

Transition: Future Planning



THE LONDON BOROUGH
www.bromley.gov.uk

A resource
guide to
transition
and transition
planning in
Bromley
for children
with learning
disabilities



16-23

Transition: Future Planning

Contents

SECTION 1 Transition and Transition Planning

1.1	What is transition?.....	6
1.2	What is a transition plan?	6
1.3	Access to services	7
1.4	Eligibility.....	7
1.5	Transition processes.....	9
1.6	What should happen and when?	11

SECTION 2 Pathways in Practice

2.1	What are the options?.....	14
2.2	Person centred plans, support plans	14
2.3	Housing	15
2.4	Further Education	18
2.5	Employment.....	19
2.6	Day and Leisure Services	21
2.7	Short breaks.....	22
2.8	Finance and benefits	24
2.9	Transport	28

SECTION 3 What Support is Available?

3.1	Children Services	32
3.2	Adult Services	34
3.3	Health Services	35
3.4	Safeguarding Vulnerable Adults	35
3.5	Burgess Autistic Trust	37
3.6	Bromley Mencap.....	38
3.6a	Bexley and Bromley Advocacy	38

SECTION 4.1 Further Help, Legislation and Complaints

4.1	Further Help	42
4.2	Key Local Contacts.....	42
4.3	Legislation, Policy and Guidance	44
4.4	Complaints and Compliments	46

Introduction

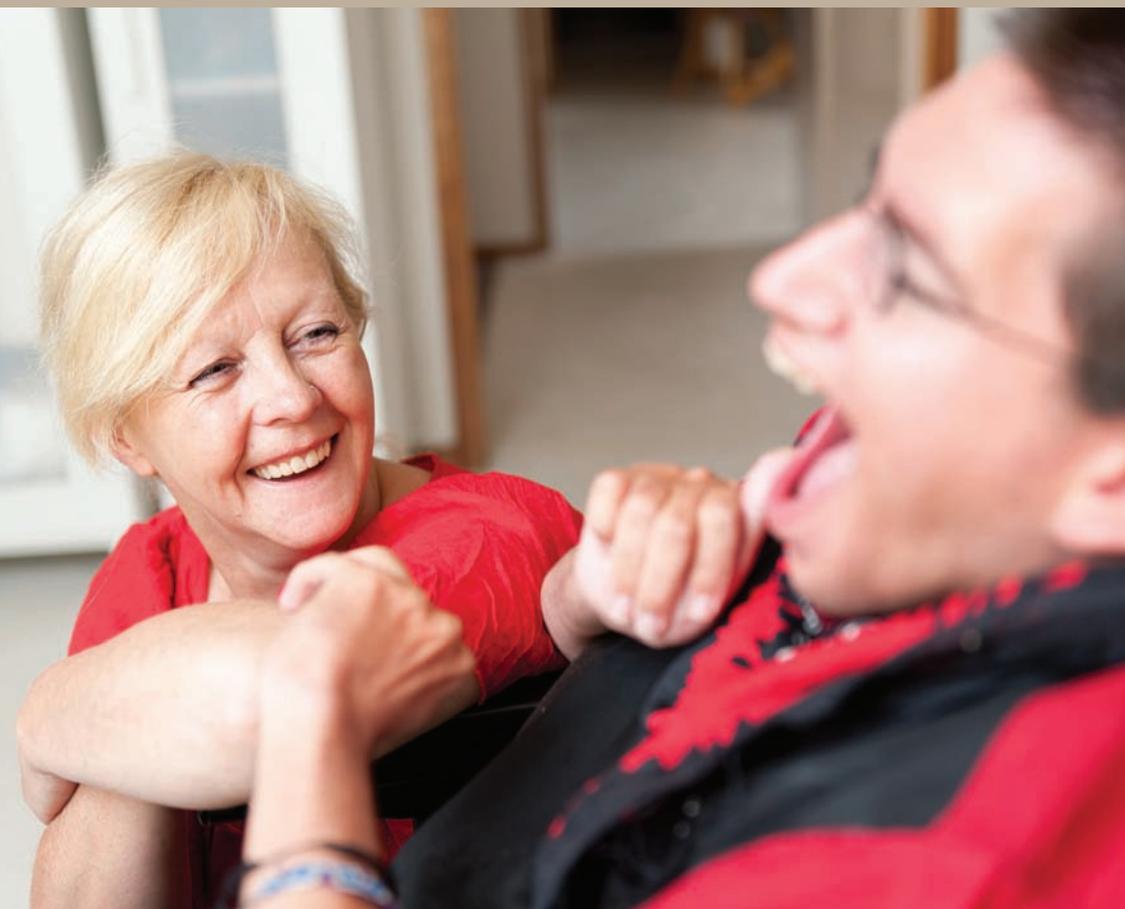
This Transition booklet has been developed largely as a response to families, carers and professionals complaining about the lack of information about transition services and not knowing the processes from one key stage to another.

It has been designed to inform those involved in transition about the choices a young person will encounter at this time of their life.

The transition period can be a stressful time for people with a learning disability and for their parents and carers. This is because they are usually unsure about the choices and opportunities available. It is however, a time to plan for the young person's future and a time to discover what opportunities are available for a young person on the road to independence.

This booklet will attempt to unravel how families can support their children into the next stage of their lives and what social services and other relevant organisations can do to also support these young people with their future.

Transition & Transition Planning



1

1.1 What is transition?

As a child grows into a young adult this can be an exciting but challenging time. It is a time when young people start to think about and plan for their future. This can be a difficult time for both the child, who has a Statement of Educational Needs (SEN), and their parents / carers. It can be worrying when it is unknown what services a child will receive as an adult and whether these services will meet their needs.

The 'Aiming High for Disabled Children' programme found that more work needed to be done to co-ordinate services for disabled young people in transition to adult life and to ensure that young people and families can access high quality information.

Useful publications can be viewed on the Department for Education.

<http://www.education.gov.uk/childrenandyoungpeople>

1.2 What is a transition plan?

Effective transition for disabled young people requires early planning to ensure that services provide a continuity of support that is focused on individual need. The young people should be fully consulted in accessing their preferred services.

The transition planning process starts when the young person with a SEN reaches Year 9 (age 14) with a transition review meeting. The meeting is organised by the school and a team (Disabled Children's Team (DCT) or Leaving Care Team (LCT); advocate(s); Transition Support Worker (formally known as Connection Workers) and of course the parents / carers are invited to contribute towards the transition plan. The plan is reviewed annually and should address areas like education and training opportunities, health and social care services as well as aspects of day to day living, future care and living arrangements.

Another Transition Review is conducted age 16 and the same parties are invited by the school to attend. This will be the first time that the Learning Disabilities Transition Team will attend and become involved with the young person. All problems and issues surrounding the young person still remains the full responsibility of either the DCT or LCT until the young person turns 18.

The Learning Disabilities Transition Team is part of Adult Services and hence can only take over responsibilities at that point in time.



1.3 Access to services

The Bromley Transition Team is responsible for providing care and support services to adults with learning disabilities over the age of 18 living in the Borough of Bromley, who need help to get the most out of their lives or to live safely and independently at home. They also have a legal duty to provide services to support families in the Borough of Bromley, who are caring for an adult with learning disabilities.

The Transition Team will provide these services until the age of 23 and then transfer them to the Bromley Adult Learning Disabilities Team, also known as the Assessment and Support Team.

The Transition Team will give information and advice to anyone who asks for help but before a service can be sought from the team, they will assess the needs of the individual to establish whether they are eligible for help. The council uses Department of Health rules to decide if adults over the age of 18 can get help under the National Health Service and Community Care Act 1990 (see 1.4 Eligibility). There are different laws and guidelines about what adult services and under what circumstances services can be provided to adults than for children and young people.

The Transition Team will work with the young person and their family or carer, doctor, community nurse and/or any other involved health professionals as well as their teachers and advocate. The young person should be encouraged to tell us what support they need and the aims they want to achieve in the next stage of their life.

If you regularly provide care for someone who needs help to live at home, you have the right to a carer's assessment to discuss what could help make caring easier for you. This carer's assessment can either be done as part of the young person's assessment or at a separate date.

1.4 Eligibility

Fair Access to Care Services

Once the young person's needs have been assessed the Transition Team will then decide if they are eligible for help, using guidance set up by the Department of Health, called 'Fair Access to Care Services'.

The young person's risks to independence will be assessed in four eligibility bands ranging from 'low' to 'critical'. Bromley Council gives priority to those with the greatest needs and can only provide care services to people whose needs are assessed as 'critical' or 'substantial'. If their needs fall below the threshold, the young person will be directed to other sources for help and advice.

