

# AIMING HIGH FOR DISABLED CHILDREN

## Southampton Short Breaks Strategy

Version No. 1

### Version History

Version	Date Issued	Brief Summary of Change	Owner's Name
1	02/02/09	First Draft Version	Donna Chapman

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Glossary	
AHDC	Aiming High for Disabled Children
CIS	Children's Information Service
CS&L	Children's Services and Learning
CYPP	Children & Young People's Plan
CYPT	Children & Young People's Trust
CYPTE	Children & Young People's Trust Executive
DCSF	Department for Children, Schools and Families
ECM	Every Child Matters
FSO	Full Service Offer
LA	Local Authority
PCT	Primary Care Trust
SCC	Southampton City Council
SCPCT	Southampton City Primary Care Trust
TOR	Terms of Reference

## Aiming High for Disabled Children Short Break Services

### Strategy for Transforming Short Break Provision

*Definition: A Short Break is any “organised activity” where disabled children / young people can have a positive experience whilst providing their family with a break. This could be an overnight stay but the intention is to develop a much wider range of options with a strong focus on promoting positive experiences and opportunities for the child or young person.*

#### 1. Strategic Context

Aiming High for Disabled Children (AHDC): Better Support for Families (May 2007) sets out the Government's agenda for transforming services for disabled children and their families. It sets out a core offer based around:

- the five elements of information, transparency, assessment, participation and feedback
- a national indicator capturing parents' experience of services in relation to the five elements of the core offer
- an emphasis on parent forums and parental engagement as a critical driver for change.

The AHDC agenda is mirrored in the 2008-09 NHS Operating Framework which requires PCTs to identify actions and set local targets on improving services for disabled children and their families. This includes:

- improving the quality and experience of palliative care services
- improving access to therapies
- supporting effective transition to adult services

The Short Break Transformation Programme is a central component of the AHDC agenda. New legislation in 2011 will place local authority (England and Wales) short break services on a statutory basis and local authorities, working with PCT partners, will need to ensure that by the end of March 2009 they are able to demonstrate that they are ready to transform short break services to provide an enhanced range of services for severely disabled children/young people, improving availability and choice for families.

Appendix A presents the Full Service Offer (FSO) for short breaks that will need to be in place from April 2011.

The AHDC programme brings with it an additional £269m nationally to Local Authorities over the period 2008-2011, plus £90m additional capital in order to support the transformation of short break services. For Southampton City, this means:

<b>Grant Funding</b>	<b>2009/10</b>	<b>2010/11</b>
<b>Revenue</b>	£219,100	£706,900
<b>Capital</b>	£110,600	£258,200

This money will be issued to Southampton City Council through the Sure Start, Early Years and Childcare Grant.

**It should be noted that the Government is seeking a transformation in the quality, quantify and range of provision and expects all LAs and PCTs to meet the standards set out in the Full Service Offer (FSO) by April 2011, securing a significantly greater volume of short break provision. Specific emphasis is being put on ensuring access for specific groups of disabled children who have found it more difficult to access short breaks in the past (5 target groups are identified and discussed in further detail in section 4). The additional funding should be used to support this transformation.**

In addition, the DCSF Short Breaks Implementation Guidance sets out a set of 9 “readiness” criteria:

1. Good strategic vision demonstrating a sound understanding of what short break transformation entails.
2. Joint planning activity that has resulted in clearly articulated proposals for local short-break development to meet the full service offer (FSO), supported by pooled or aligned budgets and resources, and reflecting the scale of the increase in funding provided.
3. The collection and use of robust data and information to determine current service use, needs, and to underpin planning and commissioning – especially around the requirements of specific groups of disabled children.
4. Evidence of families’ input in shaping planning through the engagement of a wide range of parents and disabled children and young people.
5. The designation of a service manager in both the local authority and corresponding PCT(s) with responsibility for the short break change programme.
6. Adequate management capacity to deliver transformation from April 2009.
7. The identification of capital project requirements and capital project management capacity to deliver the capital programme.
8. Commissioning arrangements are established capable of developing the local market for short break provision and engaging independent providers in that development.
9. Linked to market development – a clearly articulated joint workforce strategy with operational planning, outlining clear processes for ensuring both quality and sufficiency of the short break workforce (carers and staff)

**Full local authority funding allocations in 2009-10 will be conditional on meeting these criteria by the end of March 2009.** In developing this strategy, reference has therefore been made to each of these 9 criteria with a view to demonstrating compliance.

## 2. Background (ref. criteria 2,5,6)

This strategy has been developed by a Project Group established as a time-limited group to drive forward the Aiming High Short Breaks Transformation agenda. This group reports to the Be Healthy Steering Group of the Southampton Children & Young People's Trust which is held accountable by the Trust for the delivery of those priorities within the Children & Young People's Plan (CYPP) which sit under the Be Healthy outcome – this will include Disabled Children.

Membership of the project group can be found at appendix B.

A project manager, reporting to the Project Group, is being appointed to support the work that needs to be done. This will include support to the procurement process, e.g. engaging providers to identify innovative approaches, writing specifications, evaluating bids; administering the process for capital bids, overseeing the capital programme; ensuring disabled children and their families are fully involved in the planning and commissioning process; ensuring information is available about short breaks; developing performance indicators and monitoring performance of services/providers.

The existing Disabled Children's Steering Group which has representation from providers, key stakeholders and service users, has acted as a reference group throughout the project, providing expert stakeholder advice to inform development of the strategy.

