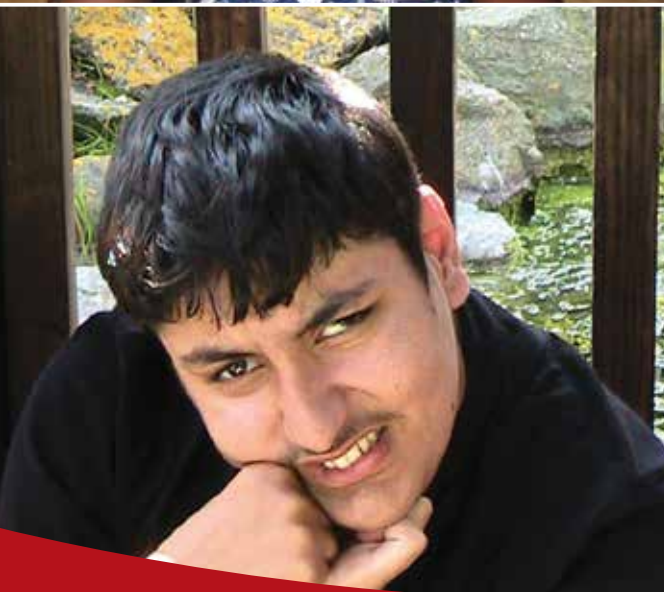


# Short Break Service Statement

More than just a break



# What are short breaks?

## Introduction

As part of our continued commitment to disabled children and young people and their families, Luton Borough Council will provide a range of short breaks services to meet the varying needs of children and young people including those with autistic spectrum disorders, behaviour that challenges, profound and complex health needs, physical disability, cognitive needs and sensory impairments. Services include early support and information, home-visiting, after-school and weekend clubs, holiday activities, shared care and overnight provision.

## The consultation

This Statement has been written in consultation with our parent led voluntary organisations and charities in Luton, children and young people and our colleagues in education, health and social care. Our consultation process includes multi agency meetings, case studies from our voluntary organisations, online surveys, and parent participation meetings.

We would like to thank Autism Bedfordshire, CYCD, Dimensions Ltd, Phab Frenz, Families United Network, Friends of Bright Eyes, SNOOSC, and Luton Parent Carer Forum for their valuable contribution. These organisations will consult with their children, young people and parents on the content and layout of the Statement and feed back to us through a series of consultation meetings and online surveys. We will also consult with parent groups within our special schools through their coffee mornings. We have a dedicated email [shortbreaksservicesfeedback@luton.gov.uk](mailto:shortbreaksservicesfeedback@luton.gov.uk) for parents to provide feedback and comments throughout the year. Our Statement will be reviewed annually.

### Quote from parent using holiday schemes

"The Families United Network holiday clubs are a lifeline to my family during the school holidays; not only do they provide somewhere I can take all the kids together but the combination of free play and organised activities means they're always stimulated, making friends and enjoying the day. The sensory room is a favourite and the club is a safe environment with staff on hand who know how to deal with my son's needs and a place where he is not judged. The atmosphere is very friendly, feels like an extended family and provides good opportunities for mutual support and an increased awareness of what else is on offer in the area that would benefit my son."

**"A break for me and something fun for my child to do." – parent**

## Who is eligible for help?

Families living in Luton who have a child with a special need or disability aged between 0 - 18 years who is substantially affected in their every day living by: a physical or learning disability, sensory impairment (hearing, visual or speech), autistic spectrum conditions, behaviour that challenges and those with complex health needs who may have palliative, life limiting or a life threatening condition. See Appendix 2 Eligibility Criteria.

## Our underpinning principles

In Luton we are committed to supporting families in a holistic way and put their child or young person at the centre of all we do. We work closely with parents and all key professionals to help children and young people reach their full potential and fulfil their ambitions. We offer locally based, culturally appropriate services to meet the diverse needs of Luton's communities, and provide training and support to organisations delivering inclusive short break services.

Our short break services are based on the principles of:

- early intervention and family support
- participation in family and community life
- promoting independence and enjoyment
- openness, honesty and fairness.







