

Camden's short breaks statement

2016/17



What is the short breaks statement?

Camden's short breaks statement sets out the range of services available, eligibility criteria and how these services can be accessed. The Camden short breaks statement is a document developed for parents and carers of disabled children and young people (0-18 years old) living in Camden.

Local authorities are required by law to produce and publish a statement of short breaks services for disabled children and young people and their families under the Children's Act 1989 and the Breaks for Carers of Disabled Children Regulations 2011. The Equality Act 2010 states: "A person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to perform normal day to day activities."

This statement is also developed within the context of other related Acts:

- Carers and Disability Act 2000
- Children's Act 2004
- Children and Families Act 2014
- Care Act 2014.

What is a short break?

Short breaks form one element of the support offered by Camden Council to disabled children and young people and their families. They provide opportunities for disabled children and young people to spend time away from their primary carer, taking part in positive activities, while also providing much-needed breaks for the parent/carer.

Short breaks are personal to individual needs and can include day, evening, overnight, weekend or holiday activities and can take place in the home, a residential or community setting.



What has changed since the Breaks for Carers of Disabled Children Regulations 2011?

There have been a number of developments in Camden since the introduction of these regulations in 2011 including:

- The Children and Families Act 2014 and the Care Act 2014
- A review of Camden's short breaks services
- Financial strategy and savings plan in response to £73 million central government cuts required by the Council
- Consultation with families and disabled children and young people to help us plan future services
- Short breaks panel for children and young people.

The Council recently reviewed services as part of updating the short breaks statement and in light of the financial challenges outlined above. Details of the consultation and our response to your feedback can be found on our website at camden.gov.uk/shortbreaks

The consultation gave us a clear picture of the changing needs and what you most value. We have also used this information to inform our short breaks review as well as develop this statement.

The Children and Families Act 2014 set out a series of policy changes, including changes to the way in which children and young people with special educational needs and disabilities (SEND) are supported. These changes are called the SEND reforms and include:

- publication of the Council's 'Local Offer' – setting out the support and services that the authority expects to be available for all children and young people with SEND. See localoffer.camden.gov.uk
- development of an education, health and care (EHC) assessment and plan to cover children and young people aged 0 to 25, which replace statements of SEN for school-aged children and learning disability assessments for young people in sixth forms and colleges from 1 September 2014, and

- availability of personal budgets to families of a child with an education, health and care plan or a young person with an EHC plan.

Who is eligible for short breaks?

All families with a disabled child can access universal services within their local communities in a range of settings including:

- children's centres and nurseries, which provide early education and childcare
- play services
- after-school clubs
- sports and leisure services
- youth services.



Other support for all families with a disabled child or young person living in Camden

Short breaks drop-ins

A short breaks clinic is available on the first Friday of every month at Camden MOSAIC for families to find out what services are available to access in Camden. These sessions are led by our short breaks co-ordinator and outreach worker. To find out more, please call **020 3317 2229** (Monday to Friday, 9am to 5pm).

Newsletter

Camden MOSAIC produces a quarterly newsletter called MOSAIC InTouch, which offers information on what short breaks services are available in Camden, details of support groups as well as whole range of other news items.

MOSAIC disability card

If you live in Camden, your child is under 18 years old and they receive services from MOSAIC, you may also be eligible for a disability card. This card can be used to explain to people that your child has a disability and for concessionary rates and use of facilities at attractions. For example, a carer can go free at London Zoo, London Eye, Legoland, Chessington World of Adventures and many more attractions.

Families can apply for disability card through the Camden MOSAIC InTouch newsletter.

Further information on services available to families with a disabled child care is available through Camden's family information service:

Address: 4th Floor, 5 Pancras Square
c/o Camden Town Hall,
Judd Street, London WC1H 9JE.

Website: camden.gov.uk/familyinformation

Phone: **020 7974 1679 option 2**

For those disabled children and young people whose needs cannot be met within mainstream settings and who need more specialist help, we can offer a more targeted service through an assessment of need. These services are known as the 'core' and 'enhanced' short breaks offers.

