

The London Borough of Bromley

Draft Short Break Services Statement 2011-12

Specialist Support and Disability Service



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Introduction

Paragraph 6 (1) (c) of Schedule 2 of the Children Act 1989 requires Local Authorities to provide services designed to give breaks for carers of disabled children. Regulations relating to this duty came into force on 1 April 2011, requiring each Local Authority to produce a Short Breaks Services Statement.

The Statement aims to inform families of the services that are available, the eligibility criteria for these services, and how the range of services is designed to meet the needs of families with disabled children in their area.

This Short Break Services Statement was initially produced in draft form for consultation by the London Borough of Bromley in July 2011. This is the final statement which will be presented to Bromley's Children & Young People Senior Management Team on 11 October 2011 for sign off prior to publication.

Who is responsible?

The Lead Officer responsible for preparing this Statement in 2011 is Jane Ching who reports to Helen Norris, Head of the Specialist Support and Disability Service.

If there are any queries relating to the process for producing and agreeing the statement, these should be addressed to: jane.ching@bromley.gov.uk and post October 2011 to: hilary.rogers@bromley.gov.uk .

The Statement has been produced in partnership with a multi-agency planning group that has included representatives from Service User Groups, Bromley Council (Universal and Specialist Services), Bromley Healthcare, Local Voluntary Sector Partners, Short Break Providers and Commissioners.

Reviewing the Statement

As required, the Statement will be regularly monitored and reviewed via the Disability Strategy Group. Bromley Parent Voice (see page 2) is represented on this Strategic Group. This will enable Bromley Council to align any future consultation processes or reviews with service planning and commissioning cycles, to ensure that the Statement proceeds with a valid mandate.

This final version of the Statement will include a schedule for ongoing consultations and public review.

Consultation Process

This Statement has been drafted using information from parents and carers, and children and young people gathered over the course of the Aiming High for Disabled Children (AHDC) Short Break Transformation Programme, and as part of Bromley's ongoing Active Involvement Strategy that involves service users in the planning, commissioning and evaluation of their Short Break Services.

It was subject to a period of formal consultation during July and August 2011 (see Appendix 3) using existing mechanisms for participation and consultation with parents and carers and disabled children and young people in Bromley, and internal consultation processes with relevant professionals and partner agencies.

Consultation with parents and carers was managed by the Specialist Support and Disability Services Parent Participation Officer and Specialist Information Officer working in partnership with Bromley Parent Voice, the forum for parents and carers of disabled children in Bromley. As well as their own membership, they were also able to reach out to the wider population of parents and carers in the borough via their strong links with local schools and voluntary sector organisations, and universal service providers.

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 by facilitating two-way communication between parents and carers and service providers in the London Borough of Bromley. The Forum works to provide feedback on services, identify unmet needs and shape decision-making and planning for future service provision.

Bromley Parent Voice believes that by working co-operatively with local service providers parents can contribute to improvements in the services delivered for disabled children and young people and their families. The forum is supported by there being a Parent Participation Officer within the Specialist Support & Disability Service.

Consultation with disabled children and young people was led by Bromley's Young Advisers Group with the support of our commissioned advocacy service, provided by Advocacy for All.

The consultation process provided an opportunity for parents and carers and disabled children and young people to express their views both directly and indirectly via questionnaires (Appendix 1).

Consultation with professionals and interested others

This has taken place and was steered by the representatives on the planning group. It included Social Care and Health Care professionals, Teachers, SEN, Youth and Leisure Services and Extended Service Providers.

Future Statements will inform our commissioning plans for Short Break Services during the coming year 2012/13 and beyond. We envisage it becoming a valuable tool, that will enable us to continually review our Short Break provision, in order that we provide what service users require to meet changing needs, and to assist in making such provision within Bromley by good partnership working with local providers and voluntary sector partners.

Following the consultation process and receipt of comment and feedback from all of the above, the final Statement will be presented to Bromley's Children and Young People Senior Management Team for sign off and agreement prior to publication in October 2011.

We will ensure that this final draft of the Short Breaks Services Statement is published on the Local Authority website and will be made available in a printed format as required. It will be distributed through our Family Information Service, Schools, Parent and Young People's Forums and other relevant information channels, including local voluntary and private sector providers.

Breaks for Carers of Disabled Children Regulations 2011

A copy of the Breaks for Carers of Disabled Children Regulations 2011 is available for detailed reference via the following link:
http://www.legislation.gov.uk/uksi/2011/707/pdfs/uksi_20110707_en.pdf

Summary

In order to meet the requirements of the Regulations, Local Authorities must have regard to the needs of carers in respect of their capacity to care for, or continue to care for, their disabled child and must provide a range of services designed to meet this need. A Short Break Services Statement must be prepared and published annually, outlining how this is to be achieved.

Duty to make provision (summary)

Local Authorities must take into account the needs of carers who would:

- Be unable to continue caring for their disabled child unless breaks from caring were given;

Or

- Be able to give more effective care, if breaks were given to allow them to, for example, attend educational classes or work, meet the needs of other children in the family, or carry out necessary day to day tasks in the household.

Types of services which must be provided (summary)

Local Authorities must, so far as is reasonably practicable, provide a range of services sufficient to meet the needs of carers to care or care more effectively, including:

- Day care in the child's own home and elsewhere
- Overnight care in the child's own home and elsewhere
- Educational or leisure activities for children outside of their own homes
- Services in the evenings, at weekends and during school holidays

Short Break Services Statement (summary)

Local Authorities must prepare a statement for carers in their area setting out:

- The range of services available
- Any eligibility criteria for these services
- How the range of services is designed to meet the needs of carers

This statement must:

- Be published by October 2011
- Be kept under review and where appropriate revised.
- Be prepared and reviewed with regard to the views of carers in the area.

A Definition of Short Break Services

Short breaks provide opportunities for disabled children and young people to have enjoyable experiences away from their primary carers, thus contributing to their social inclusion and personal and social development. They also provide the parents and carers of disabled children with a necessary and valuable break from their caring responsibilities.

Short breaks can include day, evening, overnight, weekend or holiday activities. They can take place in the child's own home, in the home of an approved carer, a residential or community setting. Short breaks range from supporting disabled children to access their break within a universal setting, to providing specialist services at a local level.

The Current Position on Short Breaks in Bromley

Services providing Short Breaks for disabled children and their carers in Bromley has undergone considerable development and transformation from 2008/9 onwards. As a result of greater investment and more collaborative working with parents and carers of disabled children, as well as more effective consultation processes with the children and young people themselves, Bromley were able to plan and develop new services that have expanded the menu of Short Break Services on offer. These enabled the most severely disabled children to receive an increased level of short break offer, and has also increased the actual numbers of disabled children and young people and their families accessing Short Break Services.

This is supported by our short break data which shows the actual number of disabled children receiving short breaks rose from 318 in 08/09 to 507 in 09/10 and to 700 in 10/11.

Following extensive consultation with service users and professionals during 2008, we were able to respond to some of their wishes and feelings in our development of services during 2009/10 and 2010/11. (Consultation report with outcomes dated 31 January 2009 available on Bromley's website). Link: <http://www.bromley.gov.uk> Also please see a summary of the most recent consultation outcomes (Appendix 3).

Some of the issues that have arisen during consultation were as follows:

- Historically, Bromley had had a heavy reliance on the funding of overnight Short Breaks at a residential unit in Bromley (Hollybank) in partnership with Bromley Primary Care Trust. Since April 2011, Hollybank has been provided by Bromley Healthcare working in partnership with the Local Authority. Although this has always been a much valued service, and remains so, greater development of alternative provision was needed for disabled children and their parents and carers not requiring overnight breaks. Those who did require overnight breaks also wanted access to more family based care, particularly the parents and carers of younger children with complex health needs or challenging behaviour and autism.

- Overwhelmingly parents and carers requested more weekend and holiday club provision. They also wanted holiday clubs to run during all school holidays not just during the summer break.
- Parents and carers were also willing to consider Short Breaks within more universal and inclusive settings if they could be reassured that staff working within these settings had some of the specialist skills and knowledge required to be able to support their children to access such provision.
- Parents and carers also requested more flexibility around the use of Direct Payments.
- Disabled children and young people involved in this consultation highlighted the desire for Short Breaks to give them the opportunity to stay with friends, where they could 'have more independence', 'stay up late', 'play loud music', 'be away from their parents'.
- Those who were either receiving or requiring outreach and day care services emphasised the need for their support workers to be a little closer to their own peer group in age rather than to their parents' age group.
- They generally wanted to do the same 'fun things' that their non-disabled friends and siblings were able to do, and be able to access it locally rather than have to seek specialist provision that sometimes involved lengthy journeys and presented them with transport issues.