More information can be found in the booklet 'Can You Get Help from Social Services?' available on Bromley Council's website:

www.bromley.gov.uk/socialcareandhealth

How we decide who gets help

The Department of Health has developed the following standards to decide who can get care services. These standards are known as Fair Access to Care Services (FACS), as explained above. Once the Transition Team have carried out a full community care or rapid assessment, they then decide the level of need and the risk to the person's independence'. The young person will then be placed in one of four categories:

- Critical risk to independence
- Substantial risk to independence
- Moderate risk to independence
- Low risk to independence

FACS bandings and eligibility criteria for individuals

Critical – when:

- life is, or will be, threatened; and/or
- significant health problems have developed or will develop; and/or
- there is, or will be, little or no choice and control over vital aspects of the immediate environment; and/or
- serious abuse or neglect has occurred or will occur; and/or
- there is, or will be, an inability to carry out vital personal care or domestic routines; and/or
- vital involvement in work, education or learning cannot or will not be sustained; and/or
- vital social support systems and relationships cannot or will not be sustained; and/or

- vital family and other social roles and responsibilities cannot or will not be undertaken

Substantial – when:

- there is, or will be, only partial choice and control over the immediate environment; and/or
- abuse or neglect has occurred or will occur; and/or
- there is, or will be, an inability to carry out the majority of personal care or domestic routines; and/or
- involvement in many aspects of work, education or learning cannot or will not be sustained; and/or
- the majority of social support systems and relationships cannot or will not be sustained; and/or
- the majority of family and other social roles and responsibilities cannot or will not be undertaken

Moderate – when:

- there is, or will be, an inability to carry out several personal care or domestic routines; and/or
- involvement in several aspects of work, education or learning cannot or will not be sustained; and/or
- several social support systems and relationships cannot or will not be sustained; and/or
- several family and other social roles and responsibilities cannot or will not be undertaken

Low – when:

- there is, or will be, an inability to carry out one or two personal care or domestic routines; and/or
- involvement in one or two aspects of work, education or learning cannot or will not be sustained; and/or

- one or two social support systems and relationships cannot or will not be sustained; and/or
- one or two family and other social roles and responsibilities cannot or will not be undertaken

A 'Fair Access to Care (FACS) - Your questions answered' leaflet is available from BSSD on **020 8461 7777**.

What if your needs fall below the threshold?

If their overall level of needs means the young person is not eligible for publicly funded social care at the time of the assessment, they will be given information about alternative sources of support and advice as well as information about how to access them. The young person may qualify for help from a range of other services, including health, housing, benefits, education, training, employment, transport and leisure. Local community groups and networks may be able to provide the specific support and advice needed. They should also be given information about how to get back in touch with Adult Social Care Services if your difficulties get worse or their circumstances change.

Bromley Mencap provides a range of services, support and information for disabled people who are not eligible for Social Services input from the London Borough of Bromley. A brokerage service supports people with learning disabilities through the transition process and can make referrals to other agencies and services as appropriate. Brokerage offers support around health, housing, welfare benefits, debt management, leisure and employment. To discuss the service in more detail please ring **020 8315 2571**.

1.5 Transition processes

The Transition team supports young people and adults with learning disabilities from the age of 16 to 23. The team works with young people as they prepare to leave school by helping them to plan their futures.

There are a number of processes that the Transition Team staff need to carry out and these include:

- Provide information, advice and guidance to assist young people in their progression from school to future education, training, employment and other daytime activities
- Help young people to plan where they want to live and identify what care and support they will need
- Offer the young person direct payments if they wish to buy in their own care
- Advocate for appropriate support and provision
- Support parents / carers in caring for their child / young adult by offering short breaks and help at home
- Signposting to other agencies that may be able to help particularly if the young person is not eligible for services

Care Panels

- All Support Plans will need to go to a panel. This is where financial agreements are made for the services being requested. The Transition Team staff member presents their panel papers and the panel then decide if they are happy with the recommended service / provision and if this represents Best Value

Contracts for Residential / Nursing Care

- Transition Team staff complete specific internal forms giving details of the service user, their placement and the costs. This information is sent to the Contracts Team.
- Based on the figures agreed, a financial assessment is carried out by a Finance Officer to determine if the service user needs to contribute to the service, as every residential service within Adult Services is means tested.
- A personal allowance of currently £22.60 is allowed to purchase items the provider/home will not supply (this allowance is set every new year in April). The young person will also be allowed to keep the DLA mobility element but not the DLA care element or other benefits.
- The Finance Officer will be able to explain this in more detail.
- The result from the financial assessment is forwarded to the Contracts Team, which then complete an Individual Service Agreement (ISA) and forward this to the Transition Team staff to sign.
- The Transition Team staff then forwards the signed copy to the young person as well as the provider/home to sign. If the young person does not have the capacity to sign then a family member can sign on their behalf without being held liable for any payments. If there is no family and the young person lacks capacity, then an application can be made to the Court of Protection for an appointee and they can sign the ISA. However, if the family are acting as the appointee and sign they are liable for payments.

- The provider and the young person (family) return the 3 way signed ISA to the Transition Team staff, who forward the papers to the Contracts Team.

Meetings

The Transition Team attend a number of meetings. It is sometimes useful to have a better understanding of what these meetings entail.

The following **abbreviations** are frequently used:

SEN	Special Educational Needs
DCT	Disabled Children and Short Breaks Team
CCT	Complex Care Team (with a focus on physical disabilities)
TT	Transition Team
LAC	Looked After Children Team
CCA	community care assessment

Quarterly SEN Meeting

- Meet: every 4 months
- Members: SEN; Access and Inclusion, DCT, CCT; Commissioning, Educational Advisors and the TT
- Aim: To find out the names of all the children with statements of educational needs and to determine which children will be most likely eligible for services within Adult Social Services. To discuss the different age groups individually and where necessary to gain additional information from SEN/Educational psychologists. For DCT and/or the Transition Team to write to those who are not known or accessing services from Social Services and to make themselves known.

Referral and transfer meetings

- Meet: every 2 – 3 months
- Members: DCT; TT; LAC, CCT
- Aim: For DCT and LAC to share with the Transition Team and CCT those cases for age 14 to 17 to see who is coming through the transition process and any high profile or complex cases are discussed. It is the aim of the meeting to agree which team within Adult Social Services will accept the service user post 18. Only if a young person can direct their own care will the CCT accept them. All other young people will be cared for by the Transition Team. It is important to know who is turning 16 so that 16+ reviews can be attended and for the CCAs to be provided for those aged 17½. It is also important to capture the future aspirations of the young people in order to inform the commissioning department for planning purposes.

Transition Operational Group (TOG)

- Meet: monthly
- Members: DCT; CCT; Burgess Autistic Trust; Advocacy For All; Bromley Mencap; Access and Inclusion; Health (Child Protection Paediatrician) or the Transition Nurse; educational advisors; Parents Voice; Transition Team
- Aim: operational managers and operational stakeholders to bring feedback to this meeting regarding their different services. Better liaison between stakeholders to improve joint working for the benefit of the service user. To discuss and work together on Transition projects.

Transition Strategy Group (TSG)

- Members: Access and Inclusion; Manager DCT; Manager Transition Team,; Joint Team Manager CLDT; Assistant Director Adult Services; Assistant Director Children Services; Assistant Director Commissioning; Commissioning Managers
- Aim: To look at strategic transition issues and commissioning needs. The information at TSG feeds back to TOG regarding questions and issues that need to be discussed. Any commissioning needs from Childrens' and Adults' needs to be fed back from TOG to TSG. Discuss and plan future projects.

For further information contact:
Peter Davis or Trevor Uys
at the Bassett's Resource Centre on **01689 880873**

1.6 What should happen and when

Young people with a Statement of Special Educational Needs (SEN) have a school review on an annual basis. The Year 9 Transition Review is important because it is the beginning of the Transition process. In the Transition process the approach should be person centred – the young person is the most important person there.

Age 14

The year 9 Transition Review is held at school. Educational advisors (previously Connexions) and the school advise on further education. If involved, DCT advise on potential future services or current services required.

Agreement reached whether the young person is likely to meet the criteria for Adult Services and if so, which Adult Team is appropriate. The parents/carers are informed by the relevant team.

Age 16

Benefits change – young person may be eligible for specific benefits (jobcentre or charities can advise), apprenticeship might be needed.

Year 11 annual review – if likely to be eligible for Adult Services from the Transition Team DCT to update Transition Plan (as agreed at Referral & Transfer Meeting). The Transition Team will aim to join the school review.

(16+ if leaving school – access 2/3 years college / further education course if appropriate. Advice will be needed from educational advisor.)

Age 17.5

Transition Team complete Community Care Assessment (CCA) to identify eligible and non-eligible needs under FACS (see 1.4 Eligibility). As a result the team can form a first opinion about the most appropriate service provision to meet eligible needs. If the services are paid for then the team will need to apply to an Adult Funding Panel for the funds needed once the young person turns 18.

Respite options to be discussed. Adult Services have their own respite provisions and these will be prioritised.
!!Respite at Hollybank stops on day before 18th birthday!!

Age 18

Services / funding from DCT stops and the funding of previously agreed services transfers into Adult Services.

