CONTINUED

Forget about the expectations of others

Some families prefer to book a holiday, others stay at home and have day trips. In either case find out in advance of booking what facilities are provided and whether they would suit your family.



Consider travel times and what you can do to alleviate boredom on route, or travel during quieter times. Ask what reasonable adjustments can be made to help you enjoy the trip as a family and before you go, think whether you need a supporting statement from a professional who knows your child to use as evidence of their needs.

Don't overwhelm them or yourself

If you usually shop whilst your child attends a childminder or nursery because you know they find supermarkets challenging, consider if there are other ways to get your groceries. Can you ask a familiar and trusted friend or family member to help out by bringing you the shopping or by sitting with your child whilst you do the shop? Could you use click and collect or home delivery? Can you go when the store is quieter? Speed-shopping with any child increases the adult stress (and final bill!) and if your child has sensory difficulties it can be extremely stressful for them too.

Keep them safe

Safety is crucial. How would your child communicate if they were lost? If you are visiting a RNLI patrolled beach get a wristband

which you write your mobile number on so if your child is separated from you, lifeguards know who to telephone. Maybe you could replicate this for days out? Always have a plan if the unthinkable happens and remember to call 999 to get help swiftly.

Thrive

Bedford has some super places to visit and some brilliant agencies to offer support. Spend some time now to plan and get to know where and who they are, then use them. Summer 2022 is a time to thrive, not just survive so plan ahead, have fun and take photos to look back on... they don't stay little for long!



BEDFORD RIVER FESTIVAL: 23RD & 24TH JULY 2022

The planning for the first ever dedicated SEND section of this year's River Festival site, for children, young people and adults with disabilities as well as their families is now in its final stages.

The site is named "Inclusion Island" and it will boast a sensory tent, changing place toilet, a workshop tent with a timetable of interactive workshops, talks and activities as well as an information tent highlighting local services, a bouncy castle and family games and activities, food stalls and space to sit and picnic.

We are hoping that this will be an event that brings together many of our SEND families in a celebration event right in the heart of the River Festival. The site can be accessed directly from Abbey Bridge, just off of Chethams off Cardington Road, as well as through the main River Festival site.



BBPCF UPDATE



BBPCF are the voice for Parent Carers of children & young people 0-25yrs with Special Educational Needs or Disabilities in Bedford Borough.

We feedback your views to Education, Health, Social Care and other departments that provide SEND services. BBPCF are always working to reach even more families in Bedford Borough. We are listening to all parent / carers of children with special educational needs and / or disabilities (SEND) aged 0-25 years. We are signposting to usable information, sharing ideas and experiences, while still fulfilling our forum duties to listen to the lived experience of parent carers and feedback to the relevant services.

BBPCF are running a series of events for parents and carers in Bedford Borough you can view our upcoming events on our website: <https://www.bbpcf.co.uk/> some highlights include:

Summer Holiday Coffee Morning

Monday 22nd August, 9.30 am to 11.30am

This Coffee Morning has been arranged following feedback that some parent carers can't attend during term-time and wanted us to have a Coffee Morning during the holidays. Please come and join us for a cuppa and some cake at **Project 229, Bedford Road, Kempston, MK42 8DA.**

Healthy Parent Carer Programme

Every Thursday, from 8th September to 1st December, 9.30am to 11.30am

The healthy parent carer programme is designed to improve parent carers' health and wellbeing by promoting emotional balance through understanding, empowerment, confidence and resilience. This will be held in-person at **Project 229, Bedford Road, Kempston, MK42 8DA.**

You need to be a parent carer living in Bedford Borough to access this programme - [book your place here.](#)

Online Membership

We have an online membership form for anyone that is involved in SEND (a diagnosis is not required to join). You can view our website at <https://www.bbpcf.co.uk/>. Follow us on our social media **@bedsboroughpcf** on Facebook, Twitter and Instagram.



BETTER DAYS FOR BLMK

Here is an update about the exciting Better Days BLMK project from CAMHS:

Better Days began with the merging of Bedford, Luton and Milton Keynes CCG (Clinical Commissioning Group). This provided us with an opportunity to look at what was on offer locally and think about how we could support young people further. We've had a wonderful dynamic group of young people come together to help us explore what we could do. From these early meetings, ideas developed around creative projects which would support with engagement, breaking stigma and reaching hard to reach communities. Soon after, Better Days was born.

What will Better Days look like?

A year of creative events across BLMK for young people aged 5-25, including activities like art, music, drama, sports, creative writing, baking, gardening and gaming. It will be in a safe, relaxed and accessible environment, open to all and co-produced and facilitated by young people, supported by clinicians and local creatives. We've already had venues such as The Place Theatre, the Hat Factory in Luton and Kempston Youth Centre interested in hosting

Why are we doing this?

