

Short Breaks in County Durham

**For families who have children with
special educational needs and/or
disabilities (SEND)**

Practitioner Guidance

One Point

V1 – 4.10.17

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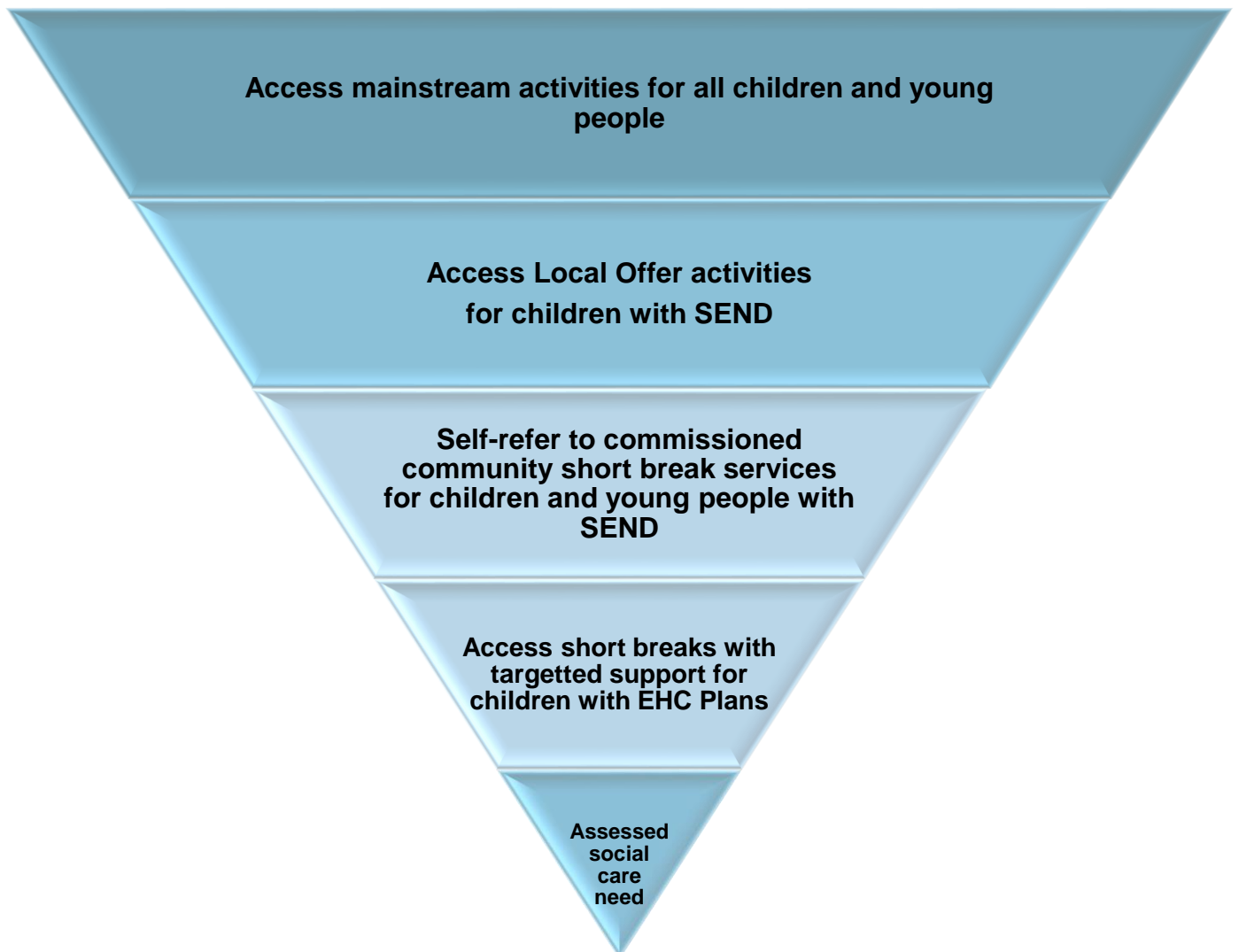
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1. What is a Short Break?

Looking after children with a range of special educational needs and/or disabilities can be exhausting for parents and carers and they may sometimes feel like they need a short break 'time out' from their caring role.

A short break is something that a child/young person can access which provides parents/carers with a break. This can range from a couple of hours taking part in a local activity with friends to holiday schemes or specialist over-night hospice care. The type and length of a short break can vary to meet the needs of each family.

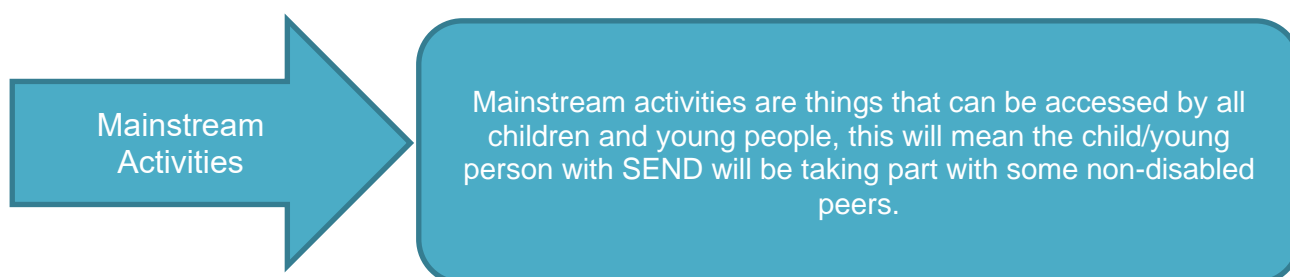
2. How can Short Breaks be accessed by families?



Family Members and Friendship Networks

Families can explore opportunities for a short break from their caring role by using other family members and networks. A couple of hours at a friends house, or a family member looking after the young person to allow parents a break. Parents can explore this option themselves.