Age 19

Education in special needs schools stops July after 19th birthday.

19+ leaving school – access to college / further education course if appropriate. If the decision is made not to attend college the Transition Team will discuss options to meet eligible needs.

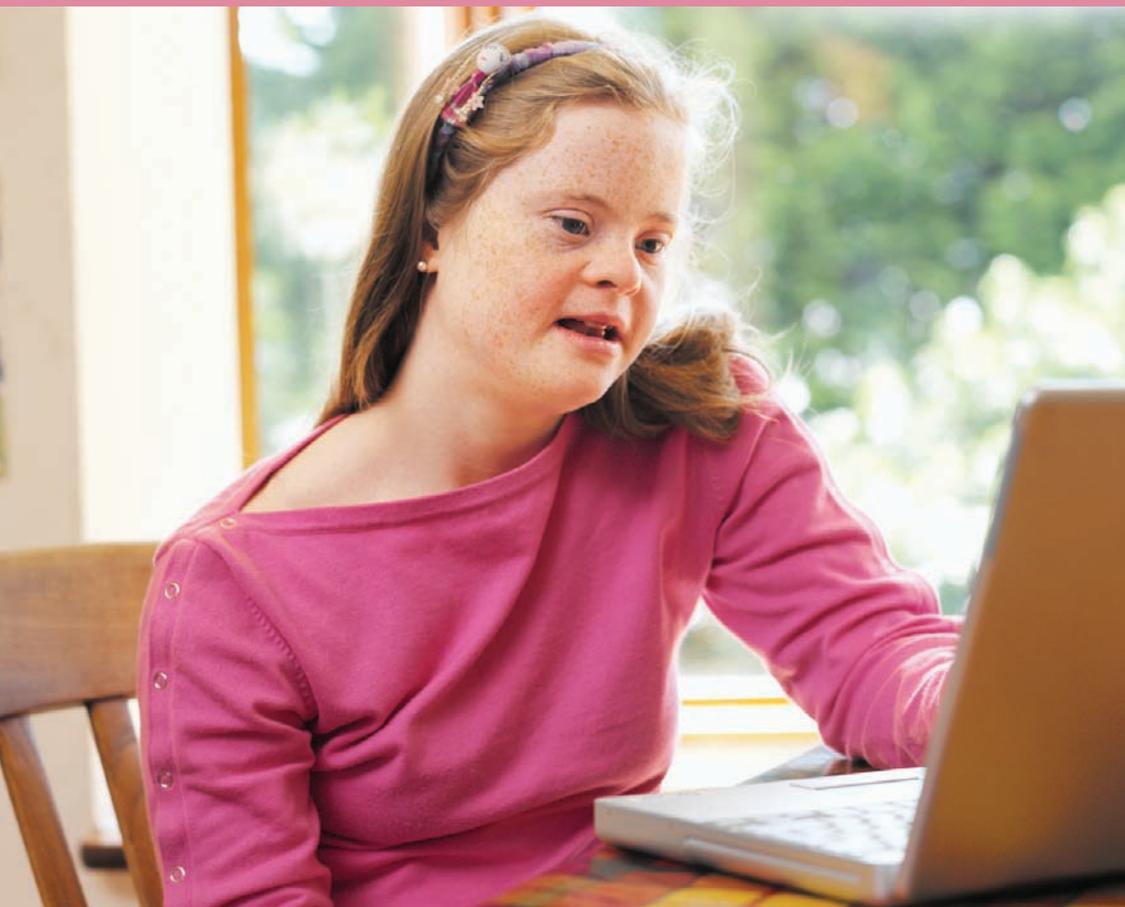
Transition Team will aim to attend the college reviews, whereby the last years review in college is regarded as the most important. If it is not possible to attend all reviews the Transition Team will be kept up to date by the review and progress reports from college.

Age 22

Transition Team will help to set up services required to meet eligible needs when young person comes back to Borough.

Transition Team can work with people until 23. Transfer to Assessment & Support Service within the Community Learning Disability Team once settled.

Pathways in Practice



2

2.1 What are the options after 16?

The raising of the participation age means that all young people will continue in education or training to the age of 17 from 2013 and to 18 from 2015. The first to benefit from these changes began Year 7 in September 2009. The Department for Children, Schools and Families (DSCF) has produced a booklet for these young people - called Moving Up – which describes the choices they will be able to make in the future. A copy of Moving up can be obtained from the Department of Education website: <http://tiny.cc/7ecdm>

The main options for students when they turn 16 are:

- **School / College**

Full time education such as a school, college or home-education

- **Apprenticeships**

Work based learning such as apprenticeships

- **Part-time education or training**

Part-time education or training if they are employed, self-employed or volunteering for more than 20 hours a week

- **Specialist college**

If a student has complex special needs which cannot be met at a local college, he or she might be able to attend a specialist college. It is best to discuss this option with a Transition Support Worker (Educational Advisor) first.

2.2 Support Plans

If the Council agrees that a young person needs help to keep them independent or safe, the Transition Team worker, family, advocate or a commissioned charity will work with them to develop a Support Plan describing what support they will receive. This Support Plan can be developed using a format of the young persons choices.

What is a Support Plan?

A Support Plan describes how the young person will use their Personal Budget to get the support they want. The plan will include:

- Anything they want to change or improve about their life
- How they will use their Personal Budget to make these things happen (see Section 2.8 for further details on Personal Budgets).

The Support/Care Plan will show:

- The type of help needed to help the young person achieve their goals
- How much it will cost
- When it will be provided
- Who will provide the assistance
- How it will be managed
- When the service will be reviewed

Why is a Support Plan needed?

We need to know how the young person will use their Personal budget to get the care and support they have chosen. We will check the Support Plan to make sure it will meet their eligible support needs and if agreed, the money will be released into their Personal Budget.

How is a Support Plan put together?

We will give the young person a Support Planning information pack. It includes a Support Plan template and step-by-step guidance on what information we need to put into the plan. However, as long as the young person's plan identifies how their support and care needs will be met, they can choose which format it is produced in, for example; they may want to use pictures to explain their plan, use slides on the computer or record it on a CD or DVD.

Who can help with this?

The young person can put together the Support Plan

- On their own
- Ask family and friends to help
- We can help them or we can offer information about other organisations that can help

Things to think about when you start a young person's support plan:

- education – school or college
- work
- housing
- transport
- somewhere to live

- leisure
- money and benefits
- keeping healthy

How to get further information

If you require further information or a fact sheet please contact Bromley Social Services Direct (BSSD) on the contact details below on **020 8461 7777**.

2.3 Housing

What are the main housing options?

Supported Housing

- Staying at home
- Supported Living
- Key Ring (plus)
- Extra Care Housing
- Social Housing
- **Staying at home**

An adult with a learning disability who wishes to remain in their family home could be offered a support package via direct payments or through a care provider. Respite can be offered to the family during holiday times or when they have been assessed as needing an additional break. A day care package can also be developed for the young person to ensure that their assessed needs are being met in and outside of the home.

- **Supported Living**

Supported Living means that a person with a learning disability has their own home and support is put in place to help them live independently. The same level of support that would be required within residential care will be provided in Supported Living. Supported Living is built around a person's needs and care requirements. Supported Living is often very misunderstood as a service where service users are left to their own devices and are expected to complete tasks beyond their abilities. Parents often feel that this is too great a leap from living at home or staying within a residential college for 3 years. The level of care is determined through the completion or update of a Community Care Assessment and with input from all those involved in the young adults' life. The person living in this type of housing scheme will be responsible for paying the rent and bills. There are benefits (Housing and Council Tax; DLA; ESA) that will help to pay for these bills. Those who have a greater level of need can be supported by a live-in-carer. It is also important to note that a person can share with other young learning disabled people or on their own if their needs make this difficult.

As part of the Supporting Independence in Bromley (SIB) initiative Telecare, a community alarm service, enables people to live independently in their own homes. The service can also provide an integrated system that includes detectors and monitors for movement, falls, fire and gas which trigger a warning to a monitoring centre.

A fact sheet is available on the www.bromley.gov.uk website or a copy can be obtained from Bromley Social Services Direct **020 8461 7777**.

- **Key Ring (plus)**

Key Ring is a national charity which provides services to people with learning disabilities. Key Ring support people to live independently in their own flats, which are provided by a local housing association. A group of people with learning disabilities, living close together, form a network and offer each other mutual support. They are also supported by a support worker for the whole scheme and a community living volunteer, who lives within five or ten minutes walking distance, and on whose services they can call at any time. People who are not as independent and require more than the 5 hours per week offered by Key Ring can receive additional one-to-one hours to meet their assessed needs. The later is what we call Key Ring Plus.

- **Extra Care Housing**

Extra Care Housing is provided by Bromley Adult and Community Services in partnership with a number of housing associations: Affinity Sutton, A2 Dominion and Hanover. Self-contained accommodation, like bed-sits, studio, one and two-bedroom accommodation is provided for people who are no longer able to live in their own home but who do not need the level of help given by a care home. Access is available to onsite care services 24 hours a day, 7 days a week.