All of the expressed comments and views assisted us in setting our priorities for Short Break Development during the following years.

How did we Plan, Commission and Evaluate our Short Break Services?

Participation and the Active Involvement of Service Users

Initial consultation exercises were followed by the beginnings of a 'cultural change' within Bromley's disability services where participation and the active involvement of service users started to become embedded in our processes.

Parent/Carers

A number of parent and carers are employed within our Specialist Support and Disability Service, and other posts within the Council. These posts are diverse and include Parent Participation Officer, Specialist Information Officer and Deputy Key worker Co-ordinator.

The funding of a Parent Participation Officer within the Specialist Support and Disability Service has facilitated the growth of Bromley Parent Voice from a membership of 161 in June 2010 to a current membership of 302 (June 2011). Bromley Parent Voice currently has 20 parent representatives who attend various strategic and operational groups within the Local Authority. The role of a Parent Representative is to represent the views of parents and carers across the borough. In addition 3 parents of disabled children have been involved in the commissioning of new Short Break Services. One parent of a disabled child has also been commissioned as a provider of one of Bromley's Short Break Services.

Disabled Children and Young People

Since 2009 we have commissioned **Advocacy for All** to ensure that our ongoing consultation processes with disabled children and young people is appropriately tailored to meet their diverse needs. This service has enabled us to consult with, and receive feedback from groups of disabled children and young people in Bromley. Some have commented on services they are already using. Others have helped to identify gaps in Short Break Service provision.

The development of a Young Advisers Group is progressing well. This enables us to support a group of disabled young people to be trained and supported to ascertain the wishes and feelings of other disabled young people across the borough and to represent them in the planning and commissioning of their services.

'Its great because we changed the way holiday schemes are run'

(Young Adviser who interviewed the provider of a holiday scheme)

'It was good because Bromley are listening to what young people have to say'

(Young Adviser who interviewed service users of a holiday scheme)

The ongoing 'active involvement' of service users within the Specialist Support and Disability Service is strengthened by there being an Active Involvement Strategy Group in Bromley's Children and Young People's Department. Progress reports from Bromley's Active Involvement Disability Group (now chaired by the Parent Participation Officer) are a standing item at these quarterly meetings which are chaired at Assistant Director level.

Developing the Market

As well as ensuring close partnership working with service users, considerable time has been given to developing the market for Short Breaks. This has been made possible by the appointment of a **Joint Commissioner for Disabled Children's Services**, who works closely with providers and potential providers to ensure that Bromley commission services of the highest possible quality, that meet identified needs, but remain within a cost effective framework. This has been particularly evident where the appropriate 'joining up' of funding streams across services has prevented duplication and led to some good outcomes (for example: see [Capital Projects](#) and [Mencap Childminding](#)).

Development of the workforce

The development of the workforce across services has involved joint training initiatives. This has included parent led workshops and training, and providers from statutory, private and voluntary sectors working in partnership to develop roles such as dual working across schools and out of school environments, and the up-skilling of the Short Break workforce (for example: joint training on the use of sensory equipment provided to outreach workers, childminders and extended service providers).

Progress and monitoring

The progress of Short Break Service developments in Bromley has been monitored locally by the Joint Disability Steering Group. This was a Strategic Group chaired at Assistant Director level that was formed in 2009 to oversee and monitor the newly formed Joint Disability Service in Children and Young People's Department in Bromley and took the lead in monitoring the progress and developments of the AHDC agenda. From 1 April 2011 this steering group has now been subsumed into the established Joint Disability Planning Group, which will now become the steer and monitor for Bromley's Short Break Services.

Access to Short Break Services and Eligibility

The Disabled Children's Social Work and Short Break Team (DCSW&SBT) provides support for disabled children and young people where the disability has a substantial and long-term adverse effect on the child/young person's ability to carry out normal day-to-day activities. The London Borough of Bromley interprets the definition of disability as described under the Equality Act 2010 and uses this to assist us to provide support to those families with the greatest needs. This is based on a holistic assessment of the child's developmental needs, parenting capacity and family and environmental factors as outlined in the Common Assessment Framework (CAF) Initial, Core or Review Assessments. Children and Young People must be Bromley residents.

Support will be offered as related to the severity and nature of the child's disability. This may include a severe physical or learning disability, visual or hearing impairment. It includes children and young people on the Autistic Spectrum, particularly those who present with challenging behaviour. It also includes children and young people who have complex health needs and who may have palliative, life limiting or life-threatening conditions.

Support can also be provided to families where the need may be greater due to individual family circumstances and not necessarily due to the severity of the child or young person's disability. (Examples of this include; where there is more than one disabled child in the family impacting on the parent's ability to cope, or where additional support is required to safeguard a child).

Children and young people with mental health conditions as the 'primary need' are not eligible for support from the Disabled Children's Social Work & Short Break Team. Information is provided to these families about the CAF assessment process and where necessary, referral made to Child in Need Services within Social Care. We may also provide families that do not meet the threshold for specialist assessments and services with general information and signposting to universal services.

In order to achieve transparency, we have endeavoured to provide Bromley's Short Break Services to meet the needs of children and young people and their families with a level of assessment that is appropriate to those individual needs.

These assessments can be broadly seen on three levels

- Short Break Services within universal and targeted self referral provision are accessible to all disabled children in the borough via service providers applications only.
- Short Break Services at a Local Offer level which are accessed via a CAF.
- Short Break Services at Additional and Specialist level which are accessed via Initial and Core Assessments carried out by the Disabled Children's Social Work Team, and agreed at the Specialist Support and Disability Panel.

It is recognised that families may move between levels of service at different stages in a child or young person's life or when family circumstances change.

The Range of Short Break Services Currently Available in Bromley

Universal Services

The recent appointment of an Inclusion Support Co-ordinator with the **Early Years and Childcare Service** in Bromley is progressing both inclusive childcare provision as well as assisting extended services to ensure that providers make reasonable adjustments to include and support children and young people with additional needs or disabilities.

There are 41 providers of holiday and after school clubs in the borough.

Recent research by the Inclusion Co-ordinator for Early Years has identified mainly children with Autistic Spectrum Disorder, or those with emotional and behavioural difficulties as the main cohort of children with additional needs or disabilities using these extended services. In order for these settings to extend their Short Break provision, the Co-ordinator has now identified a 6 point action plan to be incorporated into service plans.

The **Youth Support Service** in Bromley is an active partner in the development of our new co-located service based at the Hawes Down Centre. They are at present running specialist and inclusive provision for 2 evenings a week on the Hawes Down site, as well as it being the base for ongoing Duke of Edinburgh Award Schemes. Recent data collected from the Youth Service indicate that there are 104 young people who describe themselves as having Learning Disabilities or Difficulties (LDD). 71 young people have accessed the Specialist Monday evening provision during the previous 12 months.

Training within Universal Services

Confidence within universal services to become fully inclusive has been enhanced by the provision of specialist training for providers via the Disabled Children's Access To Childcare (DCATCH) project. A large number of childcare, and other universal service providers were able to access relevant training including the following:

- Communication using Makaton, Autism Awareness, Promoting Positive Behaviour and Disability Awareness.
- Some of this training was delivered by parents of disabled children.
- **Superkids Out of School Club** providers and **Chucklebox** Children's Clubs are two such providers who are working in partnership with the Local Authority to further enhance their inclusive provision and are showing examples of good practice.

Eligibility and Access

All disabled children and young people in Bromley should have access to universal services, but may need reasonable adjustments to be made or individual support to facilitate their inclusion in some activities.

Capital Projects Supporting Access to Short Break provision within Universal Services

With Bromley being the geographically largest of all the London boroughs, Bromley have used, and will continue to use available capital funding to ensure that new Short Break venues have been, and will be developed throughout the borough. The aim of this is to increase accessibility for all areas of our community, and to prevent disabled children and young people having to spend excessive time travelling from their homes to their chosen short break venue.