Core short breaks offer

The core offer (replacing pathway 2) is for disabled children and young people assessed as having needs over and above those that cannot be met through mainstream activities.

From October 2016 the core offer for children aged five years to their 18th birthday will be:

- **Term time:** One weekly after-school club or one alternative weekend activity
- **School holidays:** One session during the school holidays.

Families have a choice of services which their children can access. For example, a range of after-school and holiday clubs where children can either access a mainstream after-school club with one-to-one support or, due to their needs, one of our specialist clubs.

During the consultation many of you told us you would be interested in using a self-assessment tool rather than having to go through a social work assessment when your need was just for short breaks. From October 2016, families will be able to access the core offer through a self-assessment referral tool (SART), which will be available by contacting the short breaks co-ordinator or short breaks assessor. You can also ask other professionals and voluntary organisations involved with your child for a copy of the tool. We are also looking to have the SART available online through our Local Offer website shortly.

Families will be able to access support to complete the form and can discuss options with the short breaks assessor (email: julie.lynch@camden.gov.uk) and short breaks co-ordinator (email: marie.keeley@camden.gov.uk).

If they feel a social work assessment is required, families can also contact the duty social worker (dutydct@camden.gov.uk) in the disabled children's team.

Notes:

- Children aged under five will not be offered the core or enhanced offer but will be assessed based on their and their family's individual circumstances.
- Families can request to change the short breaks services they receive at any point

during the year, as long as the new plan will be equivalent in hours and cost. To request a change, please call the short breaks co-ordinator on **020 3317 2229** or email **marie.keeley@camden.gov.uk**

- The majority of families will not receive short breaks throughout the Christmas holidays as our providers will be closed.

Short breaks for these children and young people are provided in a range of ways:

- Group activities either after-school and/or in the school holidays
- Agency support or direct payments.

Information on what short breaks services are available in Camden can be found on our Local Offer website: **localoffer.camden.gov.uk**

Enhanced short breaks offer

Enhanced short breaks are for children, young people and their families or carers who may need a higher level of short breaks with extra specialist care. A child and family social work assessment is required to access this level of support for children under 13 years of age. The assessment will include a minimum of one home visit by an allocated social worker and network checks with professionals involved with the child/young person and their family.

For children 13 years and over, please refer to the transitions section below. The assessment for the enhanced offer will not only look at the child's needs but will consider parental and family capacity as well as environmental factors. For example, parents with significant health needs of their own, impact on siblings, children with complex medical needs and families with more than one disabled child.

The short breaks that are provided will be in addition to the core offer as outlined above. The enhanced short breaks offer may include personal care support, overnight stays, increased specialist short breaks in term-time and the school holidays pending the recommendations of the social work assessment.

To request the enhanced offer a CAF referral form must be completed by a professional known to the child or young

person. Find out more by visiting **camden.gov.uk/earlyhelp** or call our duty social worker on **020 3317 2201 / 2221**.

As we move towards personalisation, Camden would like to offer more flexible short breaks packages to all families. This means you will have more control and flexibility to take the breaks when you need them the most, as long as it meets the outcomes outlined in your care plans. To discuss this further, please contact the short breaks co-ordinator on **020 3317 2228**.

Transitions for children and young people aged 13 and over

A transitions social work assessment will be completed for young people who are 13 years and over. This will consider the needs of the young person into adulthood and also include the 'wellbeing checklist' to ensure services are provided at the right level.



Personal budgets

What is a personal budget?

A personal budget is an amount of money identified by the local authority to deliver all or some of the provision set out in an EHC plan. By having a say in the way this budget is used, a parent or young person can have more flexibility and control over the support they need for the best outcomes in line with the Children and Families Act 2014.

Families of children and young people with an EHC plan can request to have a personal budget instead of having a contracted service provided by Camden Council. A personal budget can be requested once the local authority has confirmed it will prepare an EHC plan or during a statutory review of an EHC plan.

In Camden, a personal budget can be used for:

- transport to and from school
- continuing care
- short breaks services.