### from parents using Families United Network holiday schemes

- “I have been a member of Families United Network since 2008. It provides my son with access to activities over the school holidays, activities which I would not/could not access on my own. As well as trips to theme parks, bowling and cinema visits, F.U.N provides parents with a chance to come and relax and chat to each other; this is much needed time because sometimes being the parent of a child with special needs leaves you feeling very lonely and down. So whilst parents have this time, the children are safe to run around and enjoy the various stimulating activities on offer. The whole club is really well run and it is a safe place to go to! My son often says to me, “Mum, can we go to F.U.N?!”

## Our aims

Short breaks are designed to support carers of children who are disabled or who have special needs so that they are able to continue to provide care or to manage their responsibilities effectively. Luton's short breaks:

- provide local disabled children and young people with the opportunity to spend time away from their parents, enjoying fun activities, relaxing with friends and socialising with their peers
- give parents the opportunity to have a break, to spend time with their spouses, partners or other family members in the knowledge their child is safe, well cared for and having fun
- provide information, advice and support to parents and young people on local services, community facilities, benefits and access to services.

## Examples of short break provision include:

- outreach support services – people who regularly visit children or young people in their own home, enabling parents to spend time with their other children, partners, spouses or to go out
- activity services – people who take children and young people out to do activities, such as go to the cinema, swimming, shopping and a wide variety of other activities
- hospice/ hospice at home – help families achieve a break together or time to themselves in a home from home environment, or in the family's own home
- shared care (short break fostering) – people who look after children and young people in the carers own home, perhaps for a night, a weekend or longer depending on the child's needs
- domiciliary care – provided at home to help with the young persons' personal care
- residential overnight stays – provide disabled children with an overnight short break in a local residential unit.

# The legislation

The strategies and guidance which are local to Luton and which underpin this statement are:

- Commissioning of services for children with severe disabilities strategy (2009)
- Children and Young People's Plan (2012 refresh)
- Children's palliative care strategy (2009-2014)
- Children's Trust short break strategy (2009-2014)

Full details can be found at [www.cypp.luton.gov.uk](http://www.cypp.luton.gov.uk)

And nationally:

- The Breaks for Carers of Disabled Children Regulations (2011)
- The Children's Act 2006
- Aiming High for Disabled Children

- The Equality Act 2010
- Children and Families Bill 2013

Full details can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk)

The key messages from the 'Aiming High for Disabled Children' Short Breaks guidance are that:

- there should be a significant increase in the amount, quality, and range of provision
- services should be designed to meet the requirements of families to help them to continue to care for their children
- families have choice
- services should be reliable, easily accessible, responsive and flexible so that families can take up support when, and where, it is needed.

## A focus on outcomes

Outcomes for disabled children and young people are identified by our parents at the point of assessment and are constantly updated through our regular review process. The outcomes help us identify targets and link them to our service plan. Through regular parent consultation we endeavour to deliver what parents need and this process has resulted in the provision of parent led services including training programmes, short break services and holiday playschemes and parent representation on our local authority strategic boards. Through the combination of our local services, specialist provision and universal activities we are able to offer a range and choice of short breaks to suit the individual needs of children and their families and to enable:

- disabled children and young people to actively participate in social, leisure and sport activities alongside their peers through attendance at after school clubs, playschemes and youth clubs
- increased confidence, self-esteem, and independence for the child or young person
- parents, carers and young people to make decisions through the provision of information, advice, key worker support and guidance.

Ultimately our outcomes result in more:

- children or young people participating in short break services
- parents receiving a break
- siblings included in activities.

We measure our outcomes through our data collection and review processes. In 2012/13 474 children and young people received 116,251 hours of short breaks compared to 466 children and young people receiving 115,496 hours in 2011/12. This is a direct result of improved commissioning and performance monitoring.







## Information and support services

We will tell you about, and support you to access, other local services and community facilities including:

- occupational therapy
- childminders and childcare
- holiday play schemes and after school clubs
- leisure and sport activities
- education support
- disabled parking badges and benefit entitlement
- transition support at key points in your child's life including post 16 education, training and adults social care.

We have also produced, in partnership with local parents, a directory of services - '**Information to help parents of children with additional needs**'. The directory is available in a range of formats including a print version, web version and dvd which has been translated into the five most commonly spoken languages in Luton; Bengali, Urdu, Punjabi, Polish, and English. To request a copy or for more information call Family Information Service (FIS) on **01582 54 88 88** or click on the link **Short Break Statement** or visit **[www.luton.gov.uk/childrenwithdisabilities](http://www.luton.gov.uk/childrenwithdisabilities)**

Many disabled children or young people and their families, will not require any extra help because they can be sufficiently supported by using services that are used by and benefit all children and families. These services include social, sport or leisure activities provided through your child's school, local community groups or organisations.