The work undertaken over the past 6 months by the Aiming High Short Breaks project group to develop this strategy has included:

- Identifying priority outcomes for disabled children/young people and their families
- scoping the client group in terms of numbers, needs and their current access to short breaks
- mapping out existing short break provision – looking at what is currently provided, when, where and what the main gaps/areas for development are
- learning from consultation – gathering previous work that has been undertaken with disabled children and their families to identify key messages regarding the development of short breaks
- Setting priorities and planning the pattern of future short break provision
- holding a providers' conference on 20<sup>th</sup> January to present the findings of the above work, the emerging vision and to seek feedback
- holding a series of focus sessions with disabled children/young people, their parents and carers with a conference planned for 19 February to further share and test out the vision and seek their input into determining the priorities
- Assessing workforce and market development needs to deliver the range of short break services required
- Liaising with providers regards potential use of the capital funding to increase access to short breaks

The next steps will be:

## 2.4

- Advance Procurement in February of some additional short break activities over the Summer/Autumn
- Single Procurement this Autumn of the full range of short break services to be delivered from early 2010 in line with the vision and model set out in the strategy

The procurement process is described in more detail in section 9.

### 3. Vision (ref. criteria 1,2)

The Southampton vision is to develop an increased and varied range of short break provision for disabled children which will:

- Provide positive experiences for the child/young person
- Be inclusive and focus on the needs of the child/young person based on their wishes, the family context and environment,
- Enhance “family life” by ensuring that carers are supported to undertake their role
- Be local and accessible

With this aim, it is proposed to use the additional Government funding alongside existing resources to commission an enhanced range of short break provision with a particular focus on:

- promoting positive outcomes for the child/young person by promoting friendships and by encouraging social activities, new experiences and supportive relationships with carers;
- providing access for those groups who have historically found it difficult to access short breaks
- promoting inclusion and access to universal services/ activities
- providing culturally appropriate provision that meets the racial, cultural, linguistic and religious needs of disabled children and their families;
- ensuring that provision is available on a planned and regular basis and at the times when families and young people, need breaks – this should include evenings, weekends and holiday provision

It is proposed to develop a set of key short break outcomes linked to the ECM priority outcomes to include in commissioning specifications and contracts. An initial outline is shown below:

Priority	Proposed Outcome for Short Break Provision
Be Healthy	<ul style="list-style-type: none"><li>▪ Children and young people will have purposeful opportunities that will reference their emotional and physical health needs.</li><li>▪ Activities will promote healthy lifestyles (eg. Healthy eating, exercise)</li></ul>
Stay Safe	<ul style="list-style-type: none"><li>▪ Services will safeguard children from bullying, harm, accidental injury, abuse – child protections policies and procedures will be in place</li><li>▪ Services will help prevent family breakdown and promote inclusion in family life.</li></ul>
Enjoy and Achieve	<ul style="list-style-type: none"><li>▪ Provision of good learning experiences matched to assessed needs</li><li>▪ Services will provide activities and experiences that support development and personal success.</li><li>▪ Develop the opportunity for increased independence and self reliance.</li><li>▪ Services will provide opportunity for peer group interaction and inclusion – children will be helped to make friendships</li></ul>

## 2.4

Positive Contribution	<ul style="list-style-type: none"> <li>▪ Services will develop policies and practices that support the inclusion of children with disabilities.</li> <li>▪ Services will help children to develop positive self identity, mutual respect and empathy</li> <li>▪ Services will promote a sense of wider inclusion</li> </ul>
Economic Wellbeing	<ul style="list-style-type: none"> <li>▪ Services will enable increased opportunities for carers to work if they wish.</li> </ul>

## 4. Needs Assessment (ref criteria 3,4)

### Client Numbers

In Southampton, there are a total of 1040 children under 16 years who are receiving high level Disability Living Allowance:

Ward Name	Under 16
Bassett	35
Bevois	45
Bitterne	110
Bittern Park	50
Coxford	90
Freemantle	30
Harefield	85
Millbrook	95
Peartree	75
Portswood	35
Redbridge	120
Shirley	70
Sholing	55
Swaythling	65
Woolston	80
Total	1040

Of these, a subset of around 600 have severe disabilities. The national Short Breaks Implementation Guidance makes specific reference to ensuring that the following groups are properly provided for:

- children and young people with Autistic Spectrum Disorders. These are likely to have other impairments, such as severe learning disabilities or have behaviour, which is challenging. Not all children on the Autistic Spectrum will require specialist additional short break services
- children and young people with complex health needs which includes those with disability and life limiting conditions who have reached the palliative care stage of their life cycle as well as other children and young people with complex health needs as well as other impairments – physical, cognitive or sensory impairments
- children and young people aged 11+ with moving and handling needs that will require equipment and adaptations. These children are likely to have physical impairments, and many of them will also have cognitive impairments and / or sensory impairments;
- children and young people where challenging behaviour is associated with other impairments (e.g. severe learning disability). Children in this group will display behaviour which challenges services or behaviour which causes injury to themselves or others;