Examples of these are as follows:

- Joint working between Specialist Support and Disability Services during 2009/10 and the local provider of leisure services in the borough (Bromley Mytime) has led to the provision of a 'Changing Place' facility at one of the borough's leisure centres at the Walnuts in Orpington (completed in January 2011). It has also led to a commitment from the leisure services to incorporate another 'Changing Place' facility within their plans for the redevelopment of the Bromley town centre leisure centre planned for 2012.
- Following a bid for additional funding for a co-located project, the Youth Service, Extended School Services and the Specialist Support and Disability Service have a new co-located site at the Hawes Down Centre in West Wickham. The vision for the Hawes Down Centre is that it will become a 'centre of excellence' with a focus on inclusion of disabled children and young people. By close partnership working across the services located there, it is planned that the centre will provide school age children and their carers with a venue where both specialist and inclusive short break opportunities are provided throughout the year, during weekends, evenings and holiday periods. Having listened to parents and children, the first short break service for disabled children and their siblings to attend was provided during summer 2011 at the Hawes Down Centre.
- An 'Eco lodge' facility is being developed in the grounds of Riverside School (Beckenham). This facility will provide a regular venue for some of the older disabled teenagers to meet and enjoy short break time together during weekends and holiday periods in an area of the borough that has few facilities such as this.
- Specialist play and leisure equipment has been bought for a number of providers by way of small capital grants.
- Funding for Family Days Out to amusement parks, etc. have been provided in the way of 'Merlin Passes' which are administered by Bromley Parent Voice and targeted at those families in most need. This again provides the opportunity for disabled children to enjoy inclusive play and leisure opportunities with their own family members.

Parents who have used universal services have made the following comments:

'K. attends a mainstream school and if she wishes to access any after school activities, I have to be present to deal with her personal care'

'I feel that some service providers are fearful of the unknown in inclusive situations'

'We have just been down to the roller skating at The Walnuts. K went round in her manual chair, had a fantastic time and the staff were brilliant.'
(Parent of child with physical disabilities/wheelchair user)

'Communicating with the providers about my child's complex needs in order that we alleviate any fears and barriers that exist between us and enables my daughter to access a mainstream after school/holiday club'.

'She is welcomed and treated like any other child in the group'
(Parent of child accessing Superkids after school provision)

Targeted Services

These services have been commissioned by the provision of small grants to a variety of providers, and have proved very popular with disabled children and their carers alike. These Short Break Services do not require assessment beyond the providers own application requirements. The range of services have been commissioned to provide for a range of disabilities. Parents and carers have been fully involved in the commissioning process for these services and disabled children and young people's views sought on preferences.

Eligibility and Access

Self referral/direct access by disabled children and their parent/carers who live in the London Borough of Bromley. Providers information and application forms indicate the appropriateness of the resource to meet needs.

- **Bromley Mencap Holiday Club** provides Family Coach trips 4 times a year during school holidays for 15 disabled children with ASD/additional and complex needs, up to the age of 18 years and their siblings, parents and carers.
- **Bromley Mencap Activity Club** provides teenage group workshops and activities.
- **Caspa Junior Youth Club** provides a weekly Youth Club facility for 25 primary age children with ASD /Aspergers.
- **Caspa Play Scheme** provides 16 children with High Functioning Autism/Aspergers aged 5-18yrs with 15 days of activities during the summer holiday period.
- **Kids Crew Fun Days** provides 5 Fun Days during the summer holiday period for 15 disabled children aged 3-8 years with moderate needs and their siblings. Also provides Christmas 'Shop and Drop' sessions.
- **Photo Voice** provides photography workshops for 20 young people aged 12-18 years who have ASD/Aspergers during half term holidays.
- **Vari 8 Messy Play** provides messy play opportunities for 15 children aged 3-8 years with additional needs and their siblings during summer holidays. Also provides Christmas 'Shop and Drop' sessions.
- **Vari 8 Thomas Day Out** provides days out in the summer to 'Thomas the Tank Engine' at Tenterden for 15 children with additional needs aged 3-8years and their parents and siblings
- **NC Adventures-Outdoor Days** provides 4 separate Outdoor Activity Days to 18 children and young people aged 8-18 years who have high functioning autism and challenging behaviour.

- [Petts Wood Playgroup](#) provides a summer scheme for 15 children aged 0-5 years old with complex disabilities.
- [NC Adventures-Buttermilk Barn Cookery School](#) provides 3 Cookery Courses of 6 Sessions for 8 young people aged 13-16 years who have High Functioning Autism /Aspergers.
- [Bromley Family Link](#) provides a Youth Club for 28 young people aged 13-18 years who have complex learning/physical/health needs one evening a week and some weekends.
- [Play Safe and Relax](#) provides fun days for children with ASD aged 2-10 years and pampering sessions for their parent and carers. There are 10 times 2 hour sessions provided to 7 children and their parents at each session.
- [Maypole Project](#) provides 'Fun Days' for 20 children and young people aged 1-18 years with complex health needs and their siblings during school holidays.

[Service users views on some of these services](#)

'My daughter is non verbal but her body language expressed sheer delight'
(Bromley Mencap Holiday Club)

'A big thank you for arranging and organising a wonderful family day out at affordable prices'
(Bromley Mencap Holiday Club)

'Takes the stress out of travelling on public transport and everybody understands and does not judge'
(Bromley Mencap Holiday Club)

'Its so nice to have a Saturday off-enables me to spend time with my older child and husband and is always something I look forward to especially during school holidays'
(Bromley Mencap Childminding)

'Our childminder is excellent-we couldn't be without her'
(Bromley Mencap_Childminding)

'There was something for all children, great resources, so much choice'
(Kids Crew Fun Days)

'Lovely to give the children the opportunity to visit Father Christmas and so many things for the children to enjoy even more than summer!'

(Kids Crew Fun Days)

'More days like this when we can leave children and know they are well looked after and their interests are catered for'

(Kids Crew Fun Days)

'The activities are excellent. C has enjoyed himself. All the staff have been wonderful and helpful'

(Caspa Summer Scheme)

'Its really wonderful to get M away from the computer and television and out interacting with other young people-the youngsters who are helping to run it seem just right-lively ,jokey and easy going. It's also priceless to know that he is going somewhere where he'll be understood'

Caspa Summer Scheme)

'My child finds getting involved extremely hard. He finds social situations very difficult and I was amazed at how certain members of staff have worked together and managed to engage my child in activities that he has never wanted to get involved with before'

(Caspa Summer Scheme)

'Felt very welcome and cannot ask for anything better'

(Play Safe and Relax)

'The massage brought a lot of tensions out of my body and it was a good treat. My children will also love to come back again'

(Play Safe and Relax)

'It was brilliant-very relaxing for all of us and the children had a great time'

(Play Safe and Relax)

'The day was very well staffed, they made our son feel warm and welcome; he really enjoyed himself'

(Parent of child accessing Maypole Project)

'The service provided is vital to our family. The respite days organised are very important to our little boy with special needs and his 3yr.old sister. She knows she is not alone and can play with other siblings'

(Parent of children attending Maypole Project for disabled children and their siblings)

'It could not go unnoticed how much the children were enjoying themselves, how inspiring the supporters and Miss B were ,yet the care and safety of the children was exemplary'

(N C Adventures Outdoor Days)

'My son was full of golden opinions on that day and relishes to attend another adventure day'

(NC Adventures Outdoor Days)

'Wonderful playgroup and the staff are very attentive to my child's needs'

(Parent of a child accessing Petts Wood Holiday Scheme)

Local Offer Services

The Local Offer is the minimum level of short break support that is offered to all eligible children and their families.

In March 2011, the Disabled Children's Short Breaks & Social Work Team introduced the Local Offer as a means to providing short breaks to families without the need for additional assessment from the team. This has made the access to short breaks more efficient for families.

Some disabled children and young people who have been referred for a social work assessment may also be granted services at Local Offer level depending on needs.

Regular reviews for children and young people receiving Local Offer services will be conducted by the scheme provider who will provide a brief update on how the child is achieving/enjoying their short break. The scheme providers have also agreed to complete an updated CAF assessment where needs may have changed and additional support is recommended. Only families who receive Direct Payments at Local Offer level will continue to have a review completed by the Disabled Children's Short Break & Social Work Team.

Eligibility and Access

Disabled children and young people are eligible for the Local Offer if they meet the remit of the Disabled Children's Social Work and Short Break Team. These are 'disabled children and young people where the disability has a substantial and long-term adverse effect on the child/young person's ability to carry out normal day-to-day activities'.

Parents and children and young people are able to choose one from the following menu of Short Break Services within the Local Offer:

- **Direct Payments - £1000 per annum**
Direct Payments are provided to families in lieu of the Local Authority co-ordinating a short break service on their behalf. Families are also able to use this flexibly to 'buy' their short break service from an inclusive setting or by employing a worker as agreed in the care plan. The payments are paid monthly or quarterly as agreed with the family. Support is available to assist families to set up their service.
- **Holiday and Saturday Club Provision - 18 days per annum**
Families are able to request their preferred dates to attend the scheme. This service is currently provided at the Riverside Schools in Orpington and Beckenham. Activity days run each Saturday in term time and on selected weekdays during school holiday periods. The sessions run from 10am-4pm each day. Children have access to a range of activities and facilities on the site as well as occasional outings. (This is the only short break service provided by the Disabled Children's Short Breaks & Social Work Team that does not require a CAF or social work assessment).