Mainstream Activities

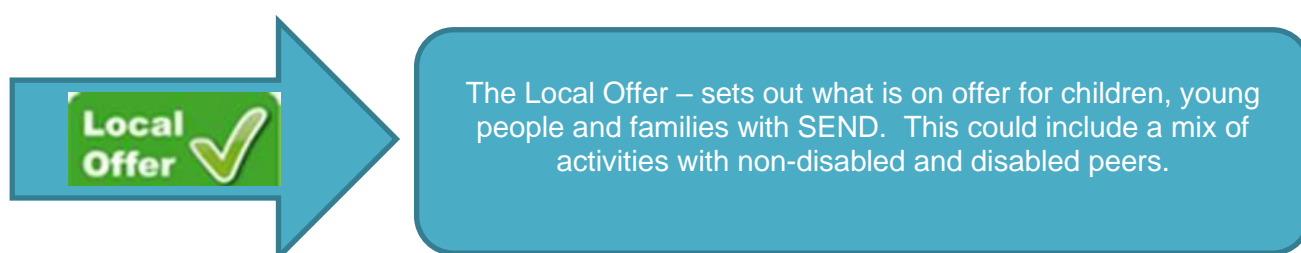


Mainstream activities can range from football sessions, drama, arts and craft sessions, holidays camps etc. These activities can be located on the Durham Families Information Service <http://www.countydurhamfamilies.info>. There is a 'whats on' section which provides all leisure opportunities.

The Local Authority are not responsible for quality assuring these providers. It will be up to the parent/ carer to work with these providers so that they can better understand the needs of the child/young person and agree how they can take part and agree any additional support they may require.

However, it may be that you can assist parents and providers in working together to try and agree adaptations that can be made and how access could be facilitated for the young person. This could be something as simple as signposting the provider to some additional training to enable access.

The Local Offer – Activities



Inclusion may not always be possible within mainstream activities due to a number of factors. Children or young people may prefer to take part with other children and young people with SEND or the provider may be unable to meet the needs of the child/young person sufficiently. If this is the case then parent/ carers can search on the '**Durham Local Offer**' website <http://www.countydurhamfamilies.info> which sets out a range of services and activities for children, young people and families with SEND.

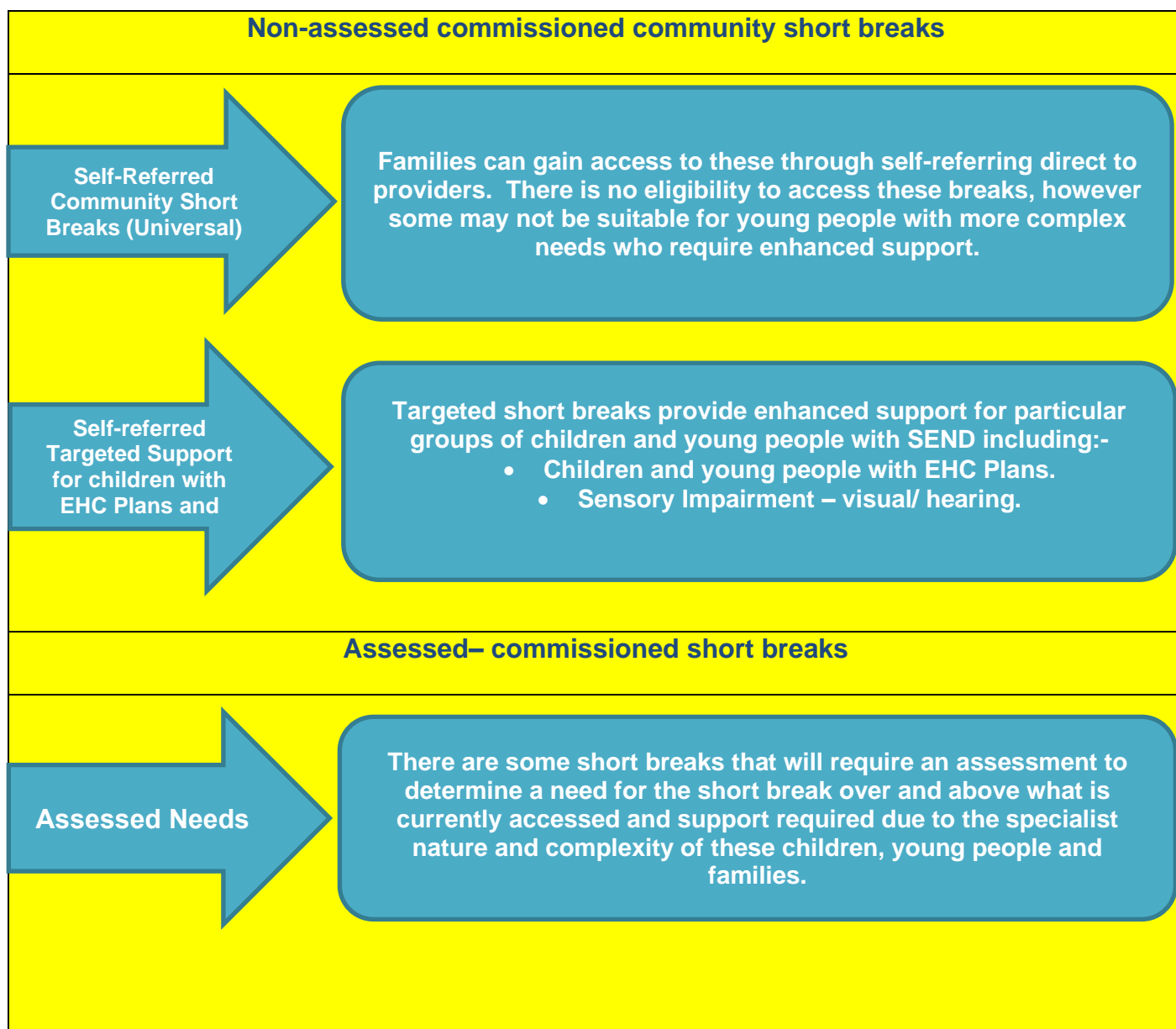
When searching the Families Information Service for 'whats on' for children and young people, you will see those providers who are 'local offer' providers will also have this symbol next to their organisation.



It will be up to the parent/ carer to work with these providers so that they can better understand the needs of the child/young person and to agree how they can take part and agree any additional support they may require.