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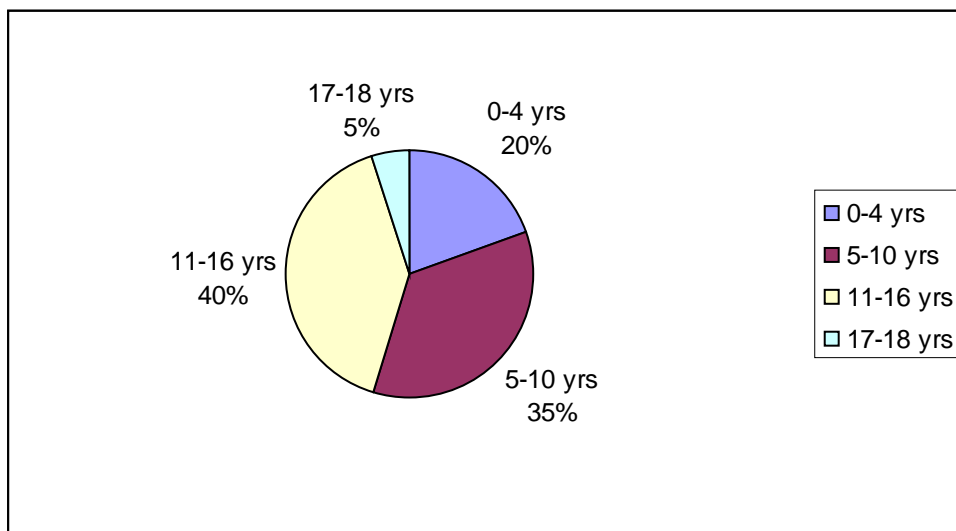
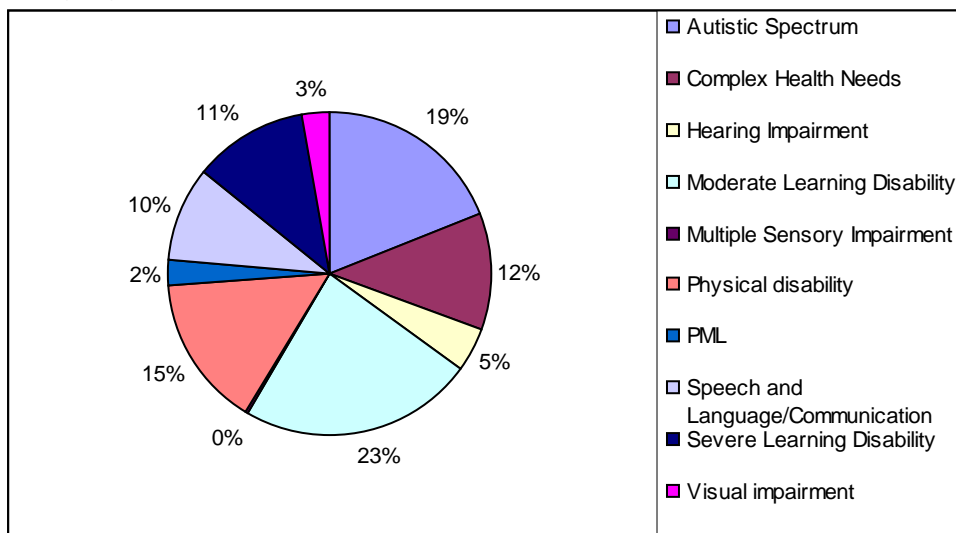
- young people 14+. The young people who fall into this group are you people who are severely disabled and require services that are appropriate to their age.

The 600 children and young people within this category have been identified from the caseloads of the following services:

- Jigsaw Disabled Children Resource Service
- Specialist Health Care Team
- Occupational Therapy and Physiotherapy
- Westwood House Respite Centre
- School Statements
- Southampton City Council single agency referrals (physical disability only)
- Portage
- Wordsworth House

And from School Action Plus.

The charts below provide a breakdown of this group by primary disability and by age group.



An analysis of the client group suggests that less than 50% of these 600 children/young people and their families currently have access to short breaks.

## **5. Current Provision and Resources (ref. criteria 3,4)**

The definition of Short breaks encompasses a wide range of services – the determining factor being that a service provides a positive experience for the child/young person whilst providing their parent/carer/family with a break. This will include services specially designed to cater for the needs of disabled children/young people (targeted services) and access to universal services.

The project group has undertaken a mapping exercise of the current range of short breaks provided in Southampton – including overnight respite (residential and family based), day care (again residential and family), play schemes and holiday schemes – and has gathered comments from existing providers regarding gaps and areas for development. This work is presented at Appendix C.

The service mapping, together with the feedback from disabled children and their families, has highlighted gaps and a lack of provision in the following areas:

- A general need for more flexibility and choice
- Lack of supply for after school and school holidays
- Lack of supply for children aged 11 upwards and for children with challenging behaviour
- Demand for more access to school facilities – out of school time
- Lack of activities for whole family unit
- Lack of alternative cultural experiences
- Lack of services that are attractive to older children/teenagers
- Need for more emergency support
- Demand for more direct access, without necessarily requiring Social Services assessment
- Activities which are similar to sibling activities and activities suitable for siblings and child/children with disabilities
  
- Specifically in relation to universal services –
  - parents/carers' lack of confidence in staffing (experience, skills, understanding, staff to child ratios),
  - concerns re child safety,
  - shortage of facilities for over 14s,
  - activities that are not suitable for children with special needs,
  - not enough support and pressure on parents to stay with their child/young person
  - not enough environments that are appropriately adapted with equipment and toys