- **Mencap Childminding - 100 hours per annum**
Bromley Mencap and Bromley Early Years and Childcare jointly fund this service. It provides a 'Childminding Network' of approved childminders within the London Borough of Bromley. They offer trained and registered childminders for children with learning disabilities and additional needs, up to 16 years of age. Bromley Mencap 'Network Plus' childminders can support children with more severe and complex needs on a one to one basis.
- **Mencap Buddying - 100 hours per annum (14 years+)**
Mencap Buddying is a scheme available for young people age 14-18 years old. Young people are matched with Mencap trained workers to provide short break opportunities in the community. This scheme is not appropriate for young people with complex needs or challenging behaviour.
- **Outreach - 100 hours per annum**
The Outreach service provides support from trained workers who are matched to individual children to take them out to enjoy community based activities. The arrangement can provide 1 to1 support or small group activities for like minded children.

(It is hoped that a home sitting service will be added to this menu of Short Break Services within the Local Offer during the 2011/12 commissioning process).

Service users' views on Local Offer concept and from some of those using it.

The implementation of services at what is now identified as the 'Local Offer' level has been a relatively new initiative. We have ensured that consultation with Bromley Parent Voice has taken place, and the views of parents considered. At present we have 102 children and their families (as of 4th October 2011) who are benefiting from services at the Local Offer level. New service users have been particularly welcoming of it.

'I have found the experience positive and was grateful for the choice of a short break service to meet the needs of my son'

'It is great to be offered 18 days at Riverside and for Bromley to fund these for me'

'Each room had a plan of the day's activities but it wasn't too rigid or rushed'
(Riverside Holiday and Weekend Clubs - observations of Young Advisers)

'Children and Young People were trusted and given freedom to make their own choices within the day's plan'
(Riverside Holiday and Weekend Clubs - observations of Young Advisers)

'Each child or young person has a named member of staff working with them'
(Riverside Holiday and Weekend Clubs- observations of Young Advisers)

D aged 10yrs said 'I loved it, there's been great activities'

(Riverside Holiday and Weekend Clubs-observations of Young Advisers)

N aged 13yrs said 'its been fabulous'

(Riverside Holiday and Weekend Clubs-observations of Young Advisers)

B aged 6yrs said 'We had a hilarious time in art when we fell around and made a mess with paint'

(Riverside Holiday and Weekend Clubs-observations of Young Advisers)

The decision to move the Riverside Holiday and Weekend scheme from a 'self referral' service to a Local Offer service caused some anxieties among some of the parents and carers who had been receiving services under the previous system. Every opportunity has been taken to explain the need for this rather costly specialist resource to be part of the Local Offer menu of services, and we hope that the other newly commissioned 'targeted' services which have replaced Riverside schemes in the 'self referral' menu, will have offered reassurance.

We will be fully evaluating the outcomes and views of the summer provision over the forthcoming months, to help improve the future of Bromley's Short Break Services.

Additional Specialist Short Break Service

Some families may need additional specialist short breaks beyond the Local Offer level. It is expected that all children requesting short breaks at this level will have had a CAF assessment completed and may have already tried out Short Breaks at the Local Offer level.

Eligibility and Access

Disabled children and young people meet the remit of the Disabled Children's Social Work and Short Break Team. These are disabled children and young people where the disability has a substantial and long-term adverse effect on the child/young person's ability to carry out normal day-to-day activities.

To receive Short Break Services at this level, it is necessary for a social work Initial or Core Assessment to be carried out by the Disabled Children's Social Work Team. The Eligibility Criteria document (see appendix. 2) is used in conjunction with the written assessment of needs.

This assessment will look in detail at the needs of the disabled child and carers, as well as aspects of family life that may be impacting on the needs of other children or the carer's ability to care. This will include consideration of:

- the severity of a child's needs and how it impacts on family life
- if there is more than one disabled child in the family
- other caring responsibilities within the family
- parental health/disability issues impacting on parenting capacity
- isolation and lack of extended social networks
- concerns about a child or young person's safety
- adopted or other 'looked after' children

The Eligibility Criteria document is used in conjunction with the written assessment of needs to help determine the service that can be provided at the Additional Specialist level.

Managers will decide on the exact level provided based on the needs assessment and recommendation from the worker and incorporating views of the family and child. Services provided at this level may be provided on a time limited basis and are also therefore subject to regular reviews.

It is possible that families may receive support from more than one service at this level.

The following services are included in the menu of Additional Specialist Short Break Services:

- **Direct Payments**
Direct Payments are provided to families in lieu of the Local Authority co-ordinating a Short Break Service on their behalf. Families are also able to use this flexibly to 'buy' their Short Break Service from an inclusive setting or by employing a worker as agreed in the care plan. The payments are paid monthly or quarterly as agreed with the family. Support is available to assist families to set up/arrange their service.

- **Holiday and Saturday Club Provision**
Families are able to request their preferred dates to attend the scheme. This service is currently provided at the Riverside Schools in Orpington and Beckenham. Activity days run each Saturday in term time and on selected weekdays during school holiday periods. The sessions run from 10am-4pm each day. Children have access to a range of activities and facilities on the site as well as occasional outings. (This is the only short break service provided by the Disabled Children's Short Break & Social Work Team that does not require a CAF or social work assessment).
- **Mencap Childminding**
Bromley Mencap provides a 'Childminding Network' of approved childminders within the London Borough of Bromley. They offer trained and registered childminders for children with learning disabilities and additional needs, up to 16 years of age. Bromley Mencap 'Network Plus' childminders can support children with more severe and complex needs on a one to one basis.
- **Mencap Buddying (14 years+)**
Mencap Buddying is a scheme available for young people age 14-18 years old. Young people are matched with Mencap trained workers to provide short break opportunities in the community. This scheme is not appropriate for young people with complex needs or challenging behaviour.
- **Outreach**
The Outreach service provides support from trained workers who are matched to individual children to take them out to enjoy community based activities. The arrangement can provide 1:1 support or small group activities for like minded children.
- **Family Based Overnight Short Breaks**
Family Based Overnight Short Breaks are overnight breaks that are provided by a foster carer in the foster carer's home. Children and young people must have a need for overnight care in order to be eligible for overnight family based short breaks.
- **Home Sitting Service**
Provided in partnership with Bromley Healthcare Provider Service, mainly to children with palliative care needs and very complex health needs that may involve high levels of personal care or nursing interventions throughout a 24hr period. This includes fully ventilated children.
- **Hollybank Short Break Residential Unit (overnight provision)**
Hollybank is a Short Break residential centre jointly funded by the London Borough of Bromley and Bromley Healthcare. It was set up to provide short breaks to children and young people with either complex medical needs or autism and/or learning disability with challenging behaviour.

(At this level there is the facility for 'mix and match' packages of support that may involve more than one service being provided).

Emergency Bed Facility at Hollybank Short Break Unit

This recent development is a welcome addition within our Short Break Services. A small amount of capital expenditure from AHDC funding enabled us to adapt and equip Hollybank to provide this resource.

Although this service sits outside of our planned short break services, it offers great reassurances to parent/carers of disabled children in our borough who may find themselves in a crisis, and where their child is in need of emergency care. See report on this facility and its criteria for use on the following web link: <http://www.bromleyhealthcare.org.uk>

Service Users Views and Comments on Specialist Short Break Services

'I cannot stress what an important role model the outreach worker is for L.- he is unfailingly calm and kind, he is also great at setting boundaries for L.'

(L B Bromley Outreach Service)

'we would like the mix and match of services to be more flexible'

(Parent User of Direct Payments and Riverside)

'L. loves going to Hollybank,it is a big highlight in in his life and ours'

(Parent of child attending Hollybank)

'J looks forward to his visits to Hollybank and is really happy there'

(Parent of child attending Hollybank)

'Going very well. Our daughter loves it. Her buddies are super girls. Whole set up from original introduction evening all well thought through'

(Parent of young person accessing Buddying Scheme)

'The effects of the Buddying Scheme have been greater than just having someone to accompany our son out and about. He has greater confidence and even rings his buddy of his own accord to make arrangements or have a chat. Fantastic scheme'

(Parent of young person accessing Buddying Scheme)

'Family based respite is great, I have control of when the nights are, I see the carer regularly, I am very happy with S going there ,I do not have to worry and feel very relaxed about the arrangement'

(Parent of child accessing Family based overnight Short Breaks)

Hollybank is a place where I can be me, It's a place where I feel free.

