

Short Breaks Service Statement

For parents and carers of
children and young people with
additional needs and disabilities
2014–15



ARTS

DRAMA

SPORTS

PARKS

LEISURE

GARDENS

PARENT

& CARER

SUPPORT

PLAYSCHEMES

SPECIALIST

SERVICES

AND MORE...



Dear Parents and Carers

Welcome to this Short Breaks Services Statement which is a guide that sets out the services offered by West Sussex County Council. It tells you the range of services that are available, how you can access them and how we decided what was needed.

We have also included information about other support and developments as we know that families with children and young people with additional needs and disabilities want information about other services, not just access to short breaks.

Every Local Authority has to produce a statement and listen and respond to parents' and carers' views. This is the third statement we have produced and we will continue to review it annually.

We have written this statement to make it as useful and clear to use as possible. We would welcome your comments, ideas and feedback not only about this statement but anything to do with short breaks and other services your family uses. So if you have any questions or comments or if you need this statement in large text, braille or translated into another language please contact us at:

short.break.team@westsussex.gov.uk

You can find out more detailed information about the specific services in your local area for children and young people with additional needs and disabilities through the Information Directory of Short Breaks. This can be downloaded from the County Council website or by contacting the short breaks team.

We have included comments from parent/carers in the statement to show how short breaks make a difference to families' lives.

Best wishes from all at the Special Needs and Disabilities Commissioning Team.



SECTION 1

Legal Context

The Government is committed to improving short breaks services for families with children and young people (CYP) with additional needs and disabilities and has placed a duty on all local authorities. The Breaks for Carers of Disabled Children Regulations came into effect in April 2011 and requires local authorities to:

- Ensure that, when making Short Break provision, they have regard to the needs of different types of carers, not just those who would be unable to provide care without a break.
- Provide a range of breaks: during the day, night, at weekends and during school holidays.
- Produce a short breaks service statement.

Definition of disability

A person (P) has a disability if:

- a) *P has a physical or mental impairment, and*
- b) *the impairment has a substantial and long-term adverse effect on P's ability to carry out normal day-to-day activities.*

Equality Act 2010

SECTION 2

What is a short break?

Short breaks provide fun, leisure and social activities for CYP with additional needs and disabilities outside the school day. Short breaks enable CYP with additional needs and disabilities to try new experiences, both with and without their siblings and parent/carers and give them opportunities to increase their confidence and learn new skills.

"She has tried things she would never have tried otherwise" (Parent/Carer)

Short breaks provides parent/carers with a break from their caring role giving them the chance to rest, catch up on day-to-day activities, and spend time with other family members. Short breaks cover a whole range of activities like an hour's sport activity, a summer playscheme, evening cinema trip or a fun day for the whole family. There are also specialist short breaks services such as overnight stays or using Direct Payments to purchase a more personalised service and there is more information about these in Section 5.

"Short Breaks keeps us on an even keel – they level out the ups and downs" (Parent/Carer)

Who is this for?

The Short Breaks services are available for CYP with additional needs and disabilities who live in West Sussex and who are aged between 0-18 years old. Families who are in receipt of either the middle or high care component of Disability Living Allowance (DLA) or the standard or enhanced rate of Personal Independence Payment (PIP) for their CYP with additional needs and disabilities will qualify for services automatically. For families who have CYP with similar levels of need but are not receiving DLA/PIP short break providers have a simple assessment form.

We know that not all families who may qualify for DLA/PIP currently receive it and we provide benefits advice and support in order to increase the uptake of this benefit. Should you have any DLA/PIP related questions you can contact Robert Hayes – Benefits Advisor on 07850 240874 or email: robert.hayes@westsussex.gov.uk



How many short breaks can my child have?

There's no limit to the number of short breaks your child can take part in and you're welcome to mix and match to meet the needs of your CYP with additional needs and disabilities and your family's needs. For details of breaks see the Information Directory of Short Breaks.



What are we trying to achieve?

West Sussex County Council's vision for all CYP is to:

- give them the best start in life;
- be safe and secure;
- be healthy;
- be able to learn and ready for school and work;
- be part of, and contribute to, their local community;
- have the skills they need to live independently and be employed.

To realise these ambitions, families will be placed at the heart of the Council and its partners' thinking, planning and provision; and all CYP, including those with additional needs and disabilities, will have full access to educational and other opportunities that support them in achieving the best life outcomes.

Our aim is that families with CYP with additional needs and disabilities have the support they need by ensuring:

- Families can access a range of short breaks tailored to their needs at the time when they need this support, enabling them to care safely for their CYP with additional needs and disabilities and carry out routines and activities that other parents/carers take for granted.
- CYP with additional needs and disabilities have the same opportunities appropriate to their age and ability as their non-disabled peers, to try new things and make friends.
- CYP with additional needs and disabilities take part in local community and mainstream services, with help if needed and can access specialist services if that is the

best way of meeting their needs.