### **Other important factors identified by Parents/Carers:**

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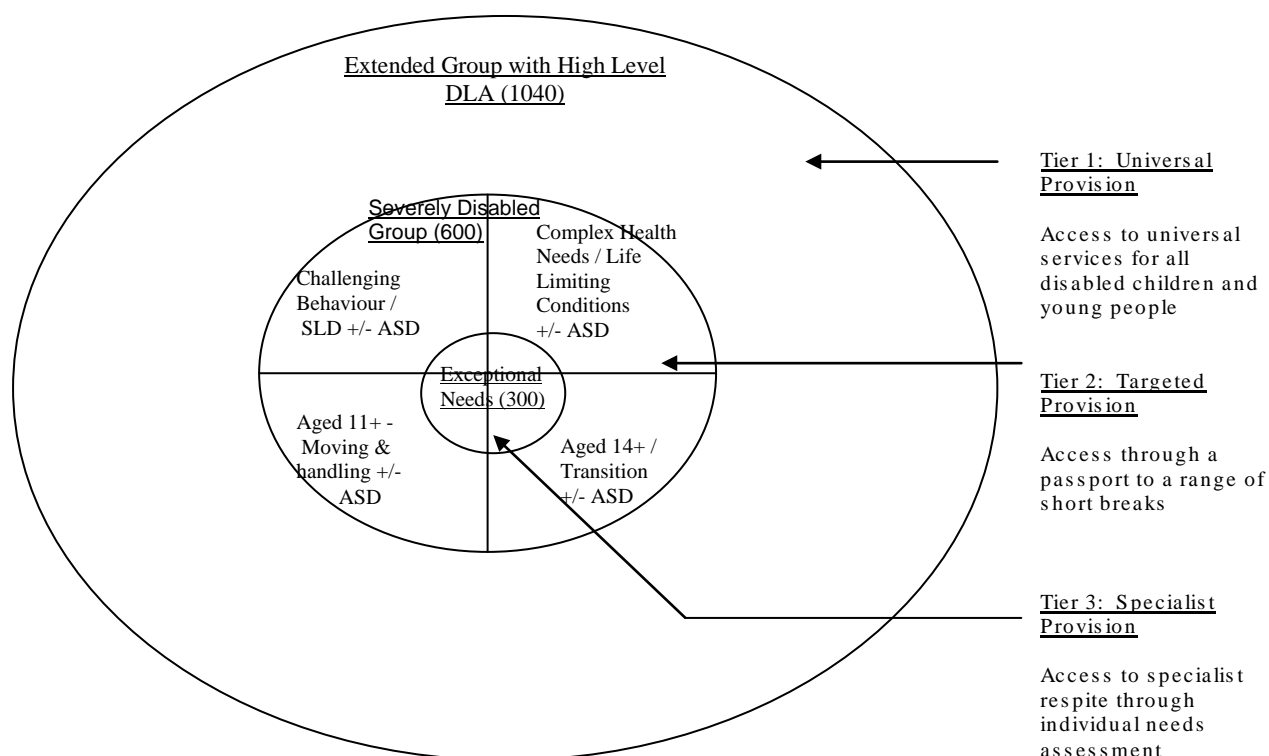
Parents and carers have said that the following are important to them and influence their uptake of the services available:

- Staffing - perceived staff capability, training and experience, numbers of staff; continuity of staffing
- Local services, Easy accessibility / convenience - transport
- Additional support for children with challenging behaviour
- Affordability
- Sensitivity to cultural difficulties
- Services to be non-judgemental
- Opportunities for disabled children to develop a social network
- Support for disabled children to communicate their views, participate in planning and decision making on a routine basis

**These messages demonstrate that there is a need to develop a broader range of short break provision, expanding capacity in some areas but also developing new services, which will require developing the local provider market.**

## 6. Proposed Service Model (ref. criteria 1,2)

Our emerging vision is for a three tiered model of short break provision, comprising:



### **Universal Short Break Provision**

Opening up access to universal settings, e.g. Child care, playschemes, youth clubs, public leisure facilities for disabled children – which might include:

- Accessibility in terms of physical environment, equipment skills and knowledge of staff beyond the expectations of the DDA.
- Support for specific leisure/hobbies opportunities for children/young people with disabilities. Children and young people with disabilities have the same aspirations as other young people however it can be difficult to identify provider groups/clubs with the confidence, willingness or ability to take the “extra step” needed to make the opportunities accessible. The intention would be to open up access by bridging the gap between families and universal services – providing information, brokering between individual young people who want to undertake specific activities and providers of those activities as well as providing training, encouraging confidence, setting up support networks etc.

### **Targeted Short Break provision**

The aim is to establish a range of broad services that could offer short breaks to the targeted group of severely disabled children/young people (approx 600). These services would either be extensions of current provisions for example the extended school agenda, or stand alone services set up as a response to Aiming High.

It is proposed that these services would be available via a “passport”. The expectation would be that each of these services would have a points system attached, in terms of sessions, and that young people and their families would be allocated a number of points with which they can purchase the services they wish to directly from the provider.

A menu of provision will be developed including:

- after school clubs and activities and breakfast clubs as part of extended school provision at specialist schools and potentially some mainstream schools
- pre-school and play groups
- crèche
- Saturday clubs and School holiday clubs
- Summer holiday play schemes
- Drop in centres
- Holidays
- Day trips – for whole family/with siblings/with friends – including trips out eg. To cinema, bowling, swimming
- Youth and sports clubs
- Specialist sitting services
- some domiciliary care and outreach (eg. Practical help in own home)

The activities will need to be generic in terms of the range of disabilities. To use the grant most effectively the services need to be used by the widest number of the targeted group as possible and when the opportunity arises work with other funding streams such as the extended schools agenda.

Information about the menu and passport system would be available via the Children's Information Service (CIS). This is covered in more detail in Section 7.