It's a place where I laugh a lot, It's a place where I don't feel like a tiny dot.

It's a place I love to be. It's a place I'm going to miss when I leave.

There is no way of explaining how this place makes me feel except: Happy, Excited, Part of something bigger than me. When I leave school I want to work somewhere exactly like this.

(Young person accessing Hollybank Short Break Centre)

Transition

In Bromley our aim is that Short Break Services provided to young people between the ages of 16-18 years provide not just fun and enjoyment, but also offer the opportunity for increasing young peoples independence skills. This is done by working in partnership with Adult Services, Schools and local Further Education Colleges to promote Short Break activities that involve community skills trips and include independent travel, life skills training such as cookery, budgeting etc.

Personalised Budgets

During 2010 we worked in partnership with Adult and Community Services (ACS) in Bromley, Voluntary Sector Partners and Paradigm Consultancy on a small project to introduce personalised budgets to some disabled children and young people. The young people were given the opportunity to receive their Short Break Services via a personalised budget and self-directed support. This project had successful outcomes for the young people and was also well received by their parents and carers.

'It has been so exciting seeing J. open doors for herself'
(Parent of a young person accessing a personal budget)

'This holiday has spelt out independence for me'
(Young person who accessed a personal budget)

Part of the plan for new Short Break developments during 2011/12 is to further develop the opportunity for Personalised Budgets to be offered to some more young people going through transition. We hope that short breaks provided in this way may more easily facilitate the transfer from children's to adult services. (This would only be done at the young persons choice).

Gaps in Service still to be addressed

We are aware that we have not yet been able to increase the Family Based overnight provision as requested by parents and carers in previous consultation. Plans for this were made in partnership with Bromley's in-house Fostering Service, but competing priorities within the Family Placement Team prevented the desired progress in this area. There are now plans in place for a soon to be appointed Specialist Fostering Placement Officer to be seconded from the Family Placement Team into the Specialist Support and Disability Service. We anticipate that this will enable the Placement Officer to work in partnership with others to recruit and train more specialist foster carers to provide short break care for disabled children.

With Bromley being geographically the largest of all the London boroughs there is still a need for us to find a more cost effective solution to transport issues that impact on Short Break Service users. We have encouraged commissioned services to consider the use of venues across the borough that will create greater equity of access for the local communities within the borough.

Conclusion on Bromley's Short Break Services

The London Borough of Bromley in partnership with Bromley PCT (Bromley Healthcare 2011) has had a long history of providing short breaks to some of its disabled children and their carers. As previously stated this was most predominately provided as overnight short breaks in specialist residential units within the borough. With the changing emphasis from the previous reliance on overnight residential breaks to increased day, holiday, weekend, outreach services, etc. we are meeting the needs of many more of our disabled children, and receiving very positive feedback from them.

We are fortunate to have also been able to retain our local residential unit at Hollybank by our continued partnership working with Bromley Healthcare Providers. We continue to review how Hollybank can best be developed to meet the needs of those children and families requiring overnight breaks with a high level of specialist care requirements.

The introduction of a Local Offer model with easy access via assessment at CAF level only has been welcomed by new service users.

We presented the Local Offer model to the Steering Group of Bromley Parent Voice and at a Parent Voice Conference and have welcomed their feedback. By developing our Short Break Services in this way we are endeavouring to provide the parents and carers of disabled children and young people with a real choice around how they achieve breaks from their caring role, and at the same time ensuring that disabled children and young people access their short breaks in environments that children can relate to and have enjoyable social and leisure experiences in community based settings.

The outcomes of the Short Break Transformation Programme in Bromley, as started within the Aiming High for Disabled Children Programme, and now continued with the support of the Early Intervention Grant Funding are showing that the life chances of disabled children and their parent and carers are considerably enhanced by good quality Short Break Services.

Short breaks support and enable disabled children to remain being cared for within their birth families and to live in their local community.

Such services also provide the opportunity for non-disabled members of the community to gain a greater understanding of the needs of disabled children and young adults. In Bromley we believe this contributes to an environment in our borough where inclusion can be seen as the norm and where attitudes of tolerance and understanding of differences can be enhanced.

Next Steps and Future Review of Short Break Services Statement

- Following the most recent outcomes of consultations (see appendix. 3) the Statement will be presented to Children and Young People's Senior Management Team on 11 October 2011.
- Following any further necessary due process the final Statement will be published by the end of October 2011 and will be distributed via the Council and partners web sites, and also available in a printed copy format.
- Continued efforts to improve the production and information on Short Break Services will be seen as a priority area of work by the Specialist Information Officer within Specialist Support and Disability Services working in partnership with partners and providers across the statutory, voluntary and private sectors.
- Production of information will endeavour to be jargon free and may involve 'easy read' versions.
- Consideration will be given to how Short Break Services information could be shared at Children's Annual Review of Statement meetings.
- Outcomes from the most recent consultations held during the summer months of 2011 will inform the Short Breaks commissioning programme from April 2012-13.
- Future annual reviews of Bromley's Short Break Services Statement will be led by Hilary Rogers within the Specialist Support and Disability Services.

Jargon Buster

- **Aiming High for Disabled Children (AHDC) Short Break Transformation Programme** - launched in May 2007, the national transformation programme for disabled children's services. A commitment confirmed in the NHS operating framework and in the Children's Plan, both locally and nationally. AHDC was supported by substantial funding and measures designed to make the system work more effectively. The AHDC programme aims were to deliver: access and empowerment for disabled children and their families; responsive services and timely support; improved service quality and capacity.
- **Common Assessment Framework (CAF)** - Common Assessment Framework - shared assessment tool for use across all services for children. It aims to help identification of children with additional needs and promote co-ordinated service provisions.
- **CYP** - Children & Young People.
- **Eligibility Criteria** - the Eligibility Criteria document is used in conjunction with the written assessment of needs to help determine the service that can be provided at the Additional Specialist level.
- **Extended Services Provider** – provider of after school clubs, breakfast clubs and out of school activities throughout the year.
- **Inclusion** – the child, young person able to fully participate in all activities within the community.
- **LDD** - Learning Difficulties and Disabilities.
- **Local Authority** – Local council serving their community.
- **Local Offer Services** - in order to meet statutory duty, the Local Offer is being offered to disabled children and young people eligible for a specialist short break. This offer provides a choice for parents and carers from a range of different services.
- **Merlin Passes** – leisure provider for 'family days out'.
- **Personalised Budgets** – following assessment, an individual or someone who acts on their behalf (advocate) being provided with assistance that enables them to choose/buy their own service, e.g. short breaks.
- **Short Break** – a break from caring, can be a few hours or a few days.
- **Targeted Services** - Short Break services via self-referral and providers application only.
- **Transition** – moving from one setting to another, e.g. for young people, from children's to adult services.
- **Universal Services** - Universal services are those services provided to all children, young people and their families, such as children and family centres, youth clubs, extended school activities, leisure centres, child care etc. Universal services may either be part of inclusive mainstream services, or specialist services and are available to all children and young people and their families.

Contact us:

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Fax: 020 8777 1914
Email: shorttermbreaks@bromley.gov.uk

Special Educational Needs and Disability Services

The London Borough of Bromley
Children and Young People Services
Civic Centre
Stockwell Close
Bromley
BR1 3UH
Tel: 020 8464 3333
www.bromley.gov.uk

The Bromley Children and Young People Partnership is a partnership of the following organisation:
Bromley College of Further and Higher Education | Bromley Mytime | Bromley Safeguarding Children Board
Children and Families Voluntary Sector Forum | Connexions South London Sub Regional Unit
Early Years Development and Childcare Partnership | Jobcentre Plus | London Borough of Bromley
London Probation Trust | Metropolitan Police Service (Bromley) | NHS Bromley
Orpington College | Oxleas NHS Foundation Trust | Primary and Special Schools
Secondary Schools | South London Healthcare NHS Trust

Appendices

- 1. Questionnaire and accompanying summary of Statement**
- 2. Eligibility Criteria**
- 3. Consultation (July - September 2011) Process and Outcomes**

SHORT BREAK SERVICES IN BROMLEY



YOUR VIEWS MATTER

The London Borough of Bromley has produced a Draft Short Breaks Services Statement. This is a very important document which aims to inform families of the short break services that are available, the eligibility criteria for those services and how the range of short break services are designed to meet the needs of families with disabled children in the London Borough of Bromley.

It is important that the London Borough of Bromley hear about your experience of receiving short break services in Bromley. Following this consultation we will ensure feedback is used to help us improve services and to ensure the support we offer remains both helpful to families, reflects what parents and carers really need, and meets the needs of disabled children and young people.