- **Social Housing**

The person can also place their name on the Bromley Social Housing register and bid for a suitable property through a process called Choice Based Letting. These properties are all over the borough. The Choice Based Letting system calculates people's applications according to medical needs, priority and circumstances.

For fact sheets on all the housing options go to:
<http://tiny.cc/n5hh1>

Registered care

- Registered care homes
- Registered care homes with nursing
- Bromley Shared Lives Scheme

Residential care homes offer placements for those people with learning disabilities who are unable to live safely and independently at home even with support. Staff are available 24 hours a day, 7 days a week.

All care homes must be registered with the Care Quality Commission (CQC) who carries out regular inspections. The inspection reports are available either from the home or from the CQC. It is always a good idea to check the reports and rating on the CQC website: www.cqc.org.uk

- **Care homes with nursing**

A care home with nursing will cater for people who are dependent on the assistance of care staff for most daily living tasks and who have regular nursing needs requiring the treatment of a registered nurse.

- **Bromley Shared Lives Scheme**

A Shared Lives placement is a flexible service providing care and support to vulnerable adults. This support is provided in the homes of adult placement carers and can be on a respite, short or long term basis. This enables vulnerable adults to share family and community life along with promoting independent living. This scheme is very much like a Supported Living service even though it is

registered with the Care Quality Commission (CQC) and adheres to current legislation.

The team can be contacted on **01689 880853** or via Bromley Social Services Direct on **020 8464 7777**.

Moving

If a young person decides that they wish to move then their support network need to carry out a number of actions.

We have put together a useful checklist. Many of the tasks below can be completed by families and it is still the expectation that the young person will be supported by their family during this time.

- Complete Community Care Assessment
- Apply for Continuing Care Health Assessment (if health funding required)
- Complete ABC sheets (personal care and activity hours sheets), working out how much support and how many hours are required for an individual (can be combined with the Support Plan)
- Refer to Independent Mental Capacity Advocates (when there is no family involved and the service user has no capacity)
- Hold Best Interest Meetings to determine if proposal / recommendations are in the person's best interest
- Identify model of care that would best meet the person's needs
- Arrange day activities

- Identify transport needs
- Get a Support Plan completed
- Complete panel papers (getting financial agreement)
- Identify appropriate person / people to share with
- Identify service provider to provide the care
- Identify suitable property / accommodation / placement
- Ensure that occupational therapy adaptations have been included in the housing specifications
- Complete referrals to other professionals e.g. occupational therapist, psychologist, physiotherapist, speech and language therapist
- Complete transition plans (plan that outlines how best to support the person moving and outlining actions required by whom and by when)
- Arrange transition visits to new properties and to meet people with whom they are to share (looking at suitability and compatibility)
- Organise financial assessment
- Complete and request supported living contract or initiate contract procedures with provider of the residential care home
- Apply for Photo ID / passports if required
- Apply for new bank accounts when required
- Apply for new and appropriate benefits / community care grants
- Apply for financial appointeeship when required
- Apply for Motobility vehicle when applicable
- Cancel existing tenancy and apply for new tenancy agreement
- Change GP address when necessary
- Support service user regarding purchase of new furniture
- Support or get someone to support service user with moving
- Organise a suitable vehicle to move person and their belongings
- Identify and apply for Assistive Technology



2.4 Further Education

Transition planning should begin in Year 9 or 10 at the latest, when you can begin to think about options post-school. If the young person (normally aged 19) is thinking about further education, it is a good idea to visit local colleges so that you know from an early stage if they can meet their needs or not. If a specialist college is the only choice, you should arrange to visit the college as soon as possible. It is very important that parents are aware that only colleges that are funded by the Young Person's Learning Agency (YPLA) should be visited and applied to,

as colleges not funded by the YPLA are highly unlikely to be funded and agreed by decision makers in the education departments. See website www.natspec.org.uk

If a young person has a statement, at the present time, a Transition Support worker or careers officer will produce a Learning Difficulties Assessment (form S139a) which will identify their hopes for the future, their learning and support needs and the best placement to meet them.

The Transition Support Worker will be responsible for submitting an application to the Local Authority. If the Local Authority agrees with it, an application will be made for funding from the Young People's Learning Agency (YPLA).

The funding system for educational placements post school is currently subject to change but local option will always be preferred.

The following steps need to be followed:

- Contact Bromley College (or any other suitable college in the borough) to have the young person assessed for a placement there (Rookery Lane Bromley; BR2 8HE; 020 8295 7000).
- If the college can meet the young person's needs, start application process.
- If the college cannot meet the young person's needs, identify through the NatSpec website appropriate FE providers and talk to the Transition Support Worker about these options.
- Contact these college providers and arrange a visit, including the young person where possible.
- Talk to the Transition Support Worker about prospective future placements, courses and educational pathway.

- Make a formal application to the college(s) of choice according to it (their) application process. This can be done up to a year before the time.
- Work with the college(s) to accommodate the pre-entry assessment(s).
- Facilitate the assessment(s) which can be anything from 1-4 days residential.
- Allow the Transition Support Worker access to school reports and assessments for the purpose of writing the S139a assessment document.
- The Transition Support Worker will then build a submission for funding to the Local Authority, who will decide for or against the submission.

2.5 Employment

For many young people with Learning disabilities, moving into employment can be a daunting prospect. Below is some information on local support services that will be able to support the young person and their families through this process.

Bromley Mencap

JOBMATCH is an employment agency for people who have one or more of the following:

- A learning disability
- A physical disability
- Autism
- Cerebral Palsy

It works closely with local colleges, people in transition and young people not in Education, Employment or Training (NEET).

What Does Jobmatch offer?

- Assessments to identify a person's strengths and support needs.
- A work preparation programme.
- Opportunities to attend a work experience placement.
- A job search programme which includes one to one support from a Jobmatch Employment Consultant to identify and apply for jobs.
- A weekly Job Club.
- Support at interviews.
- Support from a Job Coach who will work alongside the person until they are able to work independently.

In addition to traditional recruitment methods, JOBMATCH uses creative means to secure employment.

This includes:

- Working interviews – also known as a work trial, to demonstrate to employers the applicant's practical skills rather than using formal interviews.
- Job Carving – the carving out of tasks from one or more vacancies to form a job that matches the skills and abilities of someone with a disability.
- Micro Enterprise Scheme – offering information and support to individuals who want to consider self employment.

How to apply to jobmatch

Application forms can be obtained from

- the Jobmatch office,
Rutland House,
44 Masons Hill,
Bromley,
Kent BR2 9JG
Tel: **020 8466 0791**
or via email. Send an email to **enquiries@bromleymencap.org** and ask for an application form. or via the internet.
Go to www.bromleymencap.org.uk and follow the links to Employment Services and the Jobmatch application form.
- Complete the application form and return to the above address. The applicant will be invited in for an informal meeting to discuss their employment needs.

SHAW TRUST

The Shaw Trust is a charity that provides work opportunities for people with Learning Disabilities, partly financed by the London Borough of Bromley.

Currently they are running four different social businesses in the centre in Oakfield Road (Penge): tuck by truck (lunch boxes for offices), wood recycling, paper recycling and making organic soap.

For more information please call Shaw Trust on:
01225 716300.

2.6 Day and Leisure Services

Bromley currently provides day activities for approximately 300 service users. The modernisation of the day service has seen two large day centres close and the implementation of many community based opportunities for people with learning disabilities.

This includes:

- Development of a Social Business with the Shaw Trust
- Leisure activities with Bromley MyTime
- Adult Education opportunities
- Small community based venues

Activities

The daily activities vary from day to day. These include drama & theatre, dance and yoga; various sports including three leisure care days at various sports centres; gardening projects on the local allotments, Thyme Out project and Bore Place, a working farm; recycling and newspaper deliveries; social skills training, including travel training; craft and art sessions plus many more across the Borough.

If you require further information please contact Bromley Social Services Direct. In order to access the activities directly funded by Social Services a Community Care Assessment must be in place, which has identified the assessed needs. The criteria for day services is, like for all the services funded by Social Services, critical / substantial needs.

No Community Care Assessment is needed to access the opportunities from charities or trusts (some of them are indirectly or partly funded by Social Services).

No Limits

The No Limits Leisure Guide has information for people with disabilities in and around Bromley.

The No Limits project aims to improve sport and leisure opportunities for people with disabilities and is a partnership between Bromley MyTime – Bromley's Leisure Trust and the London Borough of Bromley's Social Services Department.

For copies of the guide or for further information contact **020 8323 1707** and ask for the NO LIMITS team.