### **Specialist Provision**

Specialist provision includes traditional overnight respite and no changes are planned to this provision. Access to specialist provision is generally through a needs based assessment.

Clearly children and young people accessing specialist provision will also be able to access both the universal and targeted services described above.

## **7. Information and User Engagement (ref. criteria 4)**

A key focus of the AHDC agenda is about improving access for disabled children and their families about the services available and how to access them. Strengthening children/young people and their families engagement and participation in service planning and commissioning is also a priority.

### **Information**

The Short Breaks project group has been working with the Children's Information Service (CIS) to explore how information can be better targeted and made accessible to disabled children/young people and their families. In other Local Authorities, the CIS is also administering the Joint Disabled Children's Database on behalf of the LA and PCT and this is being considered in Southampton where CIS has a very powerful database which is designed to *manage information for families*.

The database holds information about the child's name, address, age, school and special needs. Registration would remain voluntary for parents (via consent) and the information would still be accessible by the PCT and Local Authority with CIS managing any requests. The benefits would be:-

- *Families could be encouraged to join the Joint Disability Database by offering access to special offers or opportunities* (One of the original aims of the database was to ensure that we are aware of the total number of children with disabilities in the city however the voluntary nature of the registration makes this impossible).
- Families that currently are unaware that the CIS is designed to be inclusive of children with disabilities would be actively encouraged to access the service.
- Information for families would be sent to them regularly and could be targeted when necessary.
- The database could be used to administer the "passport" to short breaks described above

The expectation would be that parents or carers of children with a disability or a complex health need would be actively encouraged by professionals to have their child's name address and the diagnosis registered. The reason for

including the diagnosis would be to allow for information to be targeted and names would only be accessible to named agencies for specific purposes.

### **Participation and Engagement**

It is proposed to identify a group of children/young people/parents/carers to work with professionals (e.g. Occupational Therapists) to develop short break services. This might include:

- inspecting universal services with regard to their accessibility and advising on changes that need to be made
- supporting the development of specifications for services to be procured
- participation in the selection process of new short breaks (linked to the procurement process)

There are a range of existing parent partnership groups and advocacy services which could be brought together with support from the project manager to achieve this.

## **8. Workforce and Market Development (ref. criteria 9)**

The government's short break implementation guidance highlights the need to develop the short break workforce and market to deliver the Full Service Offer by 2011. It acknowledged that the workforce is the single most important factor in achieving the outcomes outlined in Aiming High and consideration must be given to the capacity of the workforce to deliver. Account must be taken of workforce supply and the level of skills and knowledge currently available and those required to sustain services in the future.

Workforce development was a key area explored at the Southampton Short Break Provider Conference held in January where the following requirements were identified:

- core skills will be required for all staff, including basic life support, safeguarding children or young people with a disability and communicating with children and young people.
- More specialised training around the needs of children or young people with Autistic Spectrum Disorders, complex health needs and older children with severe physical impairment.

In order to develop the workforce to meet the needs of children and young people with disabilities, £20,000 has been allocated in 2009/10 and a further £30,000 in 2010/11.

In 2009/10, it is proposed that a review of the skills required by individuals eligible for short breaks is undertaken. It will then be necessary to audit the skills of the current workforce and provide a gap analysis to inform the development and delivery of a coordinated training programme from late 2009/10 onwards. This will include having sufficient local health care professionals with the capacity to provide competency based training and support to providers, on clinical procedures; including the management of

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children with multiple complex health needs and/or who are technology dependent. One example might be occupational therapist's to advise and train on the provision and use of specialist equipment.

It is proposed to tender for an external training provider to administer this work, possibly in partnership with a neighbouring Local Authority.

### 9. Procurement Plans (ref. criteria 1,2,4,5,6,7,8,9)

For the purposes of the AHDC short break transformation programme, the Government considers that eligible short break commissioning or financial support must meet **each** of the following three criteria to constitute appropriate short break expenditure:

1. Expenditure must enable the FSO to be met
2. Expenditure must be undertaken with the primary aim of securing short breaks for severely disabled children. If applied to universal settings, expenditure must support an identified programme of short break provision and should not simply aim to enhance inclusion in a general sense (e.g. help childcare settings to provide day care for disabled children to enable parents to work or train).
3. Expenditure must support severely disabled children's access to provision and should not substitute for funding aimed at providing inclusive services. **This expenditure should be separate to, and over and above the adjustments that might reasonably be made, or that are already being made, to increase the inclusion of disabled children and young people in existing provision.**

Equally, the Government Guidance states that the Short Break capital funding should be used for equipment, building adaptations and new facilities to support disabled children's short break provision, e.g. adaptations to carer's homes to enable them to provide breaks for severely disabled children, adaptations to venues such as children's centres, youth clubs and leisure centres, e.g. adding paediatric hoists, accessible vehicles to transport children to break venues, and small building programmes where extra short break facilities will be added to existing venues

The additional grant funding will be used to deliver the vision and model described in this paper. The majority of services will be commissioned via a **single coordinated procurement process.**

### 2009/10 Advance Short Break Expenditure

It is proposed to use up to £150,000 of the Short Breaks Grant in 2009/10 to commission additional short breaks, the aim being to ensure that a significant proportion of the money is used to ensure that some additional provision is up and running over the Summer/Autumn. This has required an exemption request against the Council's Contract and Procurement Rules that has been approved and allows for £100,000 to be spent on short break activities/

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services such as play schemes, school holiday clubs, youth clubs to provide short breaks over the school holiday period, in advance of the main procurement process which requires a much longer timescale and will not enable services to be in place until early 2010. The Summer/Autumn activities will be commissioned from the voluntary/independent sector providers, linking also to the extended schools agenda.