It is important that you complete this questionnaire if you are a parent or carer receiving or would like to receive [short break services](#) in Bromley.

All replies are treated in confidence. You do not need to give your name at the end of the questionnaire unless you choose to do so. You should only complete one questionnaire.

Where a choice is offered, please tick the most appropriate response.

[Short Break Services](#)

Do you access any short break services for your child/ren?

- Yes
- No

If yes, tell us about the support that you receive or the services you use (tick all that apply):

- Direct Payments
- Outreach
- Mencap Childminding
- Mencap Buddying (age 14+ only)
- Saturday Club and Holiday Scheme at Riverside Beckenham or St. Paul's Cray.
- Hollybank overnight breaks
- Family based overnight breaks
- Other self-referral activities, please state

If no, please tell us why you have not accessed short break services in Bromley:

- Didn't know about the services
- Didn't know how to access services
- I didn't think my child was old enough
- We have just moved into the borough
- Short break services currently offered do not meet the needs of my child.
- Other, please state

ELIGIBILITY CRITERIA

The London Borough of Bromley provides support for disabled children and young people using the definition of disability within the 2010 Equality Act i.e. where the disability has a substantial and long-term adverse effect on the child or young person's ability to carry out normal day-to-day activities. The child or young person must reside in the London Borough of Bromley.

Are you aware of the eligibility criteria?

- Yes
- No

If yes, how easy do you find the eligibility criteria to understand?

- Very easy
- Quite easy
- Quite difficult
- Very difficult

How do you think we can make this easier to understand? Please comment:

.....

.....

.....

.....

.....

.....

The Local Authority has recently introduced the Local Offer for short breaks as a means to providing short breaks to families without the need for an additional social work assessment.

Are you aware of the Local Offer?

- Yes
- No

A social work or review assessment of the child and family's needs is required to provide additional support for families with the greatest needs.

Overall, do you feel that this is a fair way of allocating additional services for those in need?

- Very fair
- Quite fair
- Quite unfair
- Very unfair

Please explain:

.....

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.....

.....

[INFORMATION](#)

Have you received clear information about the short break services that are available in Bromley?

- Yes
- No

If yes, please tell us how you access this information (tick all that apply)

- Specialist Support & Disability Service/information officer
- Bromley Council's website
- Bromley Parent Voice
- Schools
- Voluntary Sector
- Bromley's Resource Guides (booklets)
- Social worker/social work assistant in the Disabled Children's Team
- Other, please state

How else can the Local Authority ensure that disabled children and young people are given appropriate information and support to enable them to access short break services?

.....
.....
.....
.....

[GENERAL](#)

Overall, how successful do you think London Borough of Bromley has been in transforming the way that short breaks are delivered? Please feel free to add further comment.

- A great deal
- To some extent
- A little
- Not at all

The London Borough of Bromley listens to parents and carers, and disabled children and young people by partnership working with Bromley Parent Voice, by gaining views via the Young Advisers Group and by obtaining feedback from service users.

Are we doing enough to ensure that we listen and respond to the views of parents and carers of disabled children and young people?

- A great deal
- To some extent
- A little
- Not at all

How can we do this better? Have you any further suggestions for improving short breaks for families?

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.....
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.....
.....
.....
.....

Thank you for taking the time to complete this questionnaire.

Name (optional)

Date.....

Please return to: Jane Ching, Lead Disabled Children's Social Work and Short Break Services

Specialist Support & Disability Services
Kingfisher House
21 – 23 Elmfield Road
Bromley
BR1 1LT

Email:jane.ching@bromley.gov.uk

For further information regarding Short Breaks in Bromley please contact the Children's Disability and Short Break Team on 0208 313 4511.

**Your comments need to be with us by Friday, 9 September 2011.
Thank you in advance for giving of your time and sharing your views with us.**



The Bromley Children and Young People Partnership is a partnership of the following organisations:
Bromley College of Further and Higher Education | Bromley Mytime | Bromley Safeguarding Children Board | Children and Families
Voluntary Sector Forum | Connexions South London Sub Regional Unit | Early Years Development and Childcare Partnership |
Jobcentre Plus
London Borough of Bromley | London Probation Trust | Metropolitan Police Service (Bromley) | NHS Bromley | Orpington College
Oxleas NHS Foundation Trust | Primary and Special Schools | Secondary Schools | South London Healthcare NHS Trust



Appendix 2.

Children and Young People Services

Specialist Support and Disability Services

Disabled Children's Social Work and Short Break Team

Joseph Lancaster Hall, Civic Centre, Stockwell Close, Bromley, Kent BR1 3UH

Telephone: 0208 313 4511

Fax: (020) 8313 4400

Internet: www.bromley.gov.uk

SHORT BREAK ELIGIBILITY CRITERIA

The Eligibility Criteria is only used in conjunction with a social work assessment or a review assessment of short breaks. This amended version of the Eligibility Criteria reflects the changes to short break services since the last revision in January 2007.

Child/Young Person's Name:

Date of Birth:

Social Worker:

Social Work Assistant:

Nursery/School attended:

Residential School: **Day Pupil:**

Date of Assessment:

Date form completed:

Please note that if a child/young person already receives regular care away from home, for example because he/she attends residential school as a weekly or term time boarder, short breaks are likely to be offered at Local Offer level, but will be determined following an assessment. This framework only serves as a guide for what level of short breaks may be offered. This Eligibility Criteria is not necessary for children accessing Local Offer only services.

Short Break Levels

<p>Universal Services including targeted services:</p> <p><i>Score less than 11</i></p>	<p>The team will provide information about services from universal and voluntary organisations.</p>
<p>Local Offer Short Breaks:</p> <p><i>Score between 11 - 20</i></p>	<p><u>Choice of one of the following per year:</u> Saturday Club & Holiday Scheme at Riverside: 18 days, or Outreach – 100 hours, or Mencap Childminding – 100 hours, or Mencap Buddying – 100 hours, or Direct Payments – £1000 per year</p> <p>These requests are agreed by team managers.</p>
<p>Additional Specialist:</p> <p><i>Any score above 20 or where required to safeguard a disabled child</i></p>	<p>Short break services provided at this level will be agreed above the Local Offer level in line with the needs recorded in the assessment.</p> <p>Overnight short breaks may also be considered where there is need for this level of care due to complex needs, challenging behaviour or exceptional family circumstances.</p> <p>Some requests will have to be agreed by senior managers at the multi-agency Specialist Support and Disability Panel.</p>

Overall score:

Level of need:

SECTION 1: FAMILY AND ENVIRONMENTAL FACTORS –

Family composition							
No additional childcare issues.	0	Has more than 2 children aged under 5. Or Other issues concerning siblings.	1	4 or more dependent children within the family.	2	More than one disabled child in the family with a permanent and substantial disability.	3
<p>Guidance: This refers to the family composition and how this impacts on family life. Where a score of 1 has been given because of other issues concerning siblings, assessors must be clear as to what the issue concerning the sibling is and how this impacts on family life.</p>							
Additional support							
Good level of support from family and friends.	0	Limited support from family and friends.	1	No extended support from family and friends	2	No extended support from family and friends and additional caring responsibilities.	3
<p>Guidance: The main carer/parent is unable to access care support from friends or family in a regular and routine way. Assessors must be clear why families are isolated from this kind of support. A score of 3 should only be given where no support is available and a parent/carer has additional caring responsibilities outside the family home.</p>							
Parent/carer with additional caring responsibilities							
No difficulties.	0	Providing care/supporting role to parent or close family member within family home.	1	Full-time carer for spouse or close family member with illness (excluding children with disability) living in family home.	2	Recent bereavement of spouse or partner. Or Full-time carer of spouse or partner with terminal illness.	3
<p>Guidance: This refers to a parent/carer having additional caring responsibilities within the family home.</p>							
Effect on siblings							
Siblings coping well.	0	Siblings experiencing some constraints, but are not involved in supporting child/young people in caring role.	1	Difficulty in siblings following appropriate activities. Or Siblings play a significant role in supporting child/young people in caring role.	2	Difficulty in siblings following appropriate activities. And Siblings play a significant role in supporting child/young people in caring role.	3
<p>Guidance: This refers to the how the child/young person's disability impacts on siblings and if they provide a significant caring role. A score of 3 should only be given if siblings have a significant caring role and are unable to access/follow appropriate activities.</p>							
Housing difficulties							
No difficulties.	0	Waiting for adaptations to be made to home. Or Home does not meet child's needs and family are currently waiting to move.	1	Housing situation causing difficulties, e.g. house overcrowded, lack of space to play.	2	Poor housing conditions severely impacting on child or family.	3
<p>Guidance: This refers to the present housing situation. Where a family are residing in temporary accommodation a score of 1 may be given. Where a family is awaiting adaptations to be made to the family home the assessor will need to view a OT report assessing the level of need. Where the OT report indicates the level of need has a significant impact a score of 3 could be given.</p>							
Financial situation							
May have some financial difficulties, but generally does not impact on family functioning.	0	Income benefits level which causes some additional strain on family functioning.	1	Financial difficulties, which moderately impact on family functioning including care of the child.	2	Financial difficulties, which have severe impact on family functioning including care of the child.	3
<p>Guidance: Financial income may come from employment, state benefits or a combination of both. Where a family can meet the basic needs of the child/young person, continue to follow leisure activities but there are some financial worries a score of 1 could be given. Where a family can meet the basic needs of the child, but cannot follow any leisure activities and there are some financial worries a score of 2 could be given. A score of 3 should only be given where basic needs of the family cannot be met.</p>							
Current additional factors							
Domestic violence.	3	Asylum seeking family.	3	Concerns by family of risk of losing family home due to issues concerning neighbours or community.	3	Parent/carer has known drug/alcohol problems.	3
<p>Guidance: This refers to additional factors and how they impact on family life. The assessor should clarify what is meant by this and seek appropriate evidence.</p>							