- CYP with additional needs and disabilities and their families are able to enjoy activities together as a whole family in an environment or setting where they are welcomed. Disabled and non-disabled brothers and sisters can take part in clubs or activities together if they want.
- Families with CYP with additional needs and disabilities are equal partners in planning and commissioning services. Parent/carers and CYP with additional needs and disabilities help us monitor the quality of all our short breaks and we decide together what we change and what we keep.
- Staff in universal services are confident in working with CYP with additional needs and disabilities and know where to access specialist training for those CYP with more complex need.

"They do things and he takes part in activities like non-disabled young people would" (Parent/Carer)

What have we done so far?

Parent and carers have told us about their priorities for short break services and these were:

- Weekend, after school and holiday clubs to provide fun opportunities for a broad range of CYP with additional needs and disabilities.
- 'Buddy schemes' for young people with additional needs and disabilities to go out and about in the community with their peers.
- One-to-one support at home or in the community for CYP with additional needs and disabilities who have personal care needs or more complex disabilities.
- Sports, leisure and fun activities.

During 2011 we went through an open tender process (a legal process for agreeing contracts between organisations and the Council) to deliver short breaks services across West Sussex. We now have 31 contracts in place with 20 different organisations ranging from small local voluntary groups to larger voluntary sector providers. The contracts run until March 2016.

“It is good to be able to have informal chats, makes friends; it is good to have a break” (Parent/Carer)

How do I know staff are trained appropriately?

Having a trained, skilled and suitably checked workforce is an essential part of meeting the Short Breaks Duty. We are committed to providing:

- Disability awareness training facilitated by parents/carers, people with disabilities and/or additional needs and those with specialist expertise in promoting inclusion.
- E-learning – KIDS e-learning packages are available to anyone – parents/carers, volunteers, staff, etc., and are a valuable resource for anyone who has contact with CYP with additional needs and disabilities. Contact the Short Break Team for details – short.break.team@westsussex.gov.uk.
- Opportunities for providers to meet together and share ideas, training opportunities and develop partnerships between specialist and universal providers.
- Support for the work of the West Sussex Parent Carer Forum (WSPCF) who have a team of parents/carers of CYP with additional needs and disabilities trained to check that providers are welcoming, accessible and have the skills to work with CYP with additional needs and disabilities. Providers who meet these standards receive a PACT (Parent and Carer Action Team) Award.

It is a requirement that Short Breaks funded providers have suitably qualified and skilled staff who have been subject to suitable checks, including a Disclosure and Barring Service (DBS) check. Furthermore we require providers to show a commitment to on-going staff development and maintain appropriate registration and quality standards.

“I really trust them and feel safe, they give me feedback and provide [a] written record of what happened during the visit” (Parent/Carer)

How much does a short break cost?

Parent/ carers shouldn't expect to pay more than the cost for a non-disabled CYP accessing similar services. Some services offer discounts for families on a low income and it's always worth discussing any difficulties with the individual provider as some offer bursaries and reduced rates.

Costs may also vary due to the level of support required i.e. one-to-one or two-to-one support so you are encouraged to contact providers directly to discuss their charges.

Some typical examples of costs are:

- Summer playscheme – daily rate = £25
- One-to-one support at home or in the community for four hours of care = £10 per hour
- Trampolining sessions = £4.50

SECTION 3 – SHORT BREAKS SERVICES

Mainstream and Universal Services

These are services provided to all CYP and their families, like youth clubs and leisure centre activities. The Short Breaks funding provides the extra support that enables CYP with more complex needs to access these services. We've also worked with universal providers to make sure their workforce is confident and competent to work with CYP with additional needs and disabilities – this work is on-going.

All our Short Breaks providers undertake risk assessments and may link up with other providers where specific coaching or support is required.

“The Short Breaks he has attended are great, they encourage him to develop new skills” (Parent/Carer)

Here are some examples of the mainstream activities that CYP with additional needs and disabilities have taken part in:

- Cinema trips
- Bowling
- Local leisure centres
- Bushcraft
- Family Fun Days

Targeted services

These are services set up for CYP who need additional support or who may need activities or groups tailored to meet their needs.

Here are some examples:

- Weekend and holiday clubs
- Buddying
- Fun and Breaks service

“Short Breaks are a lifeline” (Parent/Carer)

Capital funding

The Government provided Local Authorities with capital funding to support the Short Breaks programme. This money was used for equipment, building adaptations and the development of new facilities that support CYP with additional needs and disabilities accessing Short Breaks.

Details of all the projects funded through Short Breaks are in the Information Directory. The directory details all the service providers we have funded, the activities available and also equipment that has been funded through our Capital Grant monies. There is currently no capital funding and it is unlikely that there will be any for the foreseeable future.