NB. In order for additional services/activities to be in place for the Summer, procurement will need to begin by the end of February.

2009/10 – Capital Grant £110,000 – expressions of interest will be sought from a range of providers through an open bidding process for items of capital spend which support access to short breaks (e.g. specialist equipment, adaptations to venues). The Aiming High project manager will manage this process taking bids to an Aiming High Capital Panel which will in turn seek final approval through the CS&L Capital Board

Key Criteria for the capital bids:

- Must be beyond any adaptation required under DDA
- Must support access to short breaks
- £2.5k - £10k per bid
- Particular focus on providing access for the 5 target groups (listed above)

### 2010/11 Short Break Expenditure

The additional range of short break services will be commissioned **via a single procurement process**. Financially, this will include up to £50,000 of the 2009/10 grant plus £627,00 of the 2010/11 grant. The intention is to begin the procurement process around March/April 2009 with a view to having services in place from January 2010.

A single Framework Agreement is proposed which will enable the full menu of services to be procured (once) through a single process with 2-3 year contracts.

At the same time, it is also intended to incorporate within this single procurement process a number of existing short break contracts which will be expiring and require re-commissioning:

- Rose Road respite (which is a joint contract with the PCT) – expires March 2010
- KIDS befriending Service for disabled children – expires March 2010
- Mencap Opening Doors project which supports disabled children/ young people to access universal services – expires March 2010
- Special Needs Play Schemes grant – annual grant

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The Framework Agreement will have a number of “lots” mirroring the short break options described in the model above, eg. Enabling access to universal services, wrap around schools activities, play groups/clubs, trips/holidays, specialist sitting services and child minders, residential respite, outreach services.

**The detail of these lots and the volume of activity within each lot will be worked up as part of the procurement process but the process allows for a number of options:**

- **Contracts could be awarded to several providers within each lot**
- **One provider may be contracted to deliver each lot**
- **A single provider may be contracted to deliver all lots**

The 2010/2011 Capital Grant of £258,000 will be included in the above procurement process to meet provider set up costs, e.g. Equipment, adaptations.

## 10. Summary

Indicative Use of the Short Breaks Grant

Item of Spend	2009/10	2010/11
Project Management Costs	40,000	40,000
Information for Parents/Children/Young people	10,000	10,000
Workforce Development	20,000	30,000
Short Break Services	149,000	627,000
Total	219,000	707,000

How our Plans meet the Full Service Offer

Full Service Offer	Our Plans
1. Be based on a needs assessment of the local disabled child population, taking into account the voice of disabled children and their families	Significant work has been undertaken to assess needs, which has included a mapping exercise with service providers and a number of focus sessions/ workshops with parents/carers/young people. The services identified within this strategy are based on this information
2. Offer a significantly greater volume of short break provision set against a 2007/8 baseline, and which reflects the additional funding levels available from Government	Investment in short break services will increase significantly - £776k over the next 2 years. A broad range of provision will be available – from the existing residential respite services to a range of targeted services offering fun and positive activities for children and young people
3. Use fair, understandable and transparent eligibility criteria that enable short breaks to be used as a preventative service and which do not restrict provision to those threatened	A short breaks passport will be introduced and allocated automatically to the 600 severely disabled children in the client group

Full Service Offer	Our Plans
by family breakdown or other points of crisis	
<p>4. Offer a wide range of reliable local short break provision, tailored to families needs and including:</p> <ul style="list-style-type: none"> <li>▪ support for disabled children and young people in accessing activities in universal settings, delivered through the following: <ul style="list-style-type: none"> <li>- the support of a befriending, sitting or sessional service;</li> <li>- measures that build the skills of universal service providers;</li> <li>- measures specific to severely disabled children that are undertaken to meet their physical access requirements in universal settings.</li> </ul> </li> <li>▪ overnight breaks, with care available in both the child's own home <i>and</i> elsewhere.</li> <li>▪ significant breaks during the day, with care available in the child's own home <i>and</i> elsewhere</li> </ul>	<p>A key part of our model involves opening up access to universal services that can provide short breaks. This will be a particular element of the procurement Framework.</p> <p>Our workforce development plans will also specifically target the training and development needs of the universal workforce.</p> <p>In 2009/10 capital money will be specifically targeted at universal providers to enhance their facilities, enabling access to disabled children/ young people</p> <p>Overnight respite (both residential and family based) will continue to be supported.</p> <p>This will be supplemented by specialist sitting services and child minding</p>
5. Provide positive experiences for children by promoting friendships and by encouraging social activities, new experiences and supportive relationships with carers	This is integral to Southampton's vision for short breaks and has been included as a specific outcome measure which will be reflected in service specifications and contracts and will form part of the evaluation criteria in the procurement process
6. Provide culturally appropriate provision that meets the racial, cultural, linguistic and religious needs of disabled children and their families	This again is integral to Southampton's vision and will be included and monitored as a specific outcome measure in service specifications and contracts and will form part of the evaluation criteria in the procurement process
7. Ensure that provision is available on a planned and regular basis and at the times when families and young people, need breaks – this should include evenings, weekends and holiday provision, and have the capacity to respond to urgent care requirements	This will be written into service specifications and contracts and will form part of the selection criteria
8. Provide age appropriate provision which ensures the following groups	Again age appropriateness and access for specific groups of severely disabled