Commissioned Short Break Services

The Local Authority and Health partners arrange (commission) a menu of short break services for families. This menu aims to fill gaps in service provision to meet the needs of families. There is a graduated approach to this menu in order to meet the range of individual needs and complexities of children and young people with SEND.



Community Short Breaks (Universal)

Parents/ Carers gain access through self-referral to providers directly for their child/young person and receive a short break whilst they attend these sessions. These activities will be in groups with other children with SEND. They can range from youth clubs, arts sessions, sports, day trips, holiday schemes. Although the Local Authority do not fund siblings attendance, most of the providers will allow this if there is space at a small cost. There are also some activities available that all of the family can take part in together.

There may be a small charge for some of these so that providers can make their services go further and benefit more families. There will be a maximum charge of £1.50 per hour to families.

Area	Provider	Contact Details
County-wide family breaks	Durham Area Disability Leisure Grou (DADLG)	dadlg08@googlemail.com Telephone No: 07592 366 454
Easington	Gateway North East	becky@gatewaynortheast.org.uk or call 0191 526 3112
Derwentside	Sports Works	neil@sportworksltd.co.uk or call: 0191 580 0120
The Dales	Gateway North East	becky@gatewaynortheast.org.uk or call 0191 526 3112
Sedgefield	MAIN	Njames@iammain.org.uk or text 07739 638 33
Durham and Chester le Street	Integrating Children	integratingchildren@outlook.com or call: 07914 376 228

All of these providers can be found on the Local Offer.

Community Short Breaks (Targeted)

There are some children and young people who may require more enhanced support to enable them to take part in activities. The Local Authority and Health partners have provided some additional funding to providers to allow them to deliver services with increased support. Targeted short breaks will be for groups of children and young people with SEND to take part in things together. There may be a small charge for some of these so that providers can make their services go further and benefit more families. There will be a maximum charge of £3.50 per hour to families.

Children who have Education Health and Care Plans/ Statements

There are some special schools who deliver these out of school activities on our behalf and these will be for children who attend their particular special school. For those children who do not attend a special school, but have an EHC Plan/ Statement of SEN there are community based providers who deliver these services. Most of these activities will take

place in a group for children and young people ranging from youth clubs, holiday schemes, arts sessions, sports etc.

For children and young people who attend special school with EHC plans		
Area	Provider	Contact Details
Easington	Gap in provision	Direct with the special school
Derwentside	Villa Real	Direct with the special school
The Dales	Walworth (Check)	Direct with the special school
Sedgefield	Evergreen and The Oaks (check)	Direct with the special school
Durham and Chester le Street	Trinity	Direct with the special school

For children and young people who attend mainstream provision with EHC Plans		
Area	Provider	Contact Details
Easington	Gateway North East	becky@gatewaynortheast.org.uk or call 0191 526 3112
Derwentside	Sports Works	neil@sportworksltd.co.uk or call: 0191 580 0120
The Dales	Gateway North East	becky@gatewaynortheast.org.uk or call 0191 526 3112
Sedgefield	Sports Works	neil@sportworksltd.co.uk or call: 0191 580 0120
Durham and Chester le Street	Integrating Children	integratingchildren@outlook.com or call: 07914 376 228

Children who have a range of sensory impairments

There are some short breaks that are delivered to support children who are open to Durham's Sensory Support Service. These breaks are specially designed to provide appropriate support to allow these children and young people to take part in a range of opportunities they couldn't otherwise take part in. This service can be contacted on 03000 264537.

Assessed Needs Short Breaks

There will be some families who will require an assessment in order to gather information about the child and family to decide what help they may need. Short breaks may be considered as part of this menu and sometimes assessed short breaks may be required in addition to the local and community offer due to the complexity of the young person/ family.

The assessment will identify the requirement for a short break and will highlight specific outcomes to be achieved with the child/ family as part of the short break service. A variety of services have been developed to meet a range of complex needs of some children and young people and families. These short breaks will provide buddy services, community outreach services, group sessions, domiciliary care, 1:1 support, over-night within a residential setting or foster care and very specialist hospice care.

All of these short break services will only be accessed by families on referral from Childrens Services and Transitions via the Commissioning Service. The duration, frequency and volume of break will vary for each family in line with their assessment.

Commissioned Services	
Buddy Services	Outcome Based Framework One Framework of providers to meet assessed needs. Referrals to this framework through the Commissioning service on approval of funding.
Community Outreach from the home	
Community Outreach from a provider base	
Group activities	
Family breaks	
Domicilliary/Home Care Services	Framework of providers who deliver home care. Arranged through Care Facilitators once funding is agreed.
Specialist over-night short break provision	Framework of providers who deliver over-night provision. Arranged through Commissioning once this funding is agreed.
Specialist Hospice Care	Spot purchase specialist contracts with Hospice Providers. Services arranged through Commissioning on approval of finance.
Specialist Health Care Providers	Commissioned from Health on approval of funding through validation panel.

[Children and Young Peoples Network](#)

Children and Young Peoples Network is a voluntary register for families. This is another good way that families can find out what is on offer. Also, families will receive a MAX discount card on registering on this network which will allow them discount to a number of attractions to make them more affordable. There is regular communication through this Network on Short Breaks for families. To register families should visit <http://www.durham.gov.uk/cypn> or telephone 03000 265792.

[Is there any support for parent/ carers?](#)

As well as a range of short breaks that can be accessed for children and young people with SEND, there are also breaks available for the parent/ carers. These short breaks can be accessed directly by the parent/ carers through the **Durham County Carers Service**.

The organisation will also complete parent/ carers assessment on request by the parent/ carers Tel - 03000 005 1213.

Voluntary and Community Sector - There are some agencies who may provide services that go into the home to assist and support the family with the caring role. These will also be detailed on the Local Offer. It will be the case worker/ families responsibility to quality assure this provision.

3. How do you assess to determine a social care need for an assessed short break service?

A Single Assessment will be used to consider the needs of the whole family. As part of this assessment the parental capacity and mental health will be considered of the parent/ carers.

Are parent/ carers finding their caring role challenging in relation to the needs of the child/young person with disabilities? Is their mental health impacted as a result? Is this affecting their ability to provide care sufficiently?