We've learnt through listening to our young people that we still have a long way to go with breaking stigma and supporting access to services.

We're aware there are certain communities who struggle to access services in BLMK. Young people have shared with us the importance of being listened to in relation to their stories and the care they receive. We know that many struggle to access traditional methods of support, so we're going down a creative route to help people express themselves in ways other than talking. To build connections between communities, local services and creatives to support young people to be agents of their own recovery and feel safe to reach out for support when needed.

LOCAL OFFER CORNER: BUDGETING & FINANCES

Bedford Borough's Local Offer continues to be the go to destination for all things SEND in Bedford Borough with over 10,000 users visiting the site each month.



We are continuously updating the website with the latest news, events and activities and you can even filter your search results by 'date added' to ensure you see the latest entries!

With the cost of living rising, fuel prices increases and energy bills going through the roof, we wanted to use this edition to highlight again some of the support and services you may be able to access. You can find this information on the [Local Offer](#):

Benefits

Are you claiming all the benefits you are entitled to? Martin Lewis from Martin's Money Tips advises in his programme this week "if you have an income of less than £30,000 and you are struggling, it is worth spending ten minutes on a benefits calculator to see what you are entitled to".

For a Benefit Checker [click here](#).

For information on a range of Benefits [click here](#).

Council Tax

Are you entitled to a discount on your council tax? To find out more [click here](#).

Carers in Beds: Unpaid Carers Grant

Do you qualify for an unpaid carers grant? [Click here](#) to find out more.

Financial Support

Caring for someone can lead to money worries, especially if your caring role means you have to give up work. There could be financial support available to help you - [click here](#) to learn more.

Family Fund

Family Fund provide grants for families on low incomes raising disabled or seriously ill children and young people - to learn more [click here](#).

Concessionary Travel Scheme

Residents with certain disabilities qualify for a national concessionary bus pass. The pass allows free off-peak travel on most local bus services anywhere in England.

The person with the disability can also apply for a companion pass so a parent/carer can travel free with the disabled person at anytime within Bedford Borough. The child with the disability has to be of fare paying age for a parent to apply for a companion bus pass.

[Click here](#) to find out more.

Contact: the charity for families with Disabled Children Help with utility bills

There are a number of schemes and grants to help you with water, fuel and other utility bills. To find out whether you're eligible and how to apply [click here](#).

Contact: FREE Grant Search

Use Contact free Grants Search on their website to find the financial support your child needs to live their best life in 2022.

You may be eligible for grants to pay for specialist equipment, therapies, housing adaptations and even holidays with your little one.

To find out more [click here](#).

Debt and Money Issues

Dealing with money issues can sometimes be off-putting, but if you don't understand how things like credit or mortgages work, you could end up losing out financially or getting yourself deep in debt.

The following pages will give you the information you need to make the right choices, including help to deal with your debt problems, how to avoid losing your home and how to get your finances back into shape.

[Click here](#) to find out more.

Bank Accounts and Managing Money

A number of families and young adults would like support to manage their money.

This includes issues with opening bank accounts and what options are available to support someone who has difficulties understanding money and finances. As a parent or carer, it is a good idea to be aware of what the law says and how it can help you and your child make decisions about managing money.

Due to this we have a dedicated page on our Local Offer with information that may help - [click here](#) to visit.

HELPING YOUR CHILD WITH SEND TRANSITION BACK TO SCHOOL ROUTINES AFTER THE SUMMER BREAK

So, you have survived the summer holidays! However, just as you have managed to get your child with SEND to adjust to a more relaxed summer schedule; it is time to head back to school!

This means another change to routines, more transitions and lots of new things to cope with: new clothes, new teachers and sometimes a new school. It is likely that as a parent you will also be trying to ease your children into earlier bedtimes and wake-up times, and slowly returning to the structure that the school year brings.

While structure can be helpful for children with special needs, transitions can also be tough. The anxiety of a new situation, whether it's a school or just a classroom or teacher, can feel overwhelming. Here are some ways parents can help their children with SEND get ready to head back to school:



1. Take small steps and break things down to allow your child to adjust slowly to new things and changes

Start by looking at a picture of the outside of the school, then try to find a map of the inside of the building so you can talk about where their classroom is, where they will have lunch, where the toilets are and so on. Drive by the school to show them where they will be dropped off and picked up each day. Try to arrange times to visit the school when it's not crowded, to meet the teacher and to see the classroom. Follow successful outings with a treat, so your child will associate the stress-inducing trip with a pleasant result.