Details of universal activities can be found by contacting Luton Families Information Service (FIS) or by clicking on the following link **Short Break Statement**

### Quote from parent receiving overnight short breaks

"When my eldest daughter was three, I wanted to put my son J into care as we could not cope with his behaviours. The support I have received from LRRC has helped me understand my son as an individual and accept him. LRRC have managed J's challenging behaviour very well, and without their support I wouldn't have learnt how to cope with his behaviour or to understand the strategies used with him. The whole family including J is happy with the service and he loves coming to LRRC. The relationship between J and his sister has improved greatly. The support has helped me to have quality time with my other children and prevented our family from breaking down."



# The referral process

## Personalisation – see Appendix 1

Short break packages are tailored to suit the needs of your family. To identify your needs we will undertake an assessment, for which you will be allocated a named professional. From the assessment, a short break plan will be drawn up in discussion with you. We recognise that the needs of your family will change over time and we will review your support plan at least every six months. For more information on the assessment or referral process please contact our Referral and Assessment Team on **01582 54 60 00**.

## Universal services

We provide a variety of training, guidance and practical support to a range of community and universal services to enable them to work more effectively with disabled children and young people. These services can be accessed without the need for a formal assessment and include:

- after-school and holiday clubs run by local schools and voluntary organisations
- social, leisure and sport activities eg youth clubs, leisure centres
- childminding (including specialist disability childminders) and childcare.

For details of the wide range of services available please contact our Family Information Service (FIS) on **01582 54 88 88** or visit our website [www.luton.gov.uk/childrenwithdisabilities](http://www.luton.gov.uk/childrenwithdisabilities)

## Specialist services – see Appendices 3 and 4

To access our specialist services, you will need to be referred for an assessment by the Children with Disabilities Social Care Team. This referral is usually made on a CAF (Common Assessment Framework) form and can be from a professional who knows your family or a parent/carer themselves. If you want to make a request for an assessment, you can ask a teacher or family worker, or medical professional such as a GP or health visitor to complete the CAF.

Specialist services include:

- transition support in moving on to post-16 education
- direct payments
- portage home visiting
- shared care
- outreach support
- holiday playschemes
- residential care
- day care
- overnight care
- weekend care.

### Quote from parent of a teenager with profound and complex needs Saturday club and holiday schemes

My daughter is severely disabled with complex needs including medical needs. When she was younger she attended playschemes at her special school. As she got older there were very few social activities for her to attend. She needed staff trained in moving and handling and needed a nurse present for her medical needs. When Phab Frenz started in 2011 it was ideal as they employ a nurse to attend their Saturday clubs and holiday clubs. My daughter joined and now attends regularly. I get a break knowing she is well cared for and that a nurse is present. My daughter thoroughly enjoys meeting with her peers and taking part in fun activities.





## Direct payments

For some families and young people the option of a direct payment may be more suitable. This is money paid to you by the authority so that you can 'buy' in and organise your short break in a way that suits you best rather than receive the service from us. To access direct payments you must first have an assessment of your child and family's needs to establish that you meet the criteria (see appendix 2). The allocation of the amount of direct payment hours that you are awarded is decided at a multi agency panel. The panel meet every two weeks and consists of representatives from short break services and health, education and social care professionals. Parents and young people who choose a direct payment are responsible for identifying and recruiting their own short break worker and managing the short break package themselves. If this is your preferred choice we will help you to set up your direct payment.

Alternatively you may prefer to use the direct payment service based at the Disability Resource Centre in Poynters Road, Dunstable, where they can help set up a direct payment bank account and manage your payments for you. Direct payments can be used to pay for services you have been assessed as needing, for example a carer, a service or equipment. For more information about Direct Payments contact the Direct Payments Officer in the Children with Disabilities Social Care team **01582 54 60 00** or the Disability Resource Centre on **01582 47 09 00**.