Have you referred, or advised the family to self-refer to **Durham County Carers Support** for an assessment of their caring role, or to enable some support?

Durham County Carers will assist in exploring a number of short break opportunities with families.

- Would a break from their caring role assist in helping with family situation and improve caring role?
- Are parents working together to allow each other a break from caring?
- Have all other family networks been explored?
- Do the family have confidence in wider networks to allow a short break or support for them?
- Do the family need a break from caring away from the child/young person or could a voluntary sector organisation go into the home to provide additional support?
- Has all mainstream activities been explored that the young person could take part in which would provide a small short break? Has potential adaptations been discussed with providers to enable access?
- Has the Local Offer been explored and providers who could assist? Has potential adaptations been discussed with providers to enable access?
- Have universal and targeted short breaks been explored? Has potential adaptations been discussed with providers to enable access?
- Are the families willing to pay for some additional support?

As part of the assessment all areas will need to be considered, explored fully and ruled out where not appropriate or unable to support. It may be that an existing provision may be suitable with some additional or short term support to allow access. A provider may require additional staffing to allow access etc.

It could be that the child is accessing some of the above, however the parents/ carers require more of a break to the current offer.

4. How do you determine the level of short break, frequency, outcomes and duration?

As part of the assessment you will need to determine

- What you are aiming to achieve from the short break?
- Is this a short break intervention to help a family in crisis?
- Is this a short break to de-escalate a short break situation?
- Do the family need help in accessing short breaks themselves? Is this something that is a longer duration?

You will need to consider the current access to short breaks including after school provision, holiday clubs, time with other family members, hobbies to determine how much short break the family currently has access to. You will then need to assess in line with the outcomes for the family to determine the level, frequency and duration.

Over-arching Outcome for short breaks framework

CYPS – Families Outcomes Framework	Adults Outcomes Framework
Improvement in family health at case closure / de-escalation.	Everybody has the opportunity to have the best health and wellbeing throughout their life, and can access support and information to help them manage their care needs.
Improvement and management of a mental health condition at case closure / de-escalation.	Everyone enjoys physical activity and feels secure.
Parents and children have improved family relationships at case closure or de-escalation.	People are protected as far as possible from avoidable harm, disease and injuries.
Improvement in parental wellbeing at case closure or de-escalation.	People are supported to plan ahead and have the freedom to manage risks the way that they wish.
Improvement in child's development including physical social and emotional development at case closure / de-escalation.	People are able to find employment when they want, maintain a family and social life and contribute to community life, and avoid loneliness or isolation.
	When people develop care needs, the support they receive takes place in the most appropriate setting and enables them to regain their independence.
	Carers can balance their caring roles and maintain their desired quality of life.

Individual Outcomes

- Enable short breaks to be accessed on an ongoing basis and be sustainable
- Help the young person manage their own medication
- Promote and assist positive relationships with other siblings
- Build confidence of the parent/ carer in their caring role
- Improve and develop communication skills
- Help increase knowledge and self esteem
- Create opportunities to participate in work life opportunities
- Help the young person take part in recreational activities
- Assist with preparing for independent living
- Helping in making healthy choices
- Assist to support the prevention of bullying
- Help make new friendships
- Provide an opportunity to take part and be included in activities with non-disabled peers
- Help build confidence
- Enable access to local resource
- Assist in helping to manage finances/ aid budgeting
- Create opportunities to socialise with others
- To help them to be able to travel independently in the future
- Help with keeping safe whilst using the internet
- Provide them with opportunities to take part in new experiences
- Develop young persons independent living skills

5. How do you obtain funding approval for a short break service?

Where an assessed commissioned service is required, the worker will ensure that discussion has been had between themselves and their manager to agree option to be presented to the validation panel. There are three validation panels that exist to ensure scrutiny of requests for funding to purchase an external resource. This panel will approve, defer and review any requests.

- Under 26k – where the total funding of external services on the family is under 26k, then all One Point requests should go to the 0-13 Validation Panel.
- Over 26k – for any request that exceeds a total spend of 26k, these should go to the under 26k panel in the first instance and then be presented to the High Cost Panel.

The worker should then complete a [Finance Request form \(FR1\)](#) and submit to the panel administrator of the Validation Panel. On completion of this paperwork the 'level of short break' should be requested which indicates the maximum level of funding. This should also include all other costed provision e.g. independent school costs.

Validation Panel Dates (Under value of £26,000)

- 9th October
- 23rd October
- 6th November
- 20th November
- 4th December
- 18th December

6. How to commission a short break service once funding is approved?

Outcome Based Short Breaks Framework

The worker will arrange the package through the Commissioning Service as below:-

Call Off

- Workers will identify the volume of short break required and outcomes to be achieved. This will be detailed in the individual service request form (ISR).
- The worker will e-mail a completed Individual Service Request (ISR) to the Commissioning team via the e-mail address AHS.Commissioning@durham.gov.uk.
- On receipt of the ISR, the Commissioning Assistant will e-mail all providers on the framework with the ISR.

- Providers will be given a deadline to submit a completed pro-forma if they feel they are able to meet the child/young person's needs.
- Commissioning Assistants will quality check the submissions and forward to the relevant worker.

Decision

- The worker will consider the responses that have been returned and use professional judgement and family preference to select a service/ provider.
- Once the package is agreed, the worker will inform Commissioning via the e-mail address AHS.Commissioning@durham.gov.uk of the successful and unsuccessful providers and final package.
- The Commissioning Assistant will ensure successful/unsuccessful notification is sent to providers.