Small Grants

This is to support voluntary and statutory organisations to set up new projects and activities and try out something a bit different. If you have any ideas of new activities that your CYP with disabilities and/or additional needs would like to try then please let us know and we'll do our best to find a provider to set it up!

Here are some examples of what has been happening in 2014/15:

- Film production with Ethos Film
- Performing Arts with Centre Stage
- 4 The Youth Holiday Playscheme

“He enjoys the clubs, socialising and it is developing his confidence and self-esteem. Without the various activities he would just be in his room on his computer” (Parent/Carer)

SECTION 4 – SPECIALIST SERVICES FROM SOCIAL CARE

What are they?

Specialist Services enable those families who have CYP with more complex needs to receive the support they need following a social care assessment usually undertaken by a Social Worker from one of the Child Disability Teams.

Which children does the team work with?

The Child Disability Teams focus on that group of CYP with severe or profound disabilities and complex health needs where the needs specifically relate to the CYP's disability or health condition.

The typical conditions include CYP with a severe learning or significant physical disability, moderate/severe autism with a learning disability, health conditions which are life limiting, degenerative or technology-dependent.

In addition to the above, these needs must be complex, linked to the CYP's additional needs and disabilities needs and include the following additional factors:

- Normal daily activities interrupted by frequent health needs, affecting progress in education and independence.



- Needs on-going, intensive support with behaviour to help maintain safe relationships with family and friends.

“Short Breaks are really important in supporting the family be less stressed” (Parent/Carer)

What type of services can be offered?

- Personal budgets to families (see section 5)
- Day-time and overnight short breaks in a Local Authority residential unit.
- Tailored packages of support either in the family home or in the local community where the CYP's needs are more complex than can be met by targeted services.

How can I access them?

You can contact the Children's Access Point (CAP) on 0330 222 26 22 and ask to speak to the disability social worker.

What if my CYP with additional needs and disabilities does not meet the criteria for the Child Disability Teams?

You can still access some specialist services. Your CAP disability social worker can advise you about what support may be available and will liaise with another team in Children's Services when necessary.

What if my CYP is nearing adulthood?

This is called Transition from Children's Services to Adult Services and it should be a process not an event. This can be a challenging time for families and planning and preparation should follow a pathway which allows for the sharing of information, assessments and identification of future provision on reaching the age of 18 or 19 years. The young person and their family should be at the centre of the planning and decision

making. If you are worried about transition, please talk to your Social Worker if you have one, or contact the Short Breaks Team.

“I hadn’t appreciated how much she needed to socialise like normal teenagers and be with friends” (Parent/Carer)

SECTION 5 – NEW DEVELOPMENT – A MORE PERSONALISED APPROACH

Where has the idea come from?

Government legislation and guidance actively encourages the personalisation of public services and this has been a consistent direction of policy over the last few years. The new Children and Families Act came into force on 1 September 2014.

Part 3 of The Act entitled ‘Local authority functions: supporting and involving children and young people’ states:

In exercising a function under this Part in the case of a child or young person, a local authority in England must have regard to the following matters in particular:

- the views, wishes and feelings of the child and his or her parent, or the young person;
- the importance of the child and his or her parent, or the young person, participating as fully as possible in decisions relating to the exercise of the function concerned;
- the importance of the child and his or her parent, or the young person, being provided with the information and support necessary to enable participation in those decisions;
- the need to support the child and his or her parent, or the young person, in order to facilitate the development of the child or young person and to help him or her achieve the best possible educational and other outcomes.

What does it mean?

Personalisation means tailoring support to meeting needs and giving families a greater level of choice about, and control over, the services they use. This term describes the idea that the family using the service is an active participant who controls the way in which the services are delivered sometimes this can be delivered through the setting up of a personal budget.

What is a Social Care Personal Budget?

This is an amount of money that the Local Authority believes will meet the social care needs of families with CYP with additional needs and disabilities. A personal budget usually comes as a Direct Payment. It can be used to buy services from friends, or family, from a personal Assistant,



or from the local authority and this can be used to enable your child to have a short break. A personal budget can also be used to help your CYP access community activities, either through training for staff or perhaps providing someone to go with them and support them in the activity. It can also be used to buy some types of toys and equipment and other one off items that will help meet the outcomes from your child’s assessment.

A Personal Budget is a more flexible and transparent approach for families. It means that you can choose the support you want, and that makes sense to your CYP with additional needs and disabilities and your family, instead of being offered what’s already there.

The Personal Budget does not replace what families would normally spend on their CYP, for example paying for food and transport etc. but provides a more flexible way of supporting families who have CYP with additional needs and disabilities.

How does it work?