2. Try to be matter-of-fact about the transition process

If you make a big deal about it, or talk about the change too much, it can increase your child's anxieties.

3. Create a picture or social story

Try to create a picture or social story for your child, using photos from the school, of what to expect.

4. Involve your child in the planning

There's a lot of planning involved in school, from getting ready and out the door in the morning to getting homework done in the evenings and children with SEND often struggle with getting organized and managing their time. There is no one size-fits-all routine or system, so, try to figure out between you what works best for you and your child and ask them what they need to be successful.

This will help your child feel 'invested' in the plan and make them more likely to go along with the schedule. Set up a motivating reward system for when they do well to reinforce the plan. Remember that while certain tasks, whether it's packing their bag or getting homework done, come easily to some children, they are much more challenging for others.

Take your child's strengths and areas of difficulty into account when you are setting out expectations and definitions of success. On another note about homework (often a contentious issue), ask your child if they want you to set a timer for breaks, or just give verbal warnings. Some children respond well to timers and others find them very stressful.

5. Take care of yourself, too.

It's really important to think about what you need to help you cope with this stressful time too and to treat yourself well. It's important to know your limitations and what triggers your frustration. When you're feeling overwhelmed, do ask for help from your partner, family, friends or a professional, and take a break if you need to.

Good luck – and breathe!

BRING LEARNING TO LIFE: 50 THINGS TO DO BEFORE YOU'RE FIVE

Parents and carers of under-fives in Bedfordshire can access 50 low and no-cost local activities via the free '50 things to do before you're five' app.

With information, guidance and supporting resources, each activity has been designed to help promote early language development. There are handy 'how to' guides as well as local links to help you plan days out or trips to fun places around the borough.

Build a memory bank of your child's special moments – splash in puddles (#29 Pitter Patter), collect fallen leaves (#34 Woodland Wondering), or capture their imaginations with fancy dress (#15 Dressing Up). There are plenty of fun and exciting activities to choose from.

In collaboration with Bedford Borough Council, this initiative is part of HEART Academies Trust's provision for children under 5, aimed at supporting families and nurseries, to enable children to have all the 'ingredients' they need from birth to develop their early language skills.

Find out more:
<https://bedfordshire.50thingstodo.org>
or on Facebook @50TTDBedfordshire.



BEDFORD BOROUGH INCLUSIVE PLAY PARKS



Bedford Borough Council has been working with Bedford Borough Parent Carer Forum on developing an inclusive playground to be built at Russell Park and after putting the top two designs to a vote within the Parent Carer Forum Membership we are delighted to announce the winning design which is shown in the images.

The winning design includes a wheelchair accessible trampoline, see saw, fortress and roundabout and will also have lots of sensory items and a large communication board for those children and



young people who use picture exchange communication. This amazing addition to Bedford Borough's play parks will be open in the Summer of 2022, in time for children and families to enjoy over the summer holidays as part of **#SummerOfSEND2022**.



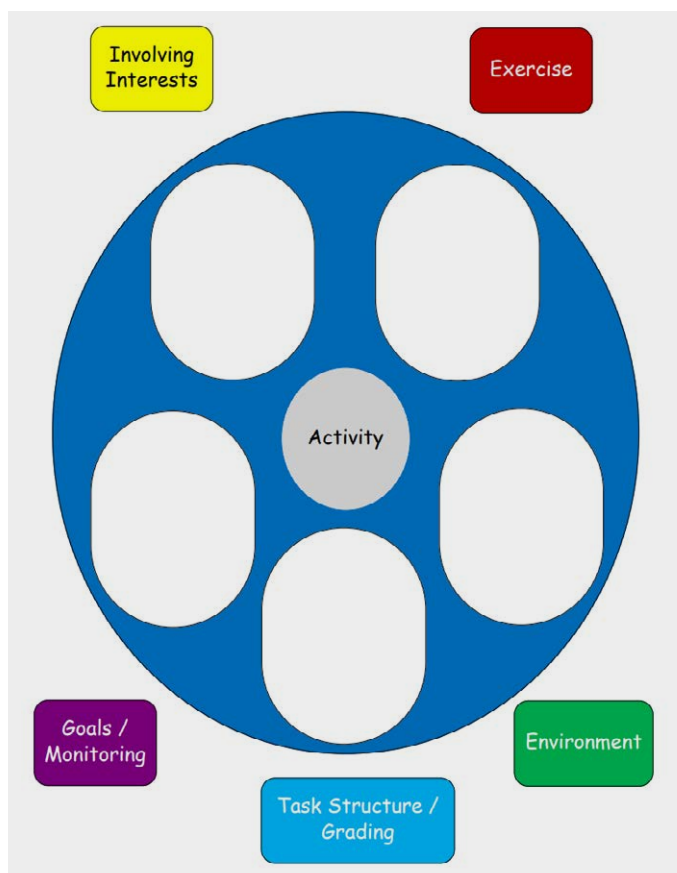
Not only will this inclusive play park in Russell Park be opening in July 2022, but Bedford Borough Council is renovating the play parks in Bedford Park and Jubilee Park and we are delighted to announce that both will include wheelchair accessible roundabouts, trampolines and communication boards!