Prior to commencement

- The Commissioning Assistant will issue the Individual Service Agreement to the successful provider.
- The worker will liaise with the successful provider to arrange introductory visits etc.
- The worker will ensure that the family has a personal profile that they are able to share with the provider (appendix 4).
- The family will complete the personal profile and share this with the provider.
- It will be the responsibility of the worker to consider the responses to the risks and risk assessment from the provider and agree this is satisfactory.
- The worker will advise the Commissioning Assistant of the package commencement date

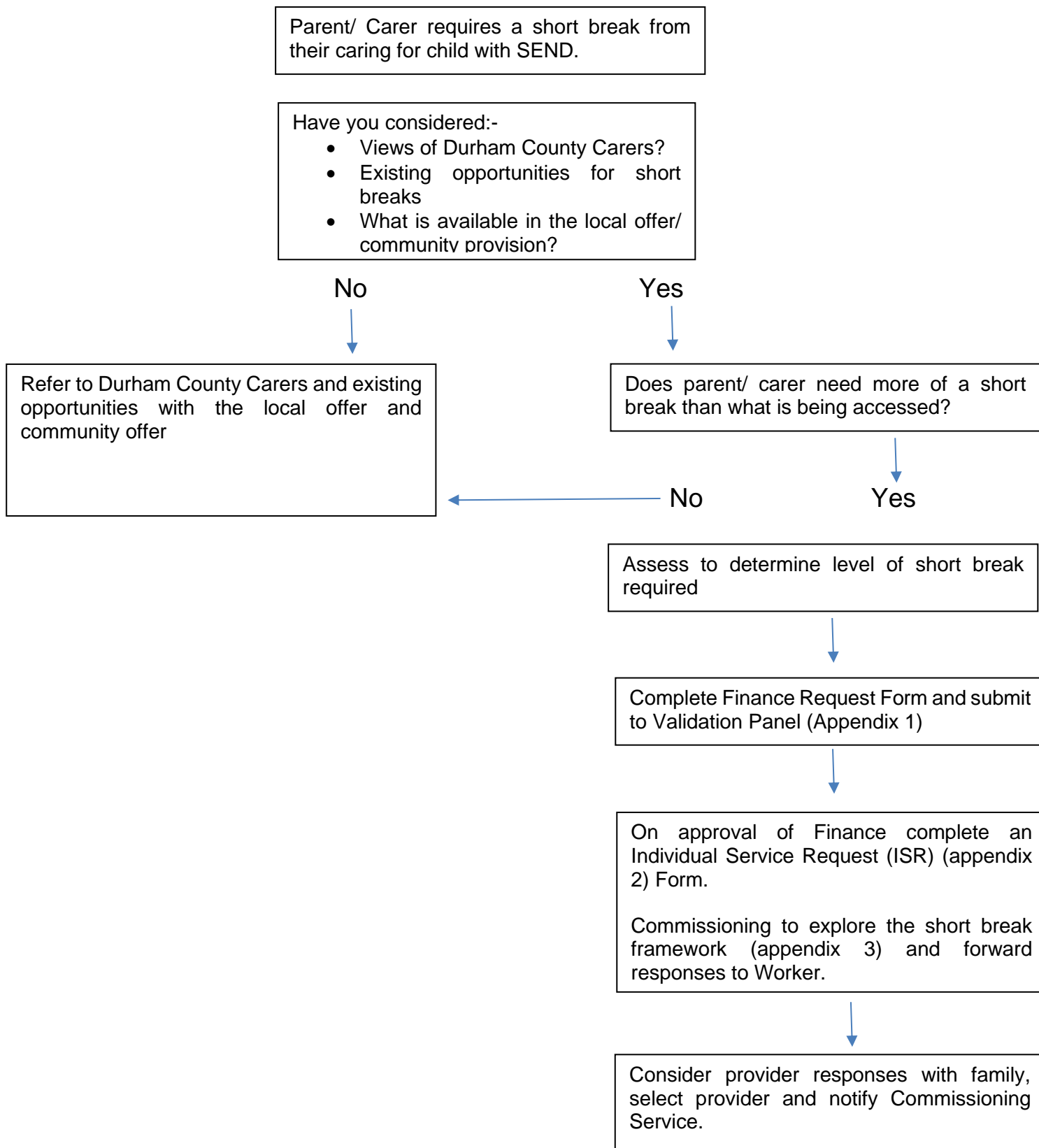
Panel Update

- The worker will ensure that the panel is updated with confirmed final costings.

Changes to packages

- For any increase or decrease to the package, this must be presented back to the validation panel. A change of circumstances form should be completed for any decreases or packages that should be terminated. For any required increases a new panel submission should be completed.
- Once approved by panel the worker will e-mail AHS.Commissioning@durham.gov.uk to advise of the increase, decrease or end of service.
- Worker will contact the service provider themselves to arrange the increase, decrease or end of the service.
- Commissioning will confirm this in writing and amend the payment system.

8. Process Flow and Useful Information/ Contacts



Children and Young Peoples Network – the voluntary register allows you to self-register your child/ young person's details and disabilities. On registration you will receive a MAX discount card to a number of venues nationally. This network will also be used to distribute regular e-mail updates and newsletters to you. The information contained within the register is not linked to any statutory services such as Education or Social Care and will only be used to communicate with you. We will also use figures from this register to allocate funding and commission services. The Children and Young Peoples Network can be accessed through <http://www.durham.gov.uk/cypn> , by e-mail childrensnetwork@durham.gov.uk or telephone 03000 265792.

The Local Offer in County Durham – We have a wide range of information for families of children and young people with special educational needs and disabilities (SEND) including services that may help you or your child as they progress from birth to the age of 25.

The local offer can be accessed through visiting

<http://www.countydurhamfamilies.info/kb5/durham/fsd/localoffer.page?localofferchannel=0>

Carers Support – Durham County Carers Support aims to improve the health and wellbeing of Carers caring for someone in County Durham. This is a voluntary organisation that provides free high quality services and support to unpaid Carers over the age of 18 who support someone living in the County Durham area. This service offers a range of services from: Carer support; training for Carers; helping to give Carers some extra time to look after their own wellbeing; and to **take a break**. Durham County Carers can be contact on 03000 005 1213.

Durham SEND Information Advice and Support Service (SENDIASS) - is a statutory service supporting parents/carers of children with special educational needs and disabilities (SEND) and children and young people with SEND. Tel: 0191 5873541 or 03000 267007

Parent/ Carer Participation - If you are a parent/ carer and would like to be involved in participation and making changes within County Durham you can contact Making Changes Together on 0191 5873541 or info@mctdurham.co.uk

Children and Young People Participation – If you are a child/young person who is interested in participating and shaping services you can ask to be part of the eXtreme Group through Investing in Children Service. You can do this by contacting Investing in Children 0191 3746113 or e-mail info@investinginchildren.net. For further information www.investinginchildren.net.