Families will participate in the completion of an assessment to identify the needs of your CYP with additional needs and disabilities and family and think about the outcomes that you want to achieve. You can either do this on your own, with the support of a social worker, family member, friend or someone who knows you and your CYP. Assuming your CYP with additional needs and disabilities meets the criteria for a support plan; this assessment will then be used to identify an indicative budget – the sum of money you can have to meet the outcomes. You will then draw up a support plan with your social worker that shows how you intend to spend the budget and once the support plan has been approved your budget will be released.

We’ve been running a pilot of personal budgets for

families known to the Child Disability Teams over the last three years. The pilot has now finished and all assessments now include a discussion about whether parent/carers would like a personal budget. Parent/carers who have personal budgets report improved outcomes for their children and families. There will be further developments over the next year as the Child Disability Teams continue to learn from and develop the use of personal budgets. It is anticipated that a new simpler process will replace the current system in the next few months. The Local Authority are also working on SEN and Health Personal budgets being a choice for some families from September 2014. These will continue to be developed and information regarding this will be available as the new approach introduced by the Children and Families Act becomes integrated and embedded across the County.



SECTION 6 – OTHER USEFUL INFORMATION

How do we consult with parents and carers?

The Short Breaks team is in contact with parents/carers on almost a daily basis and we're always looking for new opportunities to talk to them.

We also provide support to West Sussex Parent Carer Forum (WSPCF) who are involved in every aspect of our Short Breaks Programme.

The WSPCF is a membership organisation for parents/carers in West Sussex:

'Our mission is to bring about positive change for families and young people with any additional needs or disability. We achieve this by empowering parent carers in effective participation to shape services, provide information and support.'

The Forum is run by a group of parents/carers who share the same vision that 'every child, regardless of ability, matters and that all children will have the same access to information about the services, opportunities and experiences that are available in West Sussex'.

The WSPCF ensures that the concerns and worries of parent/carers of CYP with additional needs and are heard.

Any parent/carer living in West Sussex who has a CYP aged under 25 years old with additional needs and disabilities can become a member free of charge.

Contact details for the WSPCF can be found at the end of this document.

How do we consult with CYP with additional needs and disabilities?

All of the Short Breaks providers are tasked to involve CYP with additional needs and disabilities in planning their short break.

"My son is included in activities which are most suited to him" (Parent/Carer)

Specific consultation work with young people with additional needs and disabilities.

We commission Orchard House, which is a residential unit in Cuckfield, to develop our youth participation programme. Their work includes:

- Consulting with young people with additional needs and disabilities across the County around the future for young peoples' participation in West Sussex.
- Attending events where young people with additional needs and disabilities are present to chat to them informally to seek their views and ideas on specific topics.
- Actively ensuring that a diverse range of abilities and ages (13-18) are participating in the consultation.
- Proactively identifying young people who are usually less likely to participate through working with them to ensure their views and needs are included in the overall picture.
- Establishing a West Sussex Disabled Young Peoples Forum which will feed strategically into the work of the Council.

Who was consulted about this statement?

We consulted with a wide range of people about this statement. We work very closely with West Sussex Parent Carer Forum (WSPCF) which has over 1000 members; they sent out a survey to all of their members and we used the results to shape this statement and the Short Breaks Information

Directory. We also collated any feedback obtained during the year and considered this when reviewing this statement.

How do we know that the services are making a difference to families?

The Short Breaks Team routinely monitors and evaluates the commissioned services by visits, contract meetings and constantly checking with families. Individual service review reports are undertaken and copies are available on request from the short breaks team.

In addition the WSPCF provides a programme of reviews and recommendations for short breaks providers; this programme looks at services specifically from a parent/carer perspective. Providers are awarded a Bronze, Silver or Gold Award from the Parent and Carer Team (PACT).

What else are we doing to support families with CYP with additional needs and disabilities?

- Working with providers to provide workshops and support for parents/carers on a range of topics, for example running training on managing behaviour and sleep as these are the two areas where many parent/carers consistently tell us they need support.
- Developing support and services to help parent/carers communicate effectively with their CYP with annual events such as Let's All Communicate.
- Developing some new services for siblings.



How can I get more involved?

Please feel free to contact any of the SEND Commissioning Team with any comments, feedback, ideas and questions or if you'd like to be more actively involved in the Short Breaks Programme:

- Debbie Buckwell
Strategic Commissioning Manager for children with special needs and disabilities
Phone: 0330 2222560
Email: debbie.buckwell@westsussex.gov.uk
- Michael Rhodes-Kubiak
Short Breaks Commissioning Manager
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- Charlie Connor
Personal Budgets Commissioning Manager
Phone: 033022 27856
Email: charlie.connor@westsussex.gov.uk
- West Sussex Parent Carer Forum
Phone: 01903 726188
Email: parents@westsussexparentsforum.co.uk

We also have an email list of interested parties, which includes parents/carers who've asked us to keep them informed of events, workshops and other important information – if you'd like to be included on the list then email: short.break.team@westsussex.gov.uk