## Transport

Many families are able to transport their child to and from a short break and while families are encouraged and expected to make their own arrangements for some this is not possible. Transport will be discussed with you as part of your child and family's assessment of need. If it would be detrimental to your child or family not to receive your short break, consideration will be given to providing transport.

Transport is an expensive resource and we are continually looking at how we can provide a cost effective service without affecting access to short break services. We are working with our partners, parent forums and other agencies to develop sustainable solutions and currently fund some of our voluntary organisations to provide transport to after school clubs, youth clubs, weekend and holiday clubs and playschemes. We have also initiated a travel training programme for disabled young people to support their access to services and to promote independence.



## Transition

Our Transition Team work with young people aged 14 -25 who have a learning disability or difficulty. We provide support with transition at key points in your child's life including support into post 16 education and adults social care. Working in partnership with parents and young people our transition team will devise a transitions plan and can provide advice and support including:

- travel training
- life skills work including cooking, personal hygiene and money management
- advocacy.

Our personal advisors offer a wide range of help and support including:

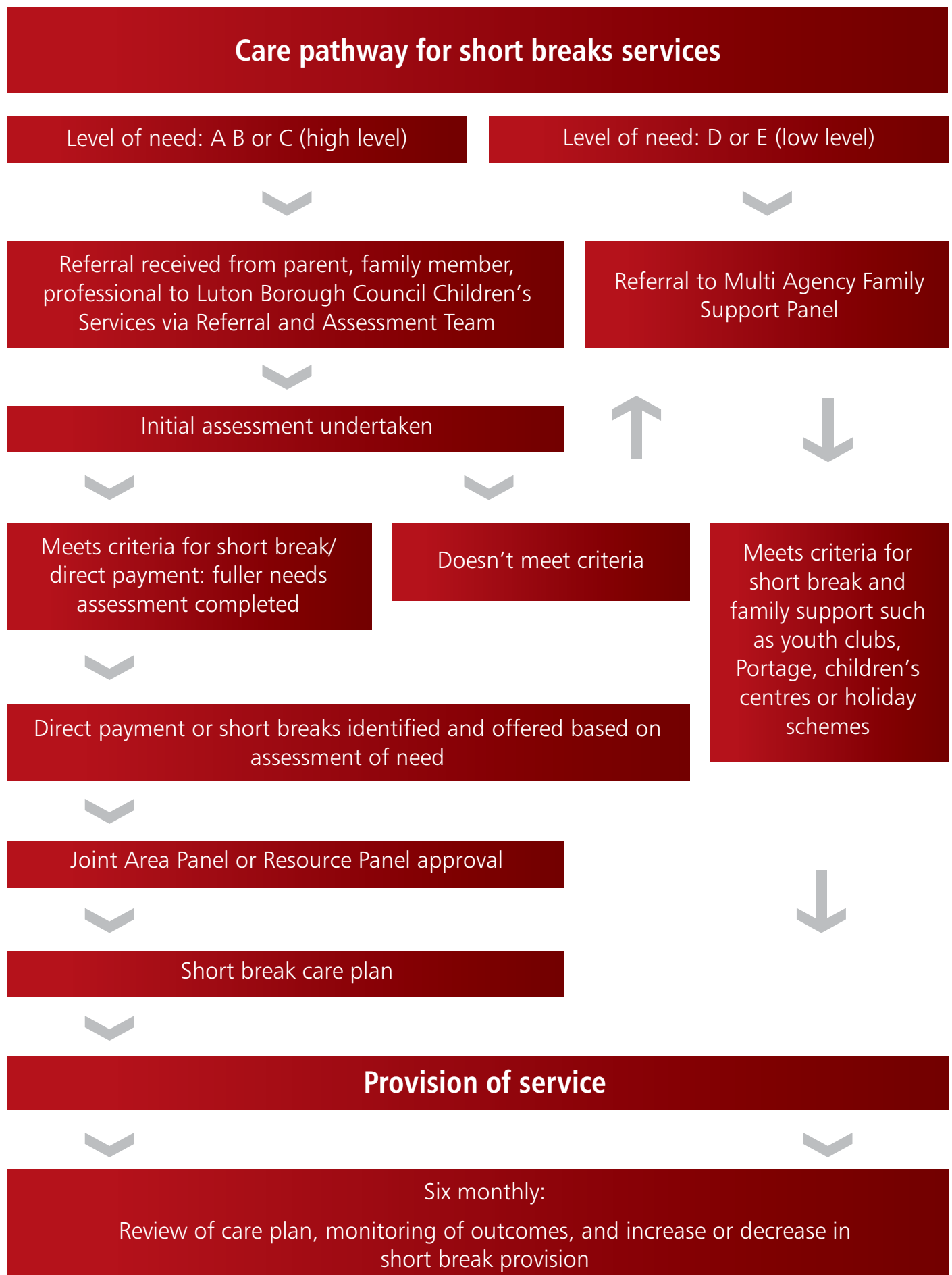
- careers advice
- training opportunities
- employment
- relationships
- family circumstances
- bullying
- discrimination
- housing and homelessness
- welfare benefits.