Alternatively write to:

NO LIMITS,
Bromley Mytime,
4th Floor,
Linden House,
153 – 155 Masons Hill,
Bromley,
Kent BR2 9HY

Additionally the guide can be viewed by logging onto www.bromleymytime.org.uk

For details of the Jubilee Day Centre and social groups run by the Outreach Service please go to Section 3.8.

For details of the social activities organised by Bromley Mencap please go to Section 3.9.

Young Sparks is a speaking up project for young people with learning disabilities. For more information see Section 4.0

2.7 Short breaks and Respite

Bromley Adult Social Services are in the process of developing a new respite service, the services mentioned here will then be transferred.

Tugmutton Close

3 Tugmutton Close,
Farnborough,
Orpington,
Kent

The Service at 3 Tugmutton Close is provided by Bromley Primary Care NHS Trust and managed as part of the Learning Disability Joint Partnership Agreement with the London Borough of Bromley. The service offers residential short-term breaks for disabled adults with complex care needs. The house is set in a small residential campus close to local community facilities. It is a semi detached single story unit with five single bedrooms. It has a large lounge, kitchen, dining room, bathroom and shower room. The house has a small enclosed garden to the rear. The house is fully equipped to cater for clients with profound

physical disabilities, and can accommodate up to five individuals for short-term breaks at any one time.

Criteria:

The person referred has a learning disability and/or a physical disability and has complex care needs and/or unstable medical conditions.

The individual referred lives with their family and is a resident of the London Borough of Bromley.

The individual is 18 years of age, up to the age of 65 years.

The individual requires nursing intervention that may include gastric feeding.

The individual may require extensive moving and handling, including the use of equipment in the unit, and the involvement of more than one staff member at a time. Where appropriate a moving and handling assessment plan will be in place.

The individual's assessed needs can be safely met by the unit, and must be compatible with the needs of other service users.

The service is currently managed as part of Bromley Primary Care NHS Trust therefore clients using the service are not included in the LBB charging policy.

Bromley Road Respite Unit

44 Bromley Road,
Beckenham,
Kent BR3 5JD

44 Bromley Road is a purpose built seven bed registered care home in Beckenham, owned by Affinity Sutton Housing Association and leased to the London Borough of Bromley who manage the service.

We offer a service to men and women between the ages of 18 and 65, who have a learning disability and associated disabilities, live in the Borough of Bromley and whose needs are assessed to be eligible needing respite services under the London Borough of Bromley criteria.

We make sure that opportunities are provided to enable people to learn, develop and grow through providing a structured program of teaching and participation which enable service users to develop their range of daily living skills with the minimum of assistance needed to experience success.

The majority of our current service users access borough day services or further education and are out of the building during office hours 9-4 pm.

There are generally two members of staff available when people are at the home, staffing is provided on a 24-hour basis at weekends. There is one night wake staff member on duty throughout the night and a second who sleeps on the premises and can be called in the event of an emergency. There is a 24-hours on-call system.

Bromley Council's Shared Lives Respite Scheme

What does the scheme do?

Bromley Council's Shared Lives Respite scheme recruit, train and support paid carers who provide quality placements for vulnerable adults within their own family homes in the community.

The scheme provides an alternative choice for people to more traditional residential support. The scheme aims to enhance independence, choice and inclusion through a person-centred approach. It is a flexible, creative, community-based scheme that can provide short-break services.

The Scheme is committed to ensuring that it reflects the multi-cultural nature of the community it serves, and that it is appropriate and accessible. Shared Lives ensures that the cultural, religious and ethnic needs of all service users are met by careful and sensitive matching of users and carers and ensuring these needs are addressed within the Service User's Plan.

A placement agreement will be put in place which will outline the support the respite placement will be providing. Funding will have to be agreed prior to referral and increases may be requested in lieu of higher needs in various areas in line with our respite contract with the individual carer.

Who can be considered for a placement?

Adults over the age of 18 years with a learning disabilities or additional needs with mental health and / or physical disabilities.

The Scheme's ability to provide placements for some service users (e.g. those with mobility difficulties) will depend on the availability of suitably experienced and/or qualified carers, and the availability of suitable / accessible accommodation.

Short breaks for children and their families

Short breaks are an integral part of the **Disabled Children's Social Work and Short Break Team's** work with families. Short breaks enable the child to have an enjoyable social experience and provide a valuable break for the parent/carer. Children and young people who fit the severe and profound threshold of the team may be eligible for specialist Social Care short break service to help them and their families lead ordinary lives. There are also specialist core short breaks available for families, who do not wish for Social Care intervention or meet the threshold for a service. These services can be accessed directly from the provider.

For more information, please contact a duty social worker in the Disabled Children Team / Short Break Team on **020 8313 4511**.

2.8 Finance

Self-directed support

- **Personal budgets**

People who are eligible to receive support from their local authority are now being told how much money is available to them to meet their support / care needs. This is a personal budget and it is a clear transparent allocation of social care funding from the local authority.

Once you have a personal budget you may wish to have a Direct Payment which will enable you to have more choice and flexibility over how your support is provided to

achieve your goals, for instance employing your own carer to help you to remain independent in your own home. Alternatively you might chose to have your support organised by the local authority.

- **Direct Payments**

If you are eligible for support, the Transition Team Worker who has worked with you to identify your needs will offer you the choice of having services arranged by the council or receiving direct payments. Direct Payments give you the money to organise the support yourself. The aim is to give you more choice and flexibility in how services or support are provided.

Direct Payments are not considered as income when assessed for welfare benefits. They cannot be used to pay for long-term care home needs.

If you are interested in Direct Payments, ask your Transition Team Worker for further details or contact BSSD on **020 8461 7777** who will pass your details on to an Adult Services Team, who will be able to help.

More information on Direct Payments is available from the Department of Health's website on: <http://tiny.cc/coktl> or from the Bromley Direct Payment Network at:

Inspire Community Trust,
20 Whitehall Lane,
Slade Green,
Erith,
Kent DA8 2DH

Telephone: **01322 341638**

Website: www.inspirecommunitytrust.org

Paying for care / Contribution from the service user / Means tested

Domiciliary and homecare charges

The government allows local councils providing domiciliary and home care services to charge for these services. The government assumes that all councils charge and this is reflected in the amount of money it gives to the Local Authority. It is therefore essential that the Local Authority charge to make sure that they can continue to provide essential services to all the people who need help to live safely at home.

The financial assessment

If the council arranges for someone to get domiciliary care services or places someone in a residential home, they must carry out a financial assessment to work out how much this person can afford to pay towards this package. The care package information will be passed to the Fairer Charging section and someone from that team will contact the person receiving the help or their family to arrange for a Fairer Charging visiting officer to visit in order to collect information about the relevant persons' income and savings. If the person has savings over £23,250 the council won't carry out a full financial assessment as the person will need to pay for the full cost of care.

If you live in extra-care housing or a Shared Lives scheme either the council or the landlord will make a charge for the additional support services that are provided. The council will take this into consideration when they carry out their financial assessment.

Contacts and further information
Fairer Charging / Visiting Officers

Office telephone: **020 8461 7900** or **020 8313 4614**

Address:

London Borough of Bromley Resources Directorate
Room S316,
3rd floor,
Civic Centre
Stockwell Close,
Bromley BR1 3UH

2.8 Benefits

When a young person reaches the age of 16 they can apply for benefits in their own right. Parents / family need to be aware that they will no longer be able to claim child benefits or tax credits if a child starts claiming benefits in their own right. It is important that you get expert advice at this stage so you and your child get the right amount of help.

Age 16

At the age of 16, the main benefits are:

- **Disability living allowance (DLA)**

This is a tax free benefit for children and adults who need help with personal care or their mobility or both.

If someone has been receiving DLA for a child, it will be automatically reviewed when the child is 16. The benefit is then paid directly to the young person. If a young person does not have capacity to manage their own affairs, a nominated person can act as their appointee.

The DLA comprises:

Care component – 3 rates related to levels of need for attendance or supervision by another person.

Mobility component – 2 rates paid to people between 3 and 65 years of age at the date of the claim. Higher rate is paid to those unable or virtually unable to walk, who are both deaf and blind, or have a severe mental impairment with behavioural problems. Lower rate is payable to those who, though able to walk, cannot do so without guidance of supervision.

- **Incapacity benefit** (existing claimants only)
- **Employment and support allowance** (replaces incapacity benefit – for new claimants)

From 27 October, 2008 Incapacity benefit and Income support for people with limited capacity for work will be replaced by the new benefit called Employment Support Allowance (ESA). It is important to note that parents can apply for this benefit for their children whilst the child is still at school / college. Initially this will only apply to new claims. There are two types of ESA:

Contributory ESA (meaning you must have paid some national insurance to qualify)

Income related ESA (meaning how much you get depends on your incomes and savings).

For further information go to:

- <http://tiny.cc/srdmo>
- **Income support** (this can be claimed by people without a disability as well)

Income support is a means tested benefit. It can be claimed from the age of 16. It is a safety net cash benefit for people who are exempt, or who are unable to sign on for work for health reasons or only able to work up to 16 hours a week. Savings limit £6,000. It is advisable to make a claim at the same time you claim employment and support allowance.