Full Service Offer	Our Plans
<p>are not disadvantaged in accessing short breaks:</p> <ul style="list-style-type: none"> <li>▪ children and young people with ASD. These are likely to have other impairments, such as severe learning disabilities or have behaviour, which is challenging. Not all children on the Autistic Spectrum will require specialist additional short break services</li> <li>▪ Children and young people with complex health needs which includes those with disability and life limiting conditions who have reached the palliative care stage of their life cycle as well as other children and young people with complex health needs as well as other impairments – physical, cognitive or sensory impairments</li> <li>▪ children and young people aged 11+ with moving and handling needs that will require equipment and adaptations. These children are likely to have physical impairments, and many of them will also have cognitive impairments and / or sensory impairments;</li> <li>▪ children and young people where challenging behaviour is associated with other impairments (e.g. severe learning disability). Children in this group will display behaviour which challenges services or behaviour which causes injury to themselves or others;</li> <li>▪ young people 14+. The young people who fall into this group are you people who are severely disabled and require services that are appropriate to their age.</li> </ul>	<p>children who may find it more difficult than others to access short breaks will be built into service specifications and contracts. The strategy we have developed places a particular emphasis on the 5 target groups identified and puts them firmly in the target group for receiving the “passport” which will enable them to access short breaks. Workforce development and training will particularly focus on the specific needs of these groups and work has already commenced with health professionals (e.g. Occupational Therapists) to begin considering these needs, e.g. Managing challenging behaviour, moving and handling, communicating with children who have very little speech and language</p> <p>The criteria that will be used for allocation of capital funding to providers also reflects these 5 target groups – i.e. Priority will be given to bids for funding which specifically seek to improve access for children within these groups. This might include:</p> <ul style="list-style-type: none"> <li>- hoists at leisure centres</li> <li>- adaptations to kitchens, utility areas to enable use by children/young people in wheelchairs</li> <li>- special communication systems</li> <li>- special play equipment for children with severe mobility problems</li> </ul>
<p>9. Utilise the service provider that offers the best possible combination of skills and experience to deliver services of the highest possible quality to meet individual needs at the most efficient cost</p>	<p>The procurement process is particularly designed to ensure that the right providers with the right skills and experience are commissioned to deliver the services required. Quality, skills, value for money will be key criteria in the selection process</p>
<p>10.Promote information about available provision to the public, including details of eligibility – including threshold criteria – and routes to accessing the service</p>	<p>Working with CIS, we will aim to improve access to information about the services available. The administration of the Joint Disability Database by CIS will enable particular services to be targeted.</p>

### Outline for Full Service Offer

A short breaks service should:

- Be based on a needs assessment of the local disabled child population, taking into account the voice of disabled children, young people and their families
- Offer a significantly greater volume of short break provision set against a 2007-08 baseline, reflecting the additional funding levels available from Government;
- Use fair, understandable and transparent eligibility criteria that enable short breaks to be used as a preventative service and which do not restrict provision to those threatened by family breakdown or other points of crisis
- Offer a wide range of reliable local short break provision, tailored to families needs and including:
  - support for disabled children and young people in accessing activities in universal settings, delivered through the following:
    - the support of a befriending, sitting or sessional service;
    - measures that build the skills of universal service providers;
    - measures specific to severely disabled children that are undertaken to meet their physical access requirements in universal settings. These would build on and exceed DDA compliance and ensure that the most disabled are not disadvantaged
  - overnight breaks, with care available in both the child's own home *and* elsewhere.
  - significant breaks during the day, with care available in the child's own home *and* elsewhere
- Provide positive experiences for children by promoting friendships and by encouraging social activities, new experiences and supportive relationships with carers;
- Provide culturally appropriate provision that meets the racial, cultural, linguistic and religious needs of disabled children and their families;
- Ensure that provision is available on a planned and regular basis and at the times when families and young people, need breaks – this should include evenings, weekends and holiday provision, and have the capacity to respond to urgent care requirements;
- Provide fit for purpose and age appropriate provision which ensures the following groups are not disadvantaged in accessing short breaks:
  - children and young people with ASD. These are likely to have other impairments, such as severe learning disabilities or have behaviour, which is challenging. Not all children on the Autistic Spectrum will require specialist additional short break services
  - children and young people with complex health needs which includes those with disability and life limiting conditions who have reached the palliative care stage of their life cycle as well as other children and young

## 2.4

- people with complex health needs as well as other impairments – physical, cognitive or sensory impairments
- children and young people aged 11+ with moving and handling needs that will require equipment and adaptations. These children are likely to have physical impairments, and many of them will also have cognitive impairments and / or sensory impairments;
  - children and young people where challenging behaviour is associated with other impairments (e.g. severe learning disability). Children in this group will display behaviour which challenges services or behaviour which causes injury to themselves or others;
  - young people 14+. The young people who fall into this group are young people who are severely disabled and require services that are appropriate to their age.
- utilise the service provider that offers the best possible combination of skills and experience to deliver services of the highest possible quality to meet individual needs at the most efficient cost; promote information about available provision to the public, including details of eligibility – including threshold criteria – and routes to accessing the service (Information and transparency).