For a copy of our Transition Protocol please visit our website at [www.luton.gov.uk/childrenwithdisabilities](http://www.luton.gov.uk/childrenwithdisabilities)

Or click on the following link **Short Break Statement**

For more information please contact the Transitions Team on 01582 54 60 00.

## Appendix 1 Referral pathway





# Appendix 2 Eligibility Criteria

Disabled children are by definition 'Children in Need' in terms of the Children Act 1989 and entitled to an initial assessment. Additionally, their parents and carers are entitled to a carer's assessment. When we assess the needs of disabled children and young people we take into account the needs of their parents and other children in their immediate family. Children and families are assessed in fixed bands and can move between levels of support if needs change.

Needs Band	A	B	C	D	E
<b>Disabled child's care needs and social or emotional development</b>	Services required to prevent immediate risk of substantial impairment or long term accommodation.	Child has substantial needs and requires significant and specialist multi agency services to meet those needs and/or alleviate stress in the family which may lead to A.	Child requires specialised services to promote their health or development and/or alleviate stress in the family which may lead to A or B.	Child requires advice/support to access local services that are available for all children, to broaden experiences and/or prevent build up of stress in family.	Child leading life as normally as possible and additional care needs easily met by family, some guidance on services available maybe required.
<b>Examples</b>	Child requires regular physical restraint, behaviour regularly injurious to self or others, requires night time supervision. Child has physical impairment requiring handling in hoists for all transfers, unable to dress, toilet, bathe or feed themselves. Child with complex medical needs requiring frequent night time attention for medication, turning and/or intubation.	Child has challenging behaviour, self injurious behaviour arising from his/her disability. He/she requires a significant amount of supervision. Child has limited self help skills, needs assistance with toileting, feeding, transferring. Child is a wheelchair user but can weight bear.	Child has general developmental delay and other needs such as hyperactivity ,limited sleep pattern, other communication and behavioural problems, obsessions. Child has limited mobility but developed self help skills.	Child has some developmental delay and/or behavioural problems. Child has a sensory impairment or learning disability which does not significantly impact on their care needs.	Child has diagnosed disability which does not impact on functioning of child or family.
<b>Siblings needs</b>	A substantial amount of support is needed to meet siblings essential care needs.	A significant amount of care is needed to support all of the siblings' essential needs.	Support is needed to ensure siblings' personal or social needs are met.	Advice needed to broaden sibling's opportunities.	Child's care needs do not significantly impact on siblings opportunities.
<b>Examples</b>	Essential care needs of the disabled child prevent parents from attending to any sibling's essential needs for extended periods of time. Or family is in receipt of assistance in respect of sibling's care needs at band A or B	Sibling also has a disability at band D or E.	Sibling unable to access leisure facilities, clubs etc. due to care needs of disabled child. Or young carers responsibilities in relation to disabled child. Or social isolation due to siblings behaviours.	Family unaware of services available to non disabled child or how to access them. Or family unable to spend/quality individual time with non disabled child.	
<b>Parents/carers needs</b>	Parents/carers mental or physical health requires substantial support to enable them to meet their child's essential needs and/or there is a substantial risk of family breakdown.	Parents/carers can only meet their child's essential needs at significant cost to their own physical or mental health or there is a risk of family breakdown.	Parents/carers need support to provide care for their other dependants. Parents/ Carers need support to prevent a significant impact on their personal or social lives.	Parents/carers need advice and support on universal services and activities for their child, to give them a break from their caring responsibilities.	Child's care needs do not significantly impact on parents/ carers personal or social lives.
<b>Parenting/caring capacity</b>	Substantial provision of services required to ensure parents/carers provide adequate parental care.	Significant provision of services is required to ensure parents/carers provide adequate parental care.	Support services are required to ensure parents/carers provide adequate parental care.	Parents/carers can provide reasonable care but may benefit from advice/information.	Parents can provide reasonable care within existing support network.
<b>Examples</b>	Parenting capacity seriously affected by mental health, disability, medical issues, serious stress. Other major care responsibilities e.g. another member of the household who has significant disabilities.	Families where main caring falls on one partner who has difficulty coping because of mental health issues, isolation, medical conditions etc.	Families where there are competing demands of all the children in the family. Some single parents who have individual needs.	Parents/carers who need information and advice who either cannot read or speak English. Families who have other caring roles. Families where there are marital/ relationship problems. Parents/carers with financial/ housing/other family pressures.	
<b>Accessible Service Examples</b>	Following an assessment of the child and family's needs by a social worker from the Childcare Disability Team, a package of support will be agreed at a multi agency panel involving one or more of the following (depending on their individual level of need/family circumstances): Direct payments, home care, outreach support, sitting service, shared care (overnight and day family based short breaks) service, overnight residential short breaks, specialist holiday and weekend clubs, specialist after school clubs, transition planning and support.				Following either a referral to a Multi Agency Family Support (MAFS) panel or contact with the Family Information Service in Luton, the child and family will be signposted and supported to access a range of community and mainstream services. There is not a statutory assessment of the child and family needs, nor input from the social care team. Accessible services might include: specialist community childminding, childcare, holiday clubs and afterschool clubs, leisure and sport activities, education support, advice and support from a Personal Advisor (PA) and Family Support.