Help with housing costs

There are two types of help you may get towards your housing costs.

- **Housing benefit**
(this can be claimed by people without a disability as well) helps you pay some of your rent
- **Council Tax benefit** (this can be claimed by people without a disability as well) is help towards your council tax. Council tax pays for the services your council provides. How much you pay depends on the value of your home

Can I get Housing Benefit or Council Tax Benefit?

You may get either or both benefits if you're on a low income and

- Have savings of less than £16,000, and
- Have to pay rent or council tax

Other benefits include:

- **Jobseekers allowance** (this can be claimed by people without a disability as well). This benefit is payable instead of income support for those required to sign on for work. It is available as either contribution based or income based. Claimants must sign a jobseekers agreement specifying the conditions upon which they are available to work

- **Health benefits** (these can be claimed by people without a disability on low incomes as well)
Prescriptions, dental treatment and sight tests are free for people on Income Support, income based E&SA and under 16s
- **Working tax credit**
This is a payment to top up the earnings of WORKING PEOPLE ON LOW INCOMES. It includes people who do not have children

Funds include:

- **The Social Fund** (this can be claimed by people without a disability as well)
Savings of £500 or more may affect the amount received except for regulated payments. The Social Fund offers: **Crisis loans; Budgeting loans; Community Care Grants and Regulated Payments.**
For more information go to: <http://tiny.cc/y3bnv>

The Family Fund

The Family Fund helps families with severely disabled children and young people aged 17 and under to have choices and the opportunity to enjoy ordinary life. They give grants for things that make life easier and more enjoyable for the disabled child, young person and their family, such as washing machines, driving lessons, computers and holidays. Since 16th August 2010, any family caring for a severely disabled child in England, Scotland, Wales and Northern Ireland where household income is less than £28,000 will be eligible to apply for a grant.

For information on grants available for 16 and 17 year olds with a severe disability go to:

<http://www.familyfund.org.uk>

Carers Allowance

Carer's allowance for people with caring responsibilities.

Advice and Information Helplines

Disability Living Allowance

0845 712 3456

Child Support Agency National Enquiry Line

0845 713 3133

Tax Credits

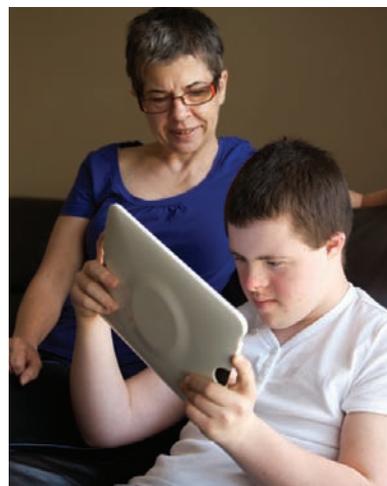
0845 300 3900

Benefit Enquiry Line (for people with disabilities and their carers)

0800 88 22 00

DWP web site

www.dwp.gov.uk



2.9 Transport

Dial-a-Ride is a door-to-door free transport service for disabled and older people who have difficulties accessing public transport.

It can be used for going shopping, visiting friends or family, college, doctors, dental appointments and going out at night. It cannot be used to attend hospital appointments, to travel to and from work and from local authority day centres or for school transport.

To be eligible for a Dial-a-Ride membership you must have a permanent or long term disability which means you are unable, or virtually unable, to use mainstream public transport services some or all of the time.

Website: <http://www.tfl.gov.uk/gettingaround/>

Taxicard Scheme

The Taxicard scheme aims to provide door-to-door transport for disabled and older people who have mobility impairments and difficulty using public transport. Taxicard allows you to make a number of trips for social activities at a lower price than usual.

You may need to be assessed before you can get a Taxicard.

For an application form, contact
Bromley Adult & Community Services.
Phone: **01689 836 900**

Further information is also available from the Taxicard website:

Website: <http://www.londoncouncils.gov.uk/services/taxicard/default.htm>

Disabled Person's Freedom Pass

The Freedom Pass enables permanent residents of London boroughs to travel free on Transport for London's public network which includes: buses, the tube, trains, Docklands Light Railway and trams. There are also discounts on some Thames River Boat services.

Please be aware that you can only have either the Freedom Pass or the Taxicard.

Website: www.freedompass.org

Bus and Tram Discount Card

If you do not qualify for a Freedom Pass, you may still be able to pay cheaper fares on buses and trams using a special Oyster Card.

If you receive Income Support, Employment and Support Allowance (ESA) or have been getting Jobseeker's Allowance for at least 13 weeks, you can apply for a Bus and Tram Discount Card, which allows you to travel on buses and trams at half the adult fare.

You must be over 18, live in London and must not be receiving any other travel discounts.

Disabled Person's Railcard

If you have a disability that makes travelling by train difficult, you might qualify for the Disabled Person's Railcard. The current cost of the Railcard is £18 for one year and £48 for three years.

- You can get a 1/3 off most standard and first-class fares throughout Great Britain
- If another adult is travelling with you, they can also travel at the same discounted fare
- If travelling before 9.30am check to make sure you can use your Disabled Person's Railcard during the morning peak
- Website: www.disabledpersons-railcard.co.uk
Phone: 0845 605 0525

Transport for All

Provide specialist advice, information and advocacy to both service users and providers of accessible transport in London. Transport for All provides assistance with all transport enquiries, ranging from journey planning and application forms to help with making a complaint.

Website: www.transportforall.org.uk

Phone: 020 7737 1339

London Travel Watch (LTW)

LTW is the official watchdog for transport users in and around London.

If you have a complaint or are unhappy with a transport service, and have already contacted the service provider, LTW will help you resolve the problem.

LTW covers: buses, the tube, mainline stations, Eurostar, Docklands Light Railway, Croydon Tramlink, taxis, and London's main road network.

Website: www.londontravelwatch.org.uk

Phone: 020 7505 9000

The Blue Badge

The Blue Badge scheme is a Europe-wide scheme that entitles disabled people or those with a mobility impairment to additional parking rights.

- Blue Badge holders can park on-street (subject to certain conditions) free of charge in areas where there is usually a charge or where a parking fine could be issued.
- You do not have to be a driver or own a car to obtain a Blue Badge, but must be present on the journey.
- A fee of £2 is required for issuing the badge

Phone: 020 8461 7629

Email: csc@bromley.gov.uk

What Support is Available?



3

3.1 Children services

Disabled Children's Social Work and Short Break Team

As part of the local changes made possible through Aiming High for Disabled Children, the Children's Disability Team has expanded and is now known as the Disabled Children's Social Work and Short Break Team. The team has a Group Manager, Deputy Manager, Social Workers, Social Work Assistants, Short Break Co-ordinator, Outreach Co-ordinator, and Administrators.

The team provides advice and support to families with children age birth to 18 years old with permanent and substantial disabilities. This includes children and young people with severe learning disabilities, severe physical disabilities, severe and profound autistic spectrum disorders, disability arising out of serious or chronic illness and severe sight and/or hearing impairment.

The team works under relevant children and disability legislation including section 17 of the Children Act 1989 whereby a disabled child is considered a 'child in need'.

The family is entitled to an assessment of their needs by the local authority under the national Framework for the Assessment of Children in Need and their Families (2000), if they feel a holistic assessment is necessary. This assessment is carried out in partnership with relevant professionals across health, education and social care with a team around the child approach that aims to keep the child and their family at the centre of the process.

Alternatively, some families may wish to have their needs identified by a professional who knows them and a Common Assessment Framework (CAF) is more appropriate to identify how needs can be met locally.

The team works closely with the Referral and Assessment Teams in Social Care to ensure that disabled children in need of safeguarding and

The team also has responsibility for placing, monitoring and reviewing the needs of disabled children who are 'looked after' by the local authority in foster care or residential settings.

Short breaks are an integral part of the team's work with families. Short Breaks enable the child to have an enjoyable social experience and provide a valuable break for the parent/carer. Children and young people who fit the severe and profound threshold of the team may be eligible for specialist Social Care short break service to help them and their families lead ordinary lives. There are also specialist core short breaks available for families who do not wish for Social Care intervention or meet the threshold for a service. These services can be accessed directly from the provider.

For more information, please contact a duty social worker on **020 8313 4511**.

Disabled Children's Social Work and Short Break Team
Telephone: **020 8313 4511**
Hours: 8.45am - 5.00pm Monday to Friday

Child Protection Information

If you have any concerns about a child's welfare you need to contact the Social Services area office. You need to speak to the children and families duty social worker. During office hours (8.45am – 5.00pm) the contact numbers are as follows –

Children and Families Referral and
Assessment Teams on
020 8461 7089 Fax **020 8461 7018** or
020 8461 7329 Fax **01689 897475**

Address

London Borough of Bromley,
The Old Town Hall,
Tweedy Road,
Bromley BR1 3XP

Please note if the child is not a resident of The London of Bromley you must contact the borough where they live.