Total score for section 1:

SECTION 2: PARENTING CAPACITY –

Parents/carers							
Two parent family in stable relationship.	0	Two parent family experiencing some difficulties at present. Or Parents separated or divorced. Both have regular contact with child.	1	Parents separated or divorced. One parent has irregular contact with child. Or Parents separated or divorced. Limited support from one parent.	2	Lone parent household with no support from the other parent.	3
Guidance: If one parent is away overnight from the family home on regular basis a score of 2 could be given. A score of 2 may also be given where parents are separated or divorced and limited support is offered with the child/young person, for example support not offered overnight.							
Carers ability to continue caring/risk of family breakdown							
Carers manage well but need some support.	0	Carers manage with direct and active support from multi-agency partners.	1	Carers need regular, ongoing support and there is moderate risk of breakdown.	2	Carers need a high level of support and there is high risk of breakdown.	3
Guidance: This refers to the difficulties associated with the caring role and should not be a reflection of the parenting capacity.							
Risk of significant harm							
No apparent cause for concern.	0	Low level concerns, which have not reached CP threshold.	1	Concerns, which are bordering on CP thresholds or child has been deregistered in last 12 months.	2	CP investigation underway or name on Child Protection register.	3
Guidance: This refers to whether there are any Child Protection (CP) concerns. Child Protection concerns might be of a physical, emotional, financial, sexual nature or neglect.							
Health of main carer/parent							
No difficulties.	0	Occasional health difficulties, which impact on carers' ability to continue caring.	1	Regular health difficulties, which impact on the carers' ability to continue caring.	2	Permanent and substantial health difficulties, which impact on carers' ability to continue caring.	3
Guidance: The main carer/parent must have a recognised diagnosis. This may also include Depression/ mental health difficulties of the main carer. <u>The assessor will need confirmation of this from a medical practitioner.</u>							
Disability of main carer/parent							
No difficulties.	0	Main carer/parent has mild physical, learning or sensory disability.	1	Main carer/parent has moderate physical, learning or sensory disability.	2	Main carer/parent has severe physical, learning or sensory disability.	3
Guidance: The main carer/parent must have a recognised diagnosis. <u>The assessor will need confirmation of this from a medical practitioner.</u>							

Total score for section 2:

SECTION 3: CHILDS DEVELOPMENTAL NEEDS –

Life-limiting illness							
Child has substantial and permanent disability, but not life-limiting.	0	Child has life-limiting illness, condition currently stable.	1	Child has life-limiting illness, condition currently unstable.	2	Child has life-limiting illness in advanced stages.	3
<p>Guidance: We acknowledge that many disabilities have associated health difficulties however the child/young person must have a recognised diagnosis of a life-limiting (terminal) illness/condition.</p>							
Medication							
Requires no medication.	0	Self medicates with minimal supervision or family able to administer without problems.	1	Medication administered with considerable effort and support on part of carers.	2	Emergency medication on a regular basis.	3
<p>Guidance: The child/young person is prescribed medication, which needs to be administered, by parent or carer. If training is required to administer medication, but does not include the provision of emergency medication a score of 2 could be given.</p>							
Skin integrity							
Has normal skin integrity.	0	Has a regular problem with skin integrity.	1	Moderately reduced mobility and skin is impaired as a result.	2	Skin integrity grossly compromised by limited mobility, which requires regular moving to prevent pressure sores.	3
<p>Guidance: This refers to a child/young person whose skin integrity is compromised to some degree by limited mobility. This does not include children with eczema unless there is a severe impact on a regular basis in which case a score of 2 could be given. A score of 3 should only be given if a child/young person's skin integrity is grossly compromised e.g. pressure sores, cracked and infected skin.</p>							
Airway/breathing							
No difficulties	0	Needs monitoring of breathing Or Has a tracheostomy but the airway is stable.	1	Has a compromised airway Or Has tracheostomy requiring regular intervention Or Is oxygen dependant.	2	Dependent on a ventilator day and/or night and/or requires constant supervision.	3
<p>Guidance: The child/young person has difficulties on a regular basis and therefore requires ongoing and daily monitoring (not emergency only and during times of crisis). This does not include asthma unless there is a severe impact on a regular basis requiring emergency medical treatment. For additional nursing tasks such as suctioning a score of 2 could be given. A score of 3 points should only be given if a child/young person is ventilator dependent.</p>							
Seizure disorder							
Not known to have any seizures.	0	Has epilepsy/seizure disorder but is well controlled on medication.	1	Has epilepsy/seizure disorder requiring regular intervention Or Has emergency medication prescribed for use in prolonged fitting episode. Used at least once within last twelve months	2	Needs constant or continual attention due to <u>unstable</u> epilepsy/seizure disorder.	3
<p>Guidance: The child/young person must have a diagnosed seizure disorder, which could include Epilepsy. A score of 3 points should only be given if a child/young person is having daily seizures that are unstable and/or unpredictable.</p>							
Sensory impairment							
No sight or hearing impairment	0	Mild/moderate sight and/or hearing impairment.	1	Severe/profoundly deaf or registered blind	2	Severe dual sensory loss	3
<p>Guidance: The child/young person must have a recognised diagnosis. The assessor will need to view a medical report /letter reflecting this.</p>							
Nutrition/feeding and hydration							
Independent/age appropriate.	0	Has some feeding difficulties and needs some help/supervision at meal times.	1	Has a NGT/gastrostomy tube – has bolus feeds mainly daytime. Or Requires feeds overnight. Or Has significant feeding difficulties at mealtimes.	2	Has a compromised airway as vomits after every feed Or Has episodes of vomiting which lead to a compromised nutritional input requiring additional intervention.	3
<p>Guidance: The child/young person requires assistance with drinking and/or feeding over and above what would normally be expected of any child of the same chronological age. Assessors need to be mindful that young children may not score in this category because chronological age would normally require the carer to provide this assistance.</p>							
Washing/dressing							
Independent/age appropriate.	0	Requires some adult supervision and monitoring but can achieve with support.	1	Needs regular adult supervision and direct assistance.	2	Totally dependent.	3

Guidance: The child/young person requires assistance with washing and/or dressing over and above what would normally be expected of any child of/young person the same chronological age. Assessors need to be mindful that young children may not score in this category because chronological age would normally require the carer to provide this assistance.