Appendix 1



FINANCE REQUEST FORM

This form is to be submitted to validation panel as per work instruction

PART A: GENERAL INFORMATION – You must complete this section:

Client Name:	Barry Bloggs	Date of birth:	13.6.2001
System ID: CareFirst/SSID/UPN	1235	QA Number - query if required :	
GP Name and Surgery:	Dr Fair	Client Address:	6 Smith Street
Team Manager	Betty Smith	Responsible Local Authority	Durham
NHS No:	2563	Responsible Health Authority	
Corporate Parenting responsibility?	NO (Delete as appropriate)		
Requester(s) Author(s)	Lyndsey Dunn	Care Worker Lead	Lyndsey Dunn
Education Lead Worker	Jessica Robson	Health Worker Lead	Mark Dobson
Education/Work/ Training Establishment	The Firs, Peterlee		

Please indicate what type of support package this is: New Review Deferred

PART B: PROPOSED FUNDING - You must complete this section:

Please tick to indicate

	Education		Adult Care	Adult Section 17	Children Section 17	Chronically Sick & Disabled Persons	Health	CHC/CC C (Health)	S11 7	Funded Nursing Care
	Pre 16	Post 16								
Under £26,000					√					
Over £26,000										

Over £50,00 0		For CCG only – requires approval before presentation at panel
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Representation

Please identify below, details of Health Representatives involved in any Pre meeting/screening and agreement of Joint Funded Packages.

If Health have not been involved, please advise of reason:

Health Representative:	Alison Potter
Reason for Non - Health involvement	NA

PART C: PRE-PANEL CHECKLIST AND OPTIONS APPRAISAL

Operational Pre-Panel Checklist - Please indicate all that have been considered in the course of this assessment (Y, N or N/A)

Checklist	Y, N or N/A	Checklist	Y, N or N/A
Capacity Assessment (Decision Specific)	NA	CHC Checklist	N
Best Interest Assessment & Decision	NA	Accommodation needs	N
Educational/ Employment progression	NA	Universal Services	Y
Adaption Aids and Equipment	NA	Transport	NA
Personal Budget Considered (inc. direct payment)	NA	Parent/Carer Support	Y
Alternative Support already considered and dismissed	NA	Short Breaks/Respite	Y
Specialist Assessments	NA	DoLS / COP	NA
Risk Assessments	NA	Advocacy /IMCA	NA

Please provide a summary of options which you have considered and your rationale for reaching your proposal.

(Please ensure that parent/carers views along with service users views are documented regarding the proposal)

Karen works full time currently and has no opportunity for a short break from caring for Barry and his brother Peter. Karen is struggling and has referred herself to the GP for some treatment for anxiety and depression.

Carers Support – Karen has referred to Durham Carers support and they have undertaken an assessment. There are breaks available for Karen to take part in, but no child care to allow her to do so.

Family members – family members have been considered which would allow Karen a break from caring for Barry. Karens partner works away from home and is only at home on a weekend. Karen has limited family in the Brandon area who is able to help with any caring of Barry even for shorter time periods. Karens extended family are able to look after sibling Peter, however have advised Karen they are unable to meet Barrys needs.

Universal Opportunities – Karen has been proactive in taking Barry to activities so that he can join in with friends. He has tried a local football group, but was subject to bullying within this group. Karen feels some of the clubs in the area are unable to meet Barrys needs and she is unconfident taking him along.

After School Clubs – Barry attends mainstream provision currently and is unable to access their After School provision currently, due to increased staffing required to meet his needs.

The family situation is escalating, Barry is becoming more isolated and his behaviour towards Karen is escalating which is impacting on Karens health. Karen feels she is spending more time trying to compensate with Barry which is leading to brother Peter becoming challenging and pushing boundaries and resenting all of Karens time being spent with Barry.

The short break framework will be explored to provide some respite for Karen to allow her to recharge her batteries and also spend some quality time on a 1:1 with sibling Peter to allow his behaviour to also settle. A short break provider should work with Barry to identify hobbies in the local area that he could join in and work with Karen and the local providers to gain confidence to allow access. Initially a 10 week service will be commissioned and will be monitored. This will allow Karen to put a number of strategies in place and work One Point service to settle the home situation and improve her over-all wellbeing to assist with her resilience.

PART D: PACKAGE DETAIL including financial information

CURRENT PACKAGE

Current Approved Package (Services, Annual Cost and expected end date)	ANNUAL Cost LA		Health	Expected end date
	Education	Care		
<i>Please provide details of the current support package. Please indicate when package commenced & approval date. If you have had an urgent case that has already started but not yet approved, this needs to be shown in the proposed package below. Please also provide current funding split.</i>				
No services in place currently				

PROPOSED PACKAGE

Proposed Package for approval at this Validation Forum (Services and Annual Cost) (Please indicate which services are specifically section 117 if applicable)	Proposed ANNUAL Cost LA		Health	Proposed Start date	Propose End date
	Education	Care			

This needs to include what you are asking Forum to approve, even if this has already started. Please provide actual /proposed start date & duration if less than a year. Please provide proposed funding split. Please also ensure that any transport costs are included in your proposed package costs.

<p>Short Breaks 4 hours per week – term time (10 weeks x 4 hours) 40 hours x £16.50</p> <p>7 hours per week – school holidays (1 week October week) £115.50</p>		<p>£660</p> <p>£115.50</p> <p>Total maximum cost from short breaks framework £775.50</p>		4.10.17	18.12.17
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Proposed Package Criteria			
	Undertaken	Date	Funding/ Outcome
Screening	Yes/ No	NA	<i>Note: If screening not applicable - 100% LA Funding</i>
Eligible for DST	Yes/ No	NA	%LA %Health <i>Note: 1. If CHC – 100% Health funding 2. Please advise if FNC is applicable – YES/ NO</i>
Section 117			50% Local Authority 50% Health
Section 17 (Adults)			50% Local Authority 50% Health
Section 20 Chronically ill			
Pre 16 Education			
Post 16 Education			

Note: Grey area are fixed fields and do not require completing

PART E: DOCUMENTATION

Please list the supporting documentation you have provided to endorse this request. This will include the appropriate **assessment(s) and care plan(s)** to be considered to support this request.