## Appendix 3 - Specialist holiday activities

### Access Disability Project (ADP)

Provide playschemes for disabled young people aged 8 – 18 within the South Asian community. Offer a variety of activities, guidance and support. Transport provided. For more information visit [www.cycd.org.uk](http://www.cycd.org.uk) or telephone **01582 51 95 00**.

### Autism Bedfordshire

Provide a range of playschemes for children and young people with Autistic spectrum conditions aged 3 - 17, split into age approach groups and low and high functioning ability. Offer sessions for families and siblings, trips out. For more information visit [www.autismbeds.org](http://www.autismbeds.org), email [enquiries@autismbeds.org](mailto:enquiries@autismbeds.org) or telephone **01234 35 07 04**.

### Families United Network

Provide playschemes for disabled young people up to age 18. Whole family and siblings included. Offer a variety of activities and day trips. For more information visit [www.familiesunitednetwork.org.uk](http://www.familiesunitednetwork.org.uk) or telephone Sandra **01582 47 09 99**.

### Friends of Bright Eyes

Provide playschemes for disabled young people aged 8 – 18. Siblings included. Offer a variety of activities and day trips for which the whole family can be included. For more information visit [www.fobe.org.uk](http://www.fobe.org.uk), email [info@fobe.org.uk](mailto:info@fobe.org.uk) or telephone **01582 96 60 65**.

### Phab Frenz

Provide playscheme for disabled young people aged 11+ with profound and complex needs including health and medical needs. Siblings included. Nurse on site. For more information email [phab.frenz@yahoo.co.uk](mailto:phab.frenz@yahoo.co.uk) or telephone Noreen **01582 45 08 52**.

### Neet Teens Luton Phab

Offer five-day residential break in the summer holidays for disabled young people aged 11+ at an outdoor activity centre in the New Forest. Support workers and transport provided. For more information telephone Judith **01582 72 59 31**.

### Rainbows Special Needs Playscheme

Provide playscheme for children with profound and complex needs including medical. Nurse on site and transport provided. Variety of activities offered.

Please note the scheme is only open to pupils attending Lady Zia Werhner School.

### SNOOSC – Special Needs Out of School Club

Provide summer holiday scheme and series of 'sleepovers' throughout the year to disabled young people aged 9 - 20. For more information email [hoosc2001@yahoo.co.uk](mailto:hoosc2001@yahoo.co.uk) or telephone Jan on **01582 86 82 44**.