If you need to report a concern or ask advice outside of the above hours, you should contact -

Emergency Duty Team on – **020 8464 4848**

All Childcare Providers must also contact OFSTED Complaints, investigations and Enforcement Team on –

0300 123 4666 or
main OFSTED number **0300 123 1231**

OFSTED Complaints, Investigations and
Enforcement Team
Freshford House,
Redcliffe Way,
Bristol BS1 6NL
e-mail enquiries@ofsted.gov.uk

The lead contact at Bromley Early Years and Childcare
Service is Nina Newell **020 8461 7275**

For support and advice for Childminders please contact
Sharon Lewis **020 8461 7199** Mobile **07951 921774**

For support and advice for Daycare and Pre-schools
please contact Marghanita Green **020 8461 7206**
Mobile **07984 181247**

Bromley Parent Voice

Bromley Parent Voice is a forum that aims to be a voice to inform service providers of the needs of children and young people with a disability or additional needs and their families. It facilitates a two-way communication between parents / carers and the London Borough of Bromley.

Parent Voice meetings are held at least three times a year. Further information can be found in their information leaflet or on their website

www.bromleyparentvoice.org.uk

3.2 Adult services

Our Department, Adult and Community Services came into its current form in 2009 and brings together:

Care Services including our: -

- Social workers, care managers and occupational therapists who assess and support people, older persons, people with learning or physical disabilities or long term conditions and their carers
- Community Equipment Service which provides equipment to help people live in their own home for longer
- Learning Disability supported living services, day services and residential Services

Commissioning and Partnerships which comprises our: -

- Commissioning of a broad range of residential, day and domiciliary services for people with care needs, and their carers
- Community Safety team which works with partners in tackling crime and reducing people's fear of crime in Bromley
- Mental health and Learning Disabilities planning and commissioning
- Procurement and Contract Compliance

Housing which includes our: -

- Housing needs including maintaining the housing register, nominations to housing association homes, and managing homelessness
- Housing strategy and development
- Private Sector Residential Services
- Traveller Site Management

Strategy and Performance which comprises our: -

- Quality Assurance team which includes Adult Safeguarding and Complaints services
- Customer services for our social care area office receptions
- Performance and information service

Our Department brings together the skills and expertise of a broad range of professional staff, responsible for the delivery of a range of statutory and other front line services geared towards supporting community well-being.

This includes universal provision, together with specific targeted services aimed at ensuring individuals and communities can maximise their opportunities for well-being and independence.

By working in partnership with health, housing providers, police and voluntary organisations, we provide access to information, advice, and support, based on their individual needs. We support some of the most vulnerable people in society and have a responsibility to protect them from abuse and neglect.

For further information please visit:

<http://tiny.cc/e3680>

Or the new Adult Learning Disability website 'working with words' which has recently been launched:

<http://www.bromleyeasyread.org.uk/>

3.3 Health services

Transition Process – Health Services

The Transitional Health Care Plan develops a written Health Plan which will provide information on the current health needs and possible future support the young person is going to need focusing directly on the monitoring and management of their health.

- A transitional health care plan identifies health needs and the professionals involved in the young persons life. The document will be part of the Personal Health Profile and go with the young person to be shared with agreed professionals.
- It defines the process of care during transition from children's to adult services for adolescents with complex health needs who have a learning disability and are registered with a Bromley GP.
- It identifies gaps in resources and barriers to service provision and considers possible solutions.
- The Transition Nurse will liaise with health and other professionals to ensure the health needs of the young person are identified and recorded in a Transitional Health Plan before the age of 19 years.

3.4 Safeguarding Vulnerable Adults

This page is to tell you what to do if you are worried that someone you know may be being abused. We understand that young people may need extra help to keep safe. We all have the right to be happy and feel safe.

We can help young people stay safe if they tell us about anything that is happening to them that makes them very unhappy, afraid, causes pain or affects the way they live their life.

Abuse is when someone's human rights are not respected.

Abuse can happen to all sorts of people.

Abuse is always wrong and can be a crime.

Abuse can happen just once or it can happen for a long time.

What is Abuse?

- Being forced to do something you do not want to do
- Being bullied or hit
- Being forced to have sex
- Being shouted at
- Having your money taken
- Not getting the help or care needed
- Being ignored. Abuse can happen anywhere

Abusers can be anyone:

- A family member or friend
- A personal friend
- A boyfriend or girlfriend
- A care worker or nurse



How can you tell if someone you know is being abused?

Someone may tell you about it. You can also look out for these signs:

- The person is afraid or very unhappy
- The person has bruises or has injuries
- The person is cold or hungry
- Money is missing
- The person is not getting help or medical care

What to do if you are worried about abuse?

Please tell Bromley Council Adults and Community Services **020 8461 7777**

Out of hours **020 8464 4848**

Minicom **020 8464 7350**

To report a crime call Bromley Police

0300 123 1212

In an emergency call **999**.

We will work together to protect the person being abused and help stop the abuse. **Say No to Abuse.**

Sometimes people are hurt by people they love and it is hard to speak out about what is happening. The person being abused may feel scared or worried about what will happen if they tell.

It is important they know they are not alone and the Transition Team are here to listen and support them.

What Happens Next?

- This depends on what you want to happen and how serious the concerns that you have told us about
- We will talk to you and find out more
- We will give you information and advice to help stop the abuse
- We will work with the young person, their doctor, their community nurse or other health workers and their teachers – they can have your family or advocate with them to help them put your views across
- If they are unable to make a choice, we will work with those who know the young persons needs, to do what is best for them
- We will work together to protect them and keep them safe

Child Protection Information

If you have any concerns about a child's welfare you need to contact the Social Services area office. You need to speak to the children and families duty social worker. See Section 3.2 Children Services for further details.

3.5 Burgess Autistic Trust

The Burgess Autistic Trust (formerly Bromley Autistic Trust) offers a wide range of services including: Independent Lifestyles, Supported Living, Outreach and Jubilee Day Centre.

The Independent Lifestyles Service is a support service for individuals with an Autism Spectrum Disorder (ASD) living in the community. It offers individualised support packages based upon the individual's needs. The service has been running for 7 years (as of March 2010).

The key aspects of the service are:

- It is the only service across South London that offers autism specific, person centred domiciliary care.
- It offers flexible, person centred support between 7am and 10pm, seven days a week.

Referrals can be received from the Learning Disability Teams, from mental health teams, charities such as MENCAP or Advocacy for All and also from families or individuals themselves.

Burgess Autistic Trust offers supported living services to adults living in dedicated supported living schemes across Bromley and Bexley.

Burgess Autistic Trust runs an Outreach Service for young people and adults aged 18 and over with an Autistic Spectrum Disorder. The Outreach Co-ordinator can provide support to young people and adults with an Autistic Spectrum Disorder through the following:

- Providing information, guidance and support to adults with ASD and their parents and carers. This includes advice on benefits, accommodation, social activities, training and employment opportunities.
- Developing social groups for people with an ASD.

The Outreach Service currently runs the following social groups:

- BAT Lunch Club
- BAT Youth Club
- BAT Social Club

Burgess Autistic Trust

Jubilee Day Centre

The day centre is open to anyone with a diagnosis of an Autistic Spectrum Disorder who is 19 and over. The day centre runs from 10am to 4pm Monday to Friday. During the day we provide for all costs of activities and food and drink.

3.6 Bromley Mencap

Bromley Mencap Family and Brokerage Services:

Bromley Mencap support people with disabilities and their families. The following services are particularly relevant to those in transition

- We have 3 family support workers who can offer support, information and advocacy for families in transition.
- Information on welfare benefits and support to complete applications.
- JOBMATCH please see section 2.5 for more information.
- Leisure activities including:
Activity days on various topics including photography, music, dance and sport
Discos
Outdoor Activities Club for walking, fishing and socialising
Keep Fit in the summer months.
- Buddying Project – opportunities to access leisure and sport in the community supported by a non-disabled young person of approximately the same age.
- Brokerage – a daily drop in for those with a learning disability who don't meet the criteria for services from London Borough of Bromley. Brokerage offers support around health, housing, welfare benefits, debt management, leisure and employment.

For information on any of the above
please call 020 8466 0790

3.7a Advocacy for All

Advocacy for All

'It's hard not being listened to if you're a young person and even harder if you have a learning disability.

Advocacy for All provides independent 1:1 advocacy support for people with a learning disability and/or Autism or Aspergers syndrome aged 14+. Our young People's Advocacy covers young people aged 14-25.

If a young person needs help with:

- speaking up
- being listed to
- making decisions
- being understood
- getting information
- making their own choices

They may need an advocate. Anyone can make a referral to Advocacy for All. Call our office and one of the co-ordinator's will be pleased to take the referral. The Young People's Co-ordinator will meet with the young person.