Single Assessment

PART F: PREVIOUSLY DEFERRED CASES

Previous Panel Consideration Date:	
Reason for Deferral:	
Agreement details with Health: (Representative and Date)	

Amended Package for approval at this Validation Forum (Services and Annual Cost)	Proposed ANNUAL Cost LA			Proposed start date
	Education	Care	Health	

Signed Author: **Date:**

Print Name:

Role:

Manager: **Date:**

Print Name:

PART G: FINANCIAL - AUTHORISATION

Total package - under £26,000

Approved	Deferred	Not Approved
Comments: (to be completed by authorising officers at forum)		
Date		
If Deferred Date Returned	Approved	Deferred

Review Date:

Delegated Decision Maker: **Date:**

Print Name:

Role:

Health Representative: **Date:**

Print Name:

Role:

Total package over £26,000

Approved		Deferred		Not Approved	
Comments: (to be completed by authorising officers at forum)					
Date					
If Deferred Date Returned	Approved		Deferred		Not Approved

Review Date:

Delegated Decision Maker:

Local Authority Representative: **Date:**

Print Name:

Role:

Health Representative: **Date:**

Print Name:

Role:

Appendix 2

Call Off Process and Paperwork for Short Breaks Provider Panel

Call Off Request Individual Service Request

In respect of Lot		Geographical Delivery Area	
Date of Request		Response Deadline	
Proposed commencement date		Proposed end date	
Child Initials and Party ID		Gender	
D.O.B.		Social Worker	
Ethnicity		Responsible Team	

Term Time				School Holidays			
Number of identified hours for Short break		Frequency (weekly, bi-weekly, monthly)		Number of identified hours for Short break		Frequency (weekly, bi-weekly, monthly)	
Please state if school holiday provision is in addition to term time provision or instead of.							

1:1 staffing		2:1 staffing	
Transport required		Adapted Vehicle required	

Over-view of young person/ family	
Family/ home situation	
Needs of young person	
Hobbies and interests	

Over-arching Outcome

<i>Improvement in family health at case closure / de-escalation.</i>	<i>Everybody has the opportunity to have the best health and wellbeing throughout their life, and can access support and information to help them manage their care needs.</i>
<i>Improvement and management of a mental health condition at case closure / de-escalation.</i>	<i>Everyone enjoys physical activity and feels secure.</i>
<i>Parents and children have improved family relationships at case closure or de-escalation.</i>	<i>People are protected as far as possible from avoidable harm, disease and injuries.</i>
<i>Improvement in parental wellbeing at case closure or de-escalation.</i>	<i>People are supported to plan ahead and have the freedom to manage risks the way that they wish.</i>
<i>Improvement in child's development including physical social and emotional development at case closure / de-escalation.</i>	<i>People are able to find employment when they want, maintain a family and social life and contribute to community life, and avoid loneliness or isolation.</i>
	<i>When people develop care needs, the support they receive takes place in the most appropriate setting and enables them to regain their independence.</i>
	<i>Carers can balance their caring roles and maintain their desired quality of life.</i>

Individual Outcomes to be achieved	Provider Response – how will these outcomes will be achieved?

Type of short breaks which will be delivered to achieve outcomes				
Provider to tick as many as appropriate			Half day = 3hours	Full day = 6hours
<input type="checkbox"/> Specialist COS from the home 1:1 sessions blocks below 3 hours	<input type="checkbox"/> Specialist COS from the home (1:1) session blocks above 3 hours	<input type="checkbox"/> Specialist COS from Providers base (1:1)	<input type="checkbox"/> Buddy Services from the home (1:1) session blocks of below 3 hours	<input type="checkbox"/> Buddy Services from the home (1:1) session blocks of 3 hours or above
<input type="checkbox"/> Specialist COS (2:1) session blocks below 3 hours	<input type="checkbox"/> Specialist COS (2:1) session blocks of 3 hours and above	<input type="checkbox"/> Specialist COS (2:1) from Providers base	<input type="checkbox"/> Group based Breaks Standard HALF DAY	<input type="checkbox"/> Group based Breaks Standard FULL DAY
<input type="checkbox"/> Group based Breaks Specialist Support HALF DAY	<input type="checkbox"/> Group based Breaks Specialist Support FULL DAY	<input type="checkbox"/> Group based Breaks 1:1 Support HALF DAY	<input type="checkbox"/> Group based Breaks 1:1 Support FULL DAY	<input type="checkbox"/> Group based Breaks Specialist Support HOURLY
<input type="checkbox"/> Family Activities Hourly Rate	<input type="checkbox"/> Family Activities HALF DAY	<input type="checkbox"/> Family Activities FULL DAY	<input type="checkbox"/> Transport - Adapted Vehicle HALF DAY <input type="checkbox"/> Transport Adapted Vehicle FULL DAY	<input type="checkbox"/> Transport Mileage
Please provide any additional comments in relation to the proposed service(s):				

Will there be any additional funding required from families to take part in the short breaks e.g. entrance fees etc. If yes, please give details.			
	Individual requirements <i>(to be completed by DCC)</i>		Can these needs be met and how? <i>(to be completed by the Provider)</i>
Communication needs (e.g. BSL, Makaton, PECS etc)		<input type="checkbox"/> Y <input type="checkbox"/> N	
Physical care needs		<input type="checkbox"/> Y <input type="checkbox"/> N	
Specialist equipment required		<input type="checkbox"/> Y <input type="checkbox"/> N	
Medication Needs		<input type="checkbox"/> Y <input type="checkbox"/> N	
Named child training required		<input type="checkbox"/> Y <input type="checkbox"/> N	
Other issues (e.g. aggression, risk, substance misuse etc)		<input type="checkbox"/> Y <input type="checkbox"/> N	

Appendix 3

Below is the maximum cost for each service provided on the framework. Each provider will have a different cost. For the purposes of short break requests you should include the maximum cost for the volume of short breaks.