Toileting							
Independent. Uses toilet when required/age appropriate.	0	Needs regular prompting to go to the toilet.	1	Needs constant help/supervision with toileting Or Wears pads/continent products at night or during outings. Or Occasional smearing.	2	Totally dependent day and night for all toileting needs Or Intermittent catheterisation Or Regular smearing.	3
Guidance: The child/young person requires assistance with toileting <u>over and above</u> what would normally be expected of any child/young person of the same chronological age. Assessors need to be mindful that young children may not score in this category because chronological age would normally require the carer to provide this assistance.							
Moving/lifting/mobility							
Independent and can walk/move around unassisted/age appropriate.	0	Needs some help or supervision because of either mobility or behaviour.	1	Totally dependent on carer to lift or hoist due to mobility or behaviour, but can change own position in bed.	2	Dependent on carer to lift or hoist due to mobility or behaviour. Needs adult to change position at night on a regular basis.	3
Guidance: The child/young person requires a degree of physical care <u>over and above</u> what would normally be expected of any child/young person of the same chronological age. If training is required to develop appropriate skills or techniques to promote safe handling of the child a score of 2 could be given.							
Sleep							
No difficulties. Generally settles well and sleeps through the night.	0	Has some problems with settling to sleep or early waking	1	Some impact on carers – attention at least twice per night and needs adult intervention to settle to sleep due to behaviour or healthcare needs.	2	Severe impact on carers – regular broken sleep pattern needing carer’s attention due to behaviour or healthcare needs.	3
Guidance: The child/young person has some difficulties with sleeping <u>over and above</u> what would normally be expected of any child/young person of the same chronological age. Assessors should exclude routine toileting.							
Communication							
Able to communicate needs/age appropriate.	0	Able to communicate with some difficulty.	1	Limited ability to communicate or make his/her needs known.	2	Extremely limited ability to communicate or make his/her needs known.	3
Guidance: This refers to the child/young person’s ability to make their own wishes and needs known. This includes all methods of communication, not just verbal communication for example, Makaton, PECS and sign language. This should not include other people’s difficulties communicating with the child/young person, but the child/young person’s ability to communicate with others.							
Social/emotional development							
Age appropriate.	0	Has mild delay in social/emotional development.	1	Has moderate delay in social/emotional development. Has moderate impact on child/carers relationship.	2	Severe delay in emotional/social development. Impacts severely on child/carers relationship.	3
Guidance: This refers to a child/young person’s understanding of social rules together with how they express and understand emotions as well as their ability to interact with others. The assessor needs to consider what would normally be expected of any child/young person of the same chronological age as well as a family’s ability to deal with this. A score of 3 points should only be given if a child/young person’s social/emotional difficulties have significant impact on their ability to form any relationship either within the family or within the community							
Mental health/well-being							
No difficulties evident.	0	Some difficulties, but parents/carers cope well with some assistance via medication or involvement with local counselling service or CAMHS.	1	Moderate difficulties, which are impacting on the child/young person and family. Not yet stabilised by counselling or treatment. Or The child/young person is receiving in-patient treatment at time of assessment	2	Difficulties, which have a severe impact on the child/young person and family. This could include child/young person awaiting in-patient treatment. Or A child/young person self-harming or physical attacks on others on a regular basis	3
Guidance: The child/young person must have recognised mental health issues which could include a diagnosed eating disorder. The assessor will need to <u>view a medical report /letter reflecting this</u> as well as confirmation that appropriate support services are either being sought or are in place.							
Challenging behaviour							
No difficulties.	0	Mild behavioural difficulties.	1	Behaviour poses some challenge or risk to others.	2	Behaviour poses serious constant challenge or risk to child or others.	3

Guidance: The child/young person must have some behavioural difficulties. Where this includes making verbal threats to others a score of 2 could be given. A score of 3 points should only be given if a child/young person has made physical attacks or injured others or themselves.

Level of supervision

Has no additional supervision needs. Age appropriate.	0	Has some additional need for supervision to keep them safe.	1	Needs regular supervision to keep them safe.	2	Needs continuous and high-level of supervision to keep them safe.	3
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Guidance: The child/young person requires additional supervision over and above what would normally be expected of any child/young person of the same chronological age. Assessors need to be mindful that young children may not score in this category because chronological age would normally require the carer to provide this assistance. A score of 3 points should only be given if a child/young person's behavioural or health difficulties would pose a risk to themselves or others if left alone within the family home.

Schooling

No difficulties Or Attending residential school.	0	Some problems accessing school.	1	Reduced attendance at school/high level of absence because of behavioural or health difficulties.	2	Currently out of school because of behavioural or health difficulties.	3
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Guidance: The child/young person has some difficulties accessing school. This can include problems with school transport and/or problems with locating an appropriate school placement. If a child/young person is attending school part-time because of behavioural or healthcare difficulties a score of 2 could be given.

Leisure

No difficulties accessing appropriate leisure activities.	0	Some problems accessing leisure activities.	1	Socially isolated due to difficulties accessing activities.	2	Significantly socially isolated. Difficulty accessing any social activities.	3
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Guidance: The child/young person has some difficulties accessing leisure opportunities. Assessors need to explore what if any, community resources are being accessed for leisure activities. Where these resources are not being utilised, the assessor will need to explore why this is, for example, these groups will not accept the child/young person without additional one to one support.

Total score for section 3:

Appendix 3

Bromley Short Breaks Statement 2011

Consultation July – September 2011

The draft Statement and summarised version were made available on Bromley web site throughout the consultation period.

Questionnaires aimed at Parents/Carers were distributed in hard copy and electronically via Special Schools, Summer Scheme Providers, Bromley Parent Voice web site, BAT and MENCAP websites/newsletters.

Response to Consultation Process

- There were a total of 65 completed questionnaires returned by individual parents/carers.
- Bromley Mencap and Bromley Parent Voice also responded with feedback from their members.
- 1 response to consultation from another professional.

Of the 65 questionnaires received from individual parents/carers 46 already receive short break services.

Of those who do not receive short break services the reasons given were as follows:-

- Did not know services were available
- Did not know how to access such services
- Some answered no, but then by following answers it was clear they are receiving commissioned services that they have not perceived as part of the statutory short breaks provision. (These included the Riverside Scheme and even Direct Payments.)
- Children not eligible either due to 'pre-diagnosis' status or disability mild/moderate/ADHD etc.

Of those who are already accessing short breaks services 26 are receiving more than one service.

Key Themes/Outcomes from all the responses are as follows:-

Information

There is still a need for us to improve getting information about short break out to parents and carers borough wide. Many suggested this could be achieved by partnership working with all the schools and needed to also include mainstream and out of borough schools.

At present the distribution of information is leading to some parents getting it from more than one source and some not getting it at all.

Information needs to be clear and jargon free and also developed in 'easy read' formats.

Eligibility Criteria

Mixed responses to peoples understanding of this and how decisions are made about levels of service provision.

Most accepted the need for trying to allocate resources fairly.

Responses also indicate ongoing difficulties for parents/carers needing support 'pre-diagnosis' or where disability has not been assessed as 'substantial' etc. These parents need better signposting to other services that may offer them support, and also need more support to access universal provision that has been adapted to meet their children's needs.

Introduction of the Local Offer was welcomed by some, but better explanation is still needed when re-assessment may have led to changes in care packages.

Bromley Parent Voice have also asked for representatives to be involved in any future review of the eligibility criteria and tools used in decision making processes.

Flexibility in use of provision

Parents would appreciate more flexibility to be able to 'dip in and out of services' and also be able to pay for additional services if available. There is also a request for paperwork related to Local level packages to reduce further particularly in relation to Direct Payment Services.

Some parents of physically disabled children would like their children to have greater access to universal provisions that have made the necessary adjustments by providing appropriate environmental changes/adaptations and trained support staff.

Transport

This was brought up as an issue by only a minority of individual parents affected, but is known to be an issue for a wider number from the Bromley Parent Voice response.

Transition

Parents/carers find the 'cut off 'age to access short breaks via Children and Young Peoples Services of 18yrs difficult to understand when their children generally remain in school until 19 years.

They would also like to see short break provision tailored to provide opportunities for more independence skill training from 16-25 years and CYP and ACS working in closer partnership to achieve this.

Some suggestions / ideas for consideration out of consultation responses

- 1) Include short break service information/dialogue in the Annual Review of Statement process.
- 2) Use of new CLDD terminology within eligibility criteria in line with new SEN guidance.
- 3) Closer partnership working with all schools in distribution of information related to short breaks.
- 4) Work in partnership with local voluntary partners to produce easy - read, jargon free information.
- 5) Involve Bromley Parent Voice representatives in any review of eligibility criteria and development of assessment tools/materials etc.
Increase 'self referral' menu with more provision for disabled children who do not have ASD/Aspergers and for those 12-18 years of age. Hawes Down Centre suggested as good venue for development of such services. Also consider parents being able to pay for places at such services.
- 6) Development of home sitting service still seen as a priority need.
- 7) Increase provision and specialist support within universal services so that disabled children can access short break provision there.
- 8) Short break information event during spring term.

I would like to thank all parents/carers, professional and voluntary sector partners for their feedback and active participation in this short break consultation process.

There are some excellent suggestions that I hope will contribute to ongoing short break service planning and development.

We hope that the Bromley Young Advisors Group will also contribute feedback via their own evaluation of summer 2011 services and will become actively involved in the annual review of our Short Break Statement each year.

Jane Ching
Lead for Disabled Children's Social Work and Short Break Services