## Appendix 4 - Specialist clubs

### Access Disability Project (ADP)

ADP aims to change negative attitudes towards disability within the South Asian Communities by focusing on each young person's abilities, by giving them opportunities to develop to their full potential and by demonstrating that each child or young person is valued. They offer one to one and group support of a personal key worker and a wide range of activities including board games, painting, creative arts and craft, poster making, playing computer games and play-station, using the internet, snooker, bouncy castle, football and cricket. Wheelchair accessible transport is available.

For more information visit [www.cycd.org.uk](http://www.cycd.org.uk) or telephone **01582 51 95 00**.

### Access2Sport

Provides sports sessions for young people with disabilities. They offer a range of sports activities including swimming, dance, football and multi sports. Children must be booked on to activities, to ensure appropriate staffing is provided. For more information visit [www.activeluton.co.uk](http://www.activeluton.co.uk), email [colby.nichollsbrown@activeluton.com](mailto:colby.nichollsbrown@activeluton.com) or telephone Colby Nicholls-Brown, Community Sports Coach (Disability) on **01582 40 02 72**.

### Friends of Bright Eyes

Offer activity clubs for disabled young people aged 8 -18. Activities range from crafts, drama, story time, sports, cooking, painting, messy play, sensory play and much, much more. Transport is provided. For more information visit [www.fobe.org.uk](http://www.fobe.org.uk), email [info@fobe.org.uk](mailto:info@fobe.org.uk) or telephone **01582 96 60 65**.

### Neet Teens Luton Phab

Offer weekly inclusive youth sessions during term time. Open to disabled and non disabled young people aged 11+. Transport not provided. For more information contact [judith.frendz@sky.com](mailto:judith.frendz@sky.com) or telephone Judith **01582 72 59 31**.

### Phab Frendz

Offer a fortnightly Saturday club for young people aged 11+ with profound and special needs including health and those with moving and handling needs. A nurse is on site to attend to any medical needs. Siblings are included. Activities include sensory play, switch adapted play equipment, soft play, music sessions and outdoor play on wheelchair accessible swings and roundabouts. Family outings are offered throughout the year. For more information email [phab.frendz@yahoo.co.uk](mailto:phab.frendz@yahoo.co.uk) or telephone Noreen **01582 45 08 52**.

### Special Needs Out of School Club (SNOOSC)

Provides after school and Saturday club for disabled young people aged 9-20. Email Jan Harper at [hoosc2001@yahoo.co.uk](mailto:hoosc2001@yahoo.co.uk) or telephone 01582 868244

### Wanted Fun

Run by Autism Bedfordshire, evening youth groups provide social opportunities for young people aged 10 -17 with Asperger Syndrome or high functioning autism. The groups run fortnightly during term time with occasional outings during the holidays. Each group has a different activity focus depending on the interests of the young people and what they want to do. Often there are games, Wii, outings to the cinema or bowling. The young people have lots of fun in a friendly environment which builds their confidence and self-esteem. The cost is £3.50 per person payable at the door and you need to be a member of Autism Bedfordshire to access this service. For more information visit [www.autismbeds.org](http://www.autismbeds.org), email [enquiries@autismbeds.org](mailto:enquiries@autismbeds.org) or telephone **01234 35 07 04**.

### Whizz Kids - Ambassador Clubs

Based in Houghton Regis offering six sessions throughout the year (Saturdays in term time, weekday in school holidays) services include accredited life skills classes (13 - 18 years) and work experience programmes (15 - 25 years). Open to all disabilities including those with moving and handling needs (young person must bring own sling). All youth clubs supported with healthcare professionals and/or qualified nurses and can provide personal care and medication support. All Ambassador clubs are free of charge.

For more information visit [www.whizz-kidz.org.uk](http://www.whizz-kidz.org.uk), email [t.dowan@whizz-kidz.org.uk](mailto:t.dowan@whizz-kidz.org.uk) or contact Tim on **07584 13 46 97**.

### Youth Services

The Integrated Youth Service offers a range of clubs for young people aged 11+ across Luton. For more information visit [www.youth.luton.gov.uk](http://www.youth.luton.gov.uk) or telephone **01582 54 60 00**.





**Contacts:**

**Email: [shortbreaksservicesfeedback@luton.gov.uk](mailto:shortbreaksservicesfeedback@luton.gov.uk)**

**Family Information Service  
01582 54 88 88**

**Referral and Assessment Team  
01582 54 60 00**