If you are interested in requesting a personal budget for services not listed above, you can discuss this with practitioners during the EHC planning process.

Personal budgets can be managed in a number of ways and families can decide which best meet their needs:

- **Direct payment.** This is a payment made to a parent/carer (or, if appropriate, the young person) on behalf of their child or young person so that they can buy services themselves based on their EHC plan.
- **Third party arrangement.** A family can ask a third party service or organisation to manage the money on their behalf.
- **Notional budget.** A family can ask the Council or Camden Clinical Commissioning Group (CCG) to manage it on their behalf.
- **Mixed arrangement.** A family can choose to have a mix of all three options. Part direct payment, part third party organisation and part local authority managed.

Further information about personal budgets and the Camden personal budget policy can be found on the Local Offer website: localoffer.camden.gov.uk

If you would like to check if you are eligible for an EHC plan, please contact the special educational needs team on **020 7974 6500**.

Direct payments

One way of having a personal budget is through a direct payment. Families receiving the core or enhanced short breaks offer can choose to exchange the group-based short breaks they receive for an individual carer, either through a trained agency carer (organised, approved and monitored by the Council) or direct payments carer (the family is allocated a budget instead of short breaks services and becomes an employer). Their child can then access activities in the community with the support of their own support worker.

Based on the core offer, direct payment hours could be **up to:**

- Five hours per week throughout the year, or
- 260 hours per year.

We also offer a direct payment support service to families called Personalised Support in Camden (PSIC), which helps families through the whole process of setting up direct payments. This includes support with the recruitment and completing all necessary paperwork. We strongly recommend that all direct payment workers are Disclosure and Barring Service (DBS) checked, even if they are a family member. This will be organised by Camden Council on your request.

You can contact them at:

Personalised Support in Camden (PSIC), 58 Phoenix Road, London NW1 1ES.
Tel: **020 7383 4901**
Email: pat.stack@psic.org.uk

Short breaks panel

Packages of support for an enhanced offer are presented to the short breaks panel to agree what level of support will be provided. Before panel, a social worker or short breaks assessor meet the family to complete an assessment and write up a plan of suggested short breaks for the family. This professional will then present the proposed plan to the panel for agreement. Parents and young people are invited to attend the panel to give their opinions about the kind of short breaks they would like, as well as to talk about the short breaks services they already receive.

All enhanced short breaks care plans are regularly reviewed at a short breaks panel, depending on the level of need and changing circumstances of the family.

The short breaks panel for Swiss Cottage School children and young people is taking place at Swiss Cottage School in the same month as education, health and care plan meetings. This will allow for the short breaks / social care information to be included in the EHC plan in line with the requirements of the Children and Families Act 2014. For those children and young people accessing short breaks who attend other schools, their panel will take place at Kentish Town Health Centre.

The panel comprises professionals from the different services that provide support to severely disabled children. This group looks at the best ways of providing and funding short breaks for children and young people with the highest levels of need. The panel takes into account the opinions of the family and specialists who work with the child or young person and brings everyone's ideas together to work out how best to provide the right short breaks package for the child or young person and their family.



Summary of services and access routes

Level of short breaks	How to access	Level of service	Types of service on offer
Core short breaks offer	Self-assessment tool.	One session per week at an after-school club or every other week at the Saturday club (term time only), plus one session per week during Easter, summer and half-term school holidays OR five hours per week, or 260 hours per year, funded through direct payments.	Swiss Cottage School clubs, Action for Children, community-based play schemes with one-to-one support, WAC Arts. Personal budgets or agency carer.
Enhanced short breaks offer	Completed CAF referral followed by social worker assessment and presentation at short breaks panel.	Core offer plus additional care and / or breaks that have been identified through a social work assessment.	As above, plus overnights with PACE/ WAC Arts, Family Link Service or other overnight options. Personal care is in addition to short breaks entitlement.

Further details on what services are on offer can be found on Camden's Local Offer website: localoffer.camden.gov.uk



Health funding

Children who have been assessed as having profound health needs may have a health contribution towards the funding of their care packages. This will be outlined in the child's or young person's care plan.