COMMUNITY HEALTH SERVICES UPDATE

Planning Wheel launches for Occupational Therapy Team

Our Occupational Therapy team are today launching their new planning wheel animations and video's. You can view them both [here](#) on our new dedicated Planning Wheel website page.

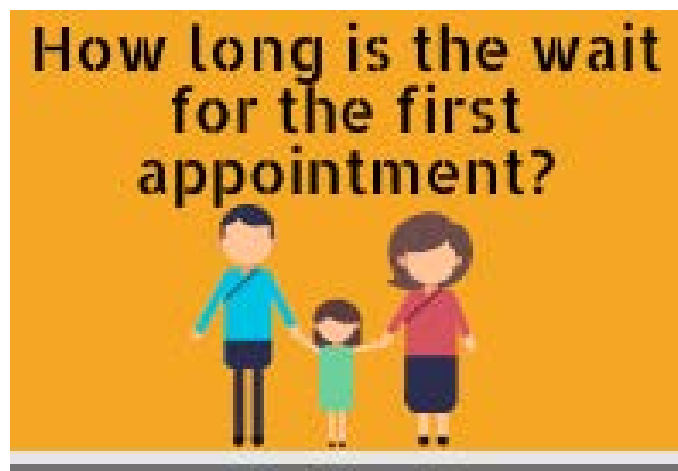


The engaging animation and presentation video have been created in partnership and collaboration with teams from across the BLMK area and is also available with subtitles and BSL. Transcripts can also be found via the link, enabling translation into various languages using the 'ReciteMe' function on the page.

Please help us to cascade this information, by adding to your newsletters and sharing with your staff. We will also be adding a few posts to our social media channels – please share these too.



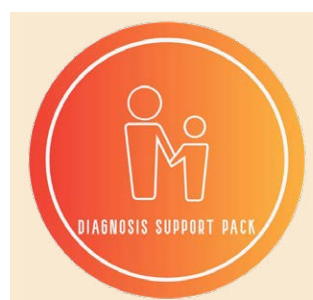
Community Paediatrics Waiting Times



Check out our latest Community Paediatrics waiting time update (June 2022) which gives information on waiting times, and how the service can and is helping young people and their families/carers.

[Click here](#) to view the full report.

Diagnosis Support Pack



The Diagnosis Support Pack continues to be updated, and we are currently developing some condition specific areas. These areas will go live as soon as they are finalised.

[Click here](#) to access the Diagnosis Support Pack (DSP).

CAMHS Discover College – Summer Prospectus



CAMHS have published their Summer Prospectus for their Discovery College.

You can check this out by [clicking here](#).



COULD YOU BE A PERSONAL ASSISTANT?

Personal Assistants (PA's) are employed to assist children/young people who need support with health or social care and provide extra support to the parent/guardian.

Every child is different and so are their needs, PA support can vary from working with a child with Autism to sensory loss to behavior issues to being physically disabled so each child needs to be supported in their unique way.

Personal Assistants supporting children are usually employed by the parent/guardian/carer of the child who is in receipt of Direct Payments, and are employed by Bedford Borough Council.

You are entitled to the same employee rights as any other employee, such as paid holidays. PA's are not employed by Bedford Borough Council.

Could you or someone you know be a Personal Assistant? To find out more about becoming a Personal Assistant in Bedford Borough you can watch a short video by [clicking here](#).

We now have a dedicated page on our Local Offer where you can find out more information about Personal Assistants, including Frequently Asked Questions, what support is available to PA's and how families can advertise vacancies.

To find out more visit:

<https://localoffer.bedford.gov.uk/personalassistants>.



KEEPING IN TOUCH

If you would like to receive emails directly into your inbox relating to SEND and general Childrens Services updates in Bedford Borough we would love for you to sign up to our Gov Delivery System.

Visit the Gov Delivery website by [clicking here](#), enter your email address and then select 'Your Child and You' to subscribe.

If you have any suggestions as to what content you would like to see in future editions of SEND Matters then please email your ideas to sendprogramme@bedford.gov.uk