Specialist COS from the home (1:1) session blocks below 3 hrs Hourly rate £	£16.5
Specialist COS from the home (1:1) session blocks above 3 hrs Hourly rate £	£16.30
Specialist COS from Providers base (1:1) Hourly rate £	£15.50
Specialist COS (2:1) session blocks below 3 hrs £	£33.00
Specialist COS (2:1) session blocks of 3 hours and above £	£32.00
Specialist COS (2:1) from Providers base £	£31.00
Buddy Services from the home (1:1) session blocks of below 3 hours £	£13.50
Buddy Services from the home (1:1) session blocks of 3 hours or above £	£13.00
Group based Breaks Standard HALF DAY £	£16.00
Group based Breaks Standard FULL DAY £	£32.00
Group based Breaks Specialist Support HALF DAY £	£36.00
Group based Breaks Specialist Support FULL DAY £	£72.00
Group based Breaks 1:1 Support HALF DAY £	£40.00
Group based Breaks 1:1 Support FULL DAY £	£80.00
Group based Breaks Specialist Support HOURLY £	£13.40
Family Activities Hourly Rate £	£3.50
Family Activities HALF DAY £	£10.50
Family Activities FULL DAY £	£21.00
Transport - Adapted Vehicle HALF DAY £	£12.50
Transport Adapted Vehicle FULL DAY £	£25.00
Transport Mileage £	£0.43

Contact details of short break providers

Organisation Name	Address	Contact Name	Contact Telephone	Email Address
Barnardo's	Tanners Lane, Barkingside, Ilford, Essex, IG6 1QG	Stephen Oversby	0191 293 1400	eastbdu@barnardos.org.uk
Daybreak Centres Ltd	Network House, Acomb, Northumberland NE46 4SA	Maggie Leadbeater	01434 608118	maggie.leadbeater@daybreakcentres.co.uk
Durham Area Disability Leisure Group	Unit 15, Vane Tempest Hall, Maynard's Row, Gilesgate, Durham, DH1 1QF	Lesley Clelland	7894019550	dadlq08@gmail.com
Essential Care and support Ltd	1-3 Pitt street, Heywood- Office seven, Novus business centre, Spectrum seven, Seaham, Durham, SR7 7TT	Lynda Collis	0191 5171594	Lynda.collis@essentialcareandsupport.com
Ethicare (Durham) Ltd	Durham City Gymnastics Club. Front Street, Sherburn. DH6 1QY	Sherriene Wilkinson	7852351770	Ethicare14@gmail.com
Gateway North East	Gateway Rainbow Centre, Elemore Lane, Easington Lane Houghton le Spring, DH5 0QB Postal: PO Box 209, Houghton le Spring, DH4 9DF	Joanne Fearn	07878510312 or 01915263771	Joanne@gatewaynortheast.org.uk
Integrating Children	Bullion Hall, South Approach, Chester le Street, Co Durham, DH2 2DW	Richard Taylor	7791800324	helpintegratingchildren@outlook.com
MAIN - Taking Autism Personally	16 High Force Road, Riverside Park Middlesbrough, TS2 1RH	Darren Holt	01642 608012	dholt@iammain.org.uk
North East Autism Society	15/16 Lumley Court , Drum Industrial Estate, Chester le Street, Durham , DH2 1AN	Brian Stoker	0191 4109974	Brian.stoker@ne-as.org.uk ; catherine.blair@ne-as.org.uk
Rainbow Trust Children's Charity	6 Cleeve Court, Cleeve Road, Leatherhead, Surrey, KT22 7UD	Emma Buttle - Smith	01372 220036	emma.buttle-smith@rainbowtrust.org.uk
Reach Out Care Support Services Ltd	Hope House Burnhope, Newton Aycliffe, Co Durham , DL5 7ER		01325 310009	referrals@reachoutcare.co.uk
Real Life Options	David Wandless House , A1 Business Park Knottingley Road, Knottingley ,West Yorkshire , WF11 0BU	Vivien Simon	01977 385131	Liam.Crowther@reallifeoptions.org Toni.Fyfe@reallifeoptions.org
Sport Works Ltd	Mill Beck, Crook, Kendal, Cumbria, LA8 8LD	Neil Cameron	0191 5800 120	neil@sportworksltd.co.uk
Sunderland Care and Support Ltd.	Civic Centre, Burdon Road, Sunderland, SR2 7DN	Lisa Howe	7827368123	Lisa.howe@sunderlandcareandsupport.co.uk
The Guide Dogs for the Blind Association	Hillfields, Burghfield Common, Reading RG7 3YG	Julia Wardill	07468 711 998	Programme.Funding@guidedogs.org.uk

Appendix 4

Short Break Personal Profile

Child's Name: Lucy Hedgington

Date of Birth: 26.9.08

All About Me (General info / diagnoses / needs)

Hello, my name is Lucy, and I am 8 years old.

I have a diagnosis of Down's Syndrome, and have difficulties with verbal communication.

I am allergic to peanuts, and can't even be in the same room as them!

My Likes and Dislikes

I like Paw Patrol and spending time with my sister and Mam. I like routine, and like to use a visual timetable at school.

I really like going on roundabouts at the park and being spun really fast! I love Ariana Grande and like to sing and dance.

I don't like loud noises and crowds can be overwhelming for me.

I also don't like wearing my coat and need lots of encouragement to do so.

The best way to support me is... (Support strategies / things to remember)

I use PECS to communicate my needs. Please make my communication book accessible at all times.

I benefit from visual timetables to tell me about the routine of my day.

I can follow simple instructions in context, but please be patient with me. I need time to process and can get confused if I am rushed.

Please remember to make sure I will not be near any peanuts!

I need help with putting on my coat.

I need help with going to the toilet. You can support me by ensuring that I follow routines such as cleaning myself and washing hands. This can be achieved using the symbols in my communication book.

If you have a concern, please contact:

Parent/Carer Name: Susan Hedgington

Phone Number: 01234 567890

Relationship to Child: Mam