Appeal process prior to panel

Parents and carers will receive a copy of the short breaks care plan being presented by the social worker five days before panel. If parents, carers or young people do not agree with the decision that the panel has made, they should initially discuss any concerns with the social worker / short breaks assessor who completed the care plan or the duty senior social worker. Please call the disabled children's team on **020 3317 2201**.

If the issues are not resolved at this first stage, then you will need to officially appeal the panel decision within 14 days of the panel date. You can do this by contacting the manager of the disabled children's team on **020 3317 2201**.

The proposed short breaks care plan will be reconsidered by the next available panel. This panel will have at least one different member from the panel which made the original decision. Parents, carers and young people are invited to attend and any further information will be considered.

If the issue is not resolved at the panel, then the parent, carer or young person can follow the Camden Council complaints procedure.

How children and families can contribute to planning and review of short breaks services

We will continue to ask disabled children and young people and their families what they think of services through the short breaks panels, Special Parents' Forum and Reactive (disabled young people's) Forum, as well as other events for disabled children and their families. Our aim is to continue to work together to find ways to better meet the needs and improve outcomes for this group of children and young people.

Reactive young people's forum

The Reactive Forum meets monthly to help create greater opportunities for young disabled people aged 13 to 25 to influence decision-making across the Council and to promote other issues that are important to them. For example, the young people have been involved in consultations to give their views about services as well as selection panels for short breaks providers. Reactive can be contacted via Mark Bromley, youth service disability project co-ordinator, by email at **mark.bromley@camden.gov.uk** or phone on **020 7974 7189**.

Special Parents' Forum

The Special Parents' Forum meets once every half-term at various locations and is a forum to receive up-to-date information about services as well as an opportunity to meet other parents and share experiences. Camden Council works closely with the Special Parents' Forum to ensure parents' experiences and views help shape our short breaks programme.

For more information on the Special Parents' Forum call Linnet MacIntyre on **07734 901 226** or email **linnet.macintyre@kids.org.uk**

You can also visit their Facebook page: **facebook.com/CamdenSpecialParentsForum**

Comments and complaints

Feedback is always welcome. Please let us know what you think about our short breaks services or, if you feel we could do things better, contact our short breaks co-ordinator on **020 3317 2229**.

If you have a complaint about a short breaks service or a member of the disabled children's team, please contact the duty manager on **020 3317 2221**. If it has not been possible to resolve a problem initially, then you can write to Camden Council at:

The Complaints Officer, Supporting People

Camden Council
5th Floor, 5 Pancras Square
c / o Camden Town Hall
Judd Street,
London WC1H 9JE.

Website: camden.gov.uk/complaints

Phone: **020 7974 6673**
or freephone **0800 393561**

Where to get this statement

This statement is available to download on the Camden website at camden.gov.uk/shortbreaks or call **020 3317 2201** to request a copy.

This document will be reviewed annually to ensure it remains relevant and affordable, and will be published on the camden.gov.uk/shortbreaks web page, as well as on the Local Offer website: localoffer.camden.gov.uk