**Membership of the Short Breaks Project Group**

Donna Chapman – Joint Commissioning Manager  
Jamie Schofield – Manager, Disabled Children’s Services  
Sam Ray – Commissioning and Planning Officer, CS&L  
Liz Herrick –  
Sue Harrison -  
Pat Hoyes – Early Years and Child Care  
Matt Wale – Leisure Services  
Dave Kitson – Capital Projects  
Hilary Kelly – Workforce Development Manager  
Sue Salter – Children’s Alliance Representative  
Jenny Boyd – Special Schools Representative  
Chris Talbot – Young People and Community Support  
Ann Dyton – Safeguarding

## Appendix C

## Mapping of Current Provision

Short Break Provision	Current Provision	Client Grp	Nos	Comments
<b>Residential Overnight Stays</b>	<ul style="list-style-type: none"> <li>Rose Road Bradbury Centre</li> <li>Westwood House</li> <li>Cornerstone Galena</li> <li>Naomi House</li> </ul>	2-25 yrs SLD, PD	38	Gaps around emergency respite; flexibility of days/times
		5-16 yrs, CHN 10-19 yrs, SLD, ASD, Ch Beh	23 4	
		0-18 yrs, life limiting conditions	not avail	
<b>Family Based Overnight Stays (in carers' home)</b>	<ul style="list-style-type: none"> <li>Rose Road Take A Break</li> <li>SCC Foster Care Service</li> </ul>	0-18 yrs, SLD, PD, ASD, CHN	7	Can be Restricted by facilities in carers homes, eg. stairs, bathrooms Training of carers in challenging behaviour, ASD
		0-18 yrs, SLD, ASD, PD, Ch Beh	7	
<b>Overnight Care in Child's own Home (eg. Sitters or personal carers)</b>	<ul style="list-style-type: none"> <li>Search</li> <li></li> </ul>	0-adult, SLD, ASD	9	Training of carers in challenging behaviour, ASD
<b>Day Care in Carer's home</b>	<ul style="list-style-type: none"> <li>Community Child Minders Network</li> <li>OFSTED Voluntary Register (home Child Carers)</li> </ul>	0-18 yrs, ASD, PD, Ch Beh 0-18 yrs, LD, PD	3 not avail	Can be Restricted by facilities in carers homes, eg. stairs, bathrooms Training of carers in challenging behaviour, ASD
<b>Day Care and Outreach in Child's own home and/or out and about in the community</b>	<ul style="list-style-type: none"> <li>Rose Road Outreach Service</li> <li>Cornerstone</li> <li>Westwood House Outreach Service</li> <li>Beresford Blake Thomas</li> <li>KIDS Befriending</li> </ul>	2-25 yrs, SLD, PD, ASD, CHN	20	Training of carers in challenging behaviour, ASD
		0-adult, SLD, ASD, Ch Beh	3	
		0-18 yrs, CHN, palliative care	30	
		0-adult, SLD, LD, ASD, CHN, PD 3-18 yrs, ASD	1 5	
<b>Unit Based Day Care</b>	<ul style="list-style-type: none"> <li>Westwood House pre-school day care</li> </ul>	1-3 yrs, CHN	6	
<b>Special Needs Weekend/Evening Schemes</b>	<ul style="list-style-type: none"> <li>Mencap (eg. Saturday Club, Friday Youth club)</li> <li></li> </ul>	5-16 yrs, LD, ASD, SLD Ch Beh	20	
		15-20, LD, ASD, SLD, Ch Beh	14	
<b>Special Needs School Holiday Schemes</b>	<ul style="list-style-type: none"> <li>Hampshire Deaf Association Play Scheme and Holiday Schemes</li> <li>Mencap Teen Scheme</li> <li>Mencap Junior Scheme</li> <li>Mencap Art4all project</li> <li>Jigsaw Family Resource Centre Activity Groups</li> <li>Liberty Child holidays</li> <li>Jubilee Sailing Trust</li> </ul>	5-13 yrs, HI and siblings	10	
		13-19 yrs, LD, ASD, SLD, Ch Beh	20	
		Up to 16 yrs, LD, ASD, SLD, Ch Beh	24	
		11-16 yrs, LD, ASD, SLD, Ch Beh	11	
		3-18, LD	30	
		8-18 yrs, LD, PD		

Short Break Provision	Current Provision	Client Grp	Nos	Comments
		0-adult, PD		
<b>Support in Accessing Mainstream Provision</b>	<ul style="list-style-type: none"> <li>Mencap Opening Doors</li> </ul>	Under 14s, LD, ASD, SLD, Ch Beh	40	
<b>Extended School Provision</b>	<ul style="list-style-type: none"> <li>After school clubs at special schools</li> <li>Youth Club at Cedar School every fortnight, term time</li> <li>Holiday childcare being developed at Cedar School, run by Rose Road</li> </ul>		Not avail “ “	transport home can stop access
<b>Youth Work Provision</b>	<ul style="list-style-type: none"> <li>Sessional Youth Workers support activities at Southampton Mencap</li> <li>“Red Ash” Youth Club - weekly youth club at Ashby Centre.</li> <li>Work with Jigsaw to support access to mainstream youth provision at Hightown Youth Club</li> <li>Personal Advisers (former Connexions) provide support to disabled young people to be members of the City Youth Parliament</li> <li>Personal Advisers take disabled young people on residential trips.</li> </ul> <p><b>Accessible youth provision in the city:</b></p> <ul style="list-style-type: none"> <li>Hightown Youth Centre</li> <li>Millbrook Youth Centre</li> <li>Swaythling Youth Centre</li> <li>Newtown Youth Centre</li> <li>Ebenezer Hall Youth provision on former Oaklands School site</li> <li>Youth provision on Woodlands Community College site</li> </ul>	Attended by pupils from Great Oaks School	Not avail	The provision at Ashby Youth Centre is not fully accessible