What does an advocate do?

- an advocate can get to know you
- an advocate can help you find information
- an advocate can help you ask questions
- advocates can go to meetings with you to make sure people
- listen to you

What is an advocate?

- advocates are paid or volunteers
 - advocates are trained and have enhanced police checks and have regular support from Advocacy for All
- advocates make sure they put the young person's views forward and not their own.

For more information on Personalisation and Support Planning please visit www.personalisationproject.org.uk

For more information on Advocacy for All and their projects please call 020 8300 9666,
email info@advocacyforall.org.uk
or visit <http://www.advocacyforall.org.uk/>

3.9a Advocacy for All

Young Sparks

Is a speaking up project for young people with learning difficulties, Autism or Aspergers syndrome. They meet twice a month to gain new skills and the confidence and self esteem to be part of the wider community. Members share experiences and are supported to go to places of their choice.

Advocacy for All – The Personalisation Project

The Personalisation Project supports people with a learning disability to explore new opportunities and have control over the way they live their life.

Through support planning, the project helps people who receive a personal budget to think about the best ways to spend the money to meet their needs and aspirations.

They also support young people to start planning for their future by developing their person centred planning skills, which can be used when making a support plan.



Further Help, Legislation and Complaints



4

4.1 Further help

- Transition Information Network
www.transitioninforonetwork.org.uk
- Transition Pathway website
www.transitionpathway.co.uk
- Progress magazine (information about transition, services and colleges)
www.progressmagazine.co.uk
- Move on up (information for young people from minority ethnic communities who are in transition)
www.movingonup.info
- Valuing People
<http://tiny.cc/138lc>
- Every Child Matters
<http://tiny.cc/tiin4>
- A website for people with a learning disability
www.learningdisabilities.org.uk
- Statutory guidance for local authorities and the NHS to support implementation of the autism strategy.
<http://tiny.cc/1bjla>

Key local contacts

- **Disabled Children's Social Work and Short Break Team**
Civic Centre,
Stockwell Close,
Bromley BR2 3UH
Tel No **020 8313 4511**
- **Transition Team**
Bassett's Resource Centre,
Acorn Way,
Off Starts Hill Road,
Farnborough,
Orpington,
Kent BR6 7WF
Tel No **01689 880806**
- **Community Learning Disabilities Team (CLDT)**
Bassett's Resource Centre,
Acorn Way,
Off Starts Hill Road,
Farnborough,
Orpington,
Kent BR6 7WF
Tel No **01689 853388**
- **Complex Team** (Penge; Orpington) –
who work with Adults with Physical Difficulties and
sensory Impairment as well as Older Adults
Civic Centre,
Stockwell Close,
Bromley,
Kent BR1 3UH
Tel No **020 8464 3333**

- **Special Educational Needs Team**
Civic Centre,
Stockwell Close,
Bromley,
Kent BR1 3UH
Tel No **020 8313 4164**
- **Phoenix Resource Centre** – PCT and Bromley services
for Young People with additional needs:
40 Masons Hill,
Bromley,
Kent BR2 9JG
Tel No **020 8466 9988**
- **Bromley Mencap**
Rutland House,
44 Masons Hill,
Bromley,
Kent BR2 9JG
Tel No **020 8466 0790**
www.bromleymencap.org
- **Burgess Autistic Trust**
120 Southlands Road,
Bromley,
Kent
Tel No **020 8464 2897**
www.bromleyautistictrust.co.uk
- **Advocacy for All**
241 Main Road,
Sidcup,
Kent DA14 6QS
Tel No **020 8300 9666**
<http://www.advocacyforall.org.uk/>
- **Carers Bromley**
28 Chislehurst Road,
Orpington,
Kent BR6 0DG
Tel No **01689 898289**
www.carersbromley.org.uk
- **Citizens Advice Bureau
Beckenham / Penge**
CAB,
20 Snowdown Close,
Penge,
London SE20 7RU
Tel No **020 8778 0921**

Citizens Advice Bromley
CAB,
Community House,
South Street,
Bromley BR1 1RH
Tel No **020 8315 1940**

Citizens Advice Orpington
CAB,
309a High Street,
Orpington BR6 0NN
Tel No **01689 827732 / 01689 874185**
www.bromleyCAB.org.uk
- **BATH** (Bromley Association of People with Disabilities)
Lewis House,
30 Beckenham Road,
Beckenham,
Kent BR3 4LS
Tel No **020 8663 3345**
<http://advicefinder.turn2us.org.uk/?q=node/1003871>

- For online directory of community and voluntary services
<http://www.infobromley.org/BromleyCommunity/AdviceSupport/>

4.2 Legislation, policy and guidance

The following listing covers the main legislation, guidance and policy from Government which has an impact on the transition to adulthood for disabled young people. The documents emphasise the need for children and young people to be at the centre of plans made to support them, for agencies to work together to ensure effective working practice, and for a commitment to ensure that disabled young people are given a real range of choices for their future.

Legislation

- **Mental Capacity Act, 2005**
The MCA is designed to protect and restore power to those vulnerable people who lack capacity. <http://www.legislation.gov.uk/ukpga/2005/9/contents>
- **Disability Discrimination Act, 2005**
The Disability & Equality Act, 2010 has replaced most of the Disability Discrimination Act but the disability equality duty in the DDA continues to apply. <http://www.dwp.gov.uk/employer/disability-discrimination-act/>
- **Health and Social Care Act, 2008**
The Act contains significant measures to modernise and integrate health and social care. It extends direct payments to people who lack capacity. <http://tiny.cc/6secs5>
- **Disability & Equality Act, 2010**
From 1 October, 2010 the Equality Act replaced most of the Disability Discrimination Act (DDA). However, the Disability Equality Duty in the DDA continues to apply. The Act provides legal rights for disabled people and aims to protect them from and prevent discrimination. http://www.equalities.gov.uk/equality_act_2010.aspx

- **Every Disabled Child Matters**

The Department for Children, Schools and Families (DCSF) has undertaken a review of services for disabled children, including education, social services and health.

<http://tiny.cc/jiruz>

Policy and guidance

- Valuing People Now, 2009 Department of Health white paper

This three year strategy for people with learning disabilities affirms the need to adopt a more 'outcome focused' approach to care planning. The key principles are Rights, Independence, Choice and Inclusion.

<http://tiny.cc/l1bb2>

Further policy – listing

Our health, our care, our say, 2006 White paper

<http://tiny.cc/ocjq4>

- Learning for Living and Work, 2010 Learning Skills Council (LSC)

A framework to support young people with special educational needs and disabilities (SEND) in their transition to adult life.

<http://www.lga.gov.uk/lga/aio/12533011>

- Removing barriers to achievement: the government strategy for SEN, 2004

<http://nationalstrategies.standards.dcsf.gov.uk/node/84855>

For updates please go to www.dcsf.gov.uk and www.dwp.gov.uk

- <http://tiny.cc/vae06>



4.3 Compliments and complaints procedures

- We want to know what you think of the services you receive from us.
- We really value the feedback we get from our clients and use this to help improve the services we provide.
- Therefore, your compliments, comments and complaints are always welcome.
- Please don't be afraid to tell us what you think, whether it's positive or negative, we want to know what you think.
- If you have a complaint, then the best option in the first instance is to speak to the person or department you have been dealing with. They may be able to resolve the issue quickly, with little inconvenience caused to you.
- We always hope things will go smoothly and that any concerns can be dealt with by those you are in regular contact with however, if you don't feel your concerns can be dealt with in this way and you wish to make a formal complaint, you can contact the Complaints Team who will handle the complaint for you and make sure it is investigated and responded to within a reasonable amount of time.
- The Complaints Team will assign the complaint to an appropriate investigating officer and will try and make sure your concerns are addressed and a response sent to you within 20 working days.
- If this proves not to be possible, someone from the Complaints Team will contact you and let you know.
- Once the complaint has been responded to and you are unhappy with the outcome, you can contact the local Ombudsman to further your appeal.
- You always have the right to approach the Local Government Ombudsman (LGO) for further advice. The LGO can be reached on the following number: **0300 061 0614**
- If you want to make a complaint, to send in a compliment or to ask any questions relating to complaints, the Complaints Team can be contacted via the following details:
Postal address:
Complaints Team,
FREEPOST MB1658,
Adult & Community Services,
Civic Centre,
Stockwell Close,
Bromley,
Kent BR1 3BR
Email address: socialcarecomplaints@bromley.gov.uk
Telephone: **020 8313 4491**
Fax: **020 8313 4620**

Transition: Future Planning

Links to this booklet can be found on the following websites namely:

- Bromley Mylife website: <http://www.bromleyparentvoice.org.uk/>
- Parents Voice website: <http://tiny.cc/ht7n9>
- Learning Disability Support: Easy Read: <http://www.bromleyeasyread.org.uk/>

16-23

A resource guide to transition and transition planning
in Bromley for children with learning disabilities