Useful contacts

Family information service

Website: camden.gov.uk/familyinformation
Tel: **020 7974 1679 (option 2)**

Short breaks co-ordinator

Email: marie.keeley@camden.gov.uk
Tel: **020 3317 2229**

Camden disabled children's team / duty social workers

Email: dutydct@camden.gov.uk
Tel: **020 3317 2201 / 2221**

Special Parents' Forum

Email: linnet.macintyre@kids.org.uk
Phone: **07734 901 226**

Reactive young people's forum

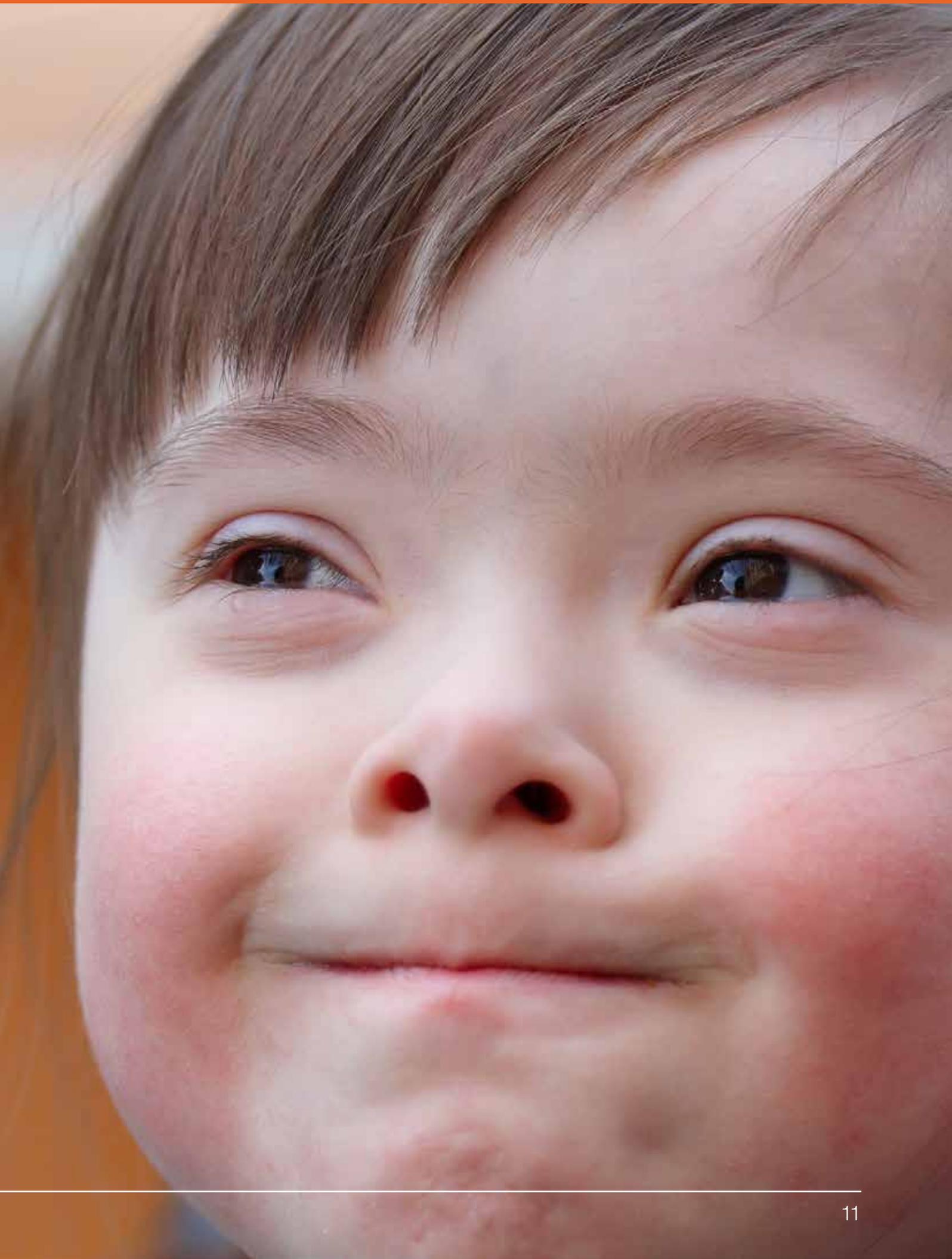
Email: mark.bromley@camden.gov.uk
Phone: **020 7974 7189**

Local Offer website

localoffer.camden.gov.uk

Camden Council website

camden.gov.uk/shortbreaks



Contact

Marie Keeley

Short breaks co-ordinator

Email: marie.keeley@camden.gov.uk

Tel: **020 3317 2229**

Council website: camden.gov.uk/shortbreaks

Local Offer website: localoffer.camden.gov.uk

If you would like a copy of this document in another format such as large print, easy read, Braille or audio tape, or in another language, please call **020 7974 4444**.