Royal Borough of Windsor and Maidenhead
Short Breaks Statement
January 2017
Royal Borough of Windsor and Maidenhead
“The Royal Borough of Windsor & Maidenhead is a great place to live, work, play and do business supported by a modern, dynamic and successful Council”

Our vision is underpinned by four principles:
Putting resident’s first
Delivering value for money
Delivering together with our partners
Equipping ourselves for the future

In Children’s Services, our highly skilled workforce is committed to meeting resident’s needs as quickly and early as possible. We know that the more children, young people and families we help early, the more successful citizens they become. Achieving our ambition of supporting all residents to be successful is dependent on us working together with a wide range of partners
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1. Introduction & Background

This document provides information concerning short break services for children and young people with disabilities and their families living within the Royal Borough of Windsor and Maidenhead (RBWM).

The ‘Short Break Services Statement’ is an important aid to transparency and fairness in the allocation of short breaks. Through the statement families should know what breaks are available and what criteria need to be met to access them.

The law concerning short breaks is represented by The Breaks for Carers of Disabled Children Regulation of 2011, the Children and Families Act 2014 and the Children Act 1989.

Provision of a range of short breaks to children and young people with disabilities and their families is a statutory duty, placed on all Local Authorities, within The Breaks for Carers of Disabled Children Regulations (2011).

The regulations also place a duty on the local authority to produce and regularly update, in consultation with carers, a “short breaks services statement” setting out details of:

- The range of services provided in their area
- Any criteria by which eligibility for those services will be assessed
- The range of services designed to meet the needs of carers in their area.

This document sits alongside information contained within RBWM’s web site and Local Offer. From September 2014 local authorities were required to publish information online about services for children and young people with special educational needs and disabilities (SEND) aged 0-25. This is the SEN Local Offer.

This statement replaces the previous statement written in 2011 and reflects the changes following the Special Educational Needs and Disability (SEND) reforms, which came into effect in September 2014, as well as availability of short breaks and current practice.

The statement covers the whole range of short breaks, from daytime activities like holiday and Saturday clubs to more specialist support accessed via social work teams, including overnight short breaks, personal budgets and direct payments. The statement is intended to support children and young people with disabilities and their families to find out what is available to them in RBWM and the surrounding area and how these services or activities might be accessed.

The Parent Carer Forum has been asked to provide feedback on the statement and the draft document has also been sent to a number of parent/ carers via the Short Break Services database for their comments. Suggestions have been incorporated into this document and subsequent feedback will be considered during reviews, which will take place at least every 3 years.

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1. The Breaks for Carers of Disabled Children Regulation of 2011

2. Children and Families Act 2014

3. Children Act 1989
2. What is a short break?
Short breaks form part of a range of services, which support children with disabilities and their families and are provided to give:

1. children and young people with a disability enjoyable experiences away from their primary carers, thereby providing opportunities for personal and social development and inclusion, reducing social isolation
2. Parents, carers and families a necessary and valuable break from caring responsibilities.

Short breaks take place at a variety of times, daytime, evenings, over night and weekend activities. They can take place in provider settings, the child’s own home, the home of an approved carer, a residential or community setting; they can last just a few hours to a few days, and occasionally longer, depending on the type of provision and the needs of the child and their families.

3. What is a short break service statement?
This statement is a guide to the services offered by RBWM and details what short breaks are available to support families and how to find suitable services or support.

Every local authority has to provide a statement and listen and respond to parent and carer views.

4. How have we prepared our Short Breaks Services Statement?
This document is a refresh of RBWM's Short Break Statement to include the latest information about the services on offer as at February 2017 and to detail short break developments over 2017.

The regulations also require the local authority to review its Short Break Statement on a regular basis taking into account the views of parents and carers in the area.

It is not intended that any significant changes to the delivery of short break services will be introduced for the financial year April 2017 – April 2018.

The information on short breaks currently contained in the Short Breaks Statement is also included in the Local Offer.

This statement has been drafted drawing on information from parents and carers, and children and young people, gathered over the course of the preceding year and based on what we have learned to be effective.

We are holding a period of consultation on our draft short breaks statement during February 2017 with parents/carers, children and young people and with relevant professionals and partners in RBWM. A copy of the short breaks statement is being sent to all families known to the Disabilities Service for their comments. In addition, we will be running a series of drop in consultation sessions.

A summary of consultation findings is in Appendix 2

5. Who is a short break for?
The Disability Discrimination Act 2005 defines disability as ‘a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’.

Short breaks are only intended for children and young people who have a disability. There are other activities and support available locally for all children from Children’s Services and other organisations for children and young people with additional needs resulting from abuse or trauma for example, but who do not have a ‘disability’.
6. **Benefits of short breaks**

For a child or young person:

- To take part in exciting activities that interest them
- Develop independence and increase confidence
- Spend time with friends and develop new friendship circles
- Achieve personal goals, learn new skills and reach potential
- To reduce isolation.

Short breaks have a direct positive impact on the lives of disabled children and young people who use them, making them more confident and independent (EDCM, 2015).

For parent/ carers:

- To provide a break from caring
- Reduce feelings of stress, increasing resilience
- Spend time with siblings or together as a family/ couple
- Feel confident your child is having fun in safe and secure environments
- Have an opportunity to meet other parents/ families.

7. **Short Break Services**

The RBWM remains committed to providing a range of good quality short breaks for children and families with disabilities. Recognising these are a positive opportunity for parents to take a break from their caring duties, but also that they help children with disabilities to become more independent and be involved and included in their local community.

Short breaks support RBWM’s vision that children and young people with disabilities have the best start in life and the ongoing support that they and their families need to fulfil their potential; whilst also being in line with the strategic themes of:

- ensuring value for money
- strong, safe, supportive and self resilient communities
- developing life skills and education opportunities
- living active and healthy lifestyles.

The services provided have been instrumental in raising the participation of children and young people with disabilities and supports inclusion in the local community.

8. **Who is this for? (eligibility criteria)**

Short break services are now a central thread of the Children and Young Peoples Disabilities Service.

The eligibility for services and short breaks is based on the following principles:

- Promoting the health, safety and well being of children and young people with disabilities, ensuring they can fully participate in family and community life, enjoying themselves with friends and making decisions about their lives

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4 76% of parent/ carers said they have experienced stress or depression (*Short Breaks in 2015: An Uncertain Future, EDCM*).
• Preventing family crisis through the provision of the right level of support at the right time

• The need to be fair, clear and equitable.

Not all children and families will need the same level of support and short breaks; some will need more than others because of the nature and severity of their child’s disability. Some families may need more support because of their individual family circumstances. For children with complex needs the assessment process ensures the right amount of support and short breaks are provided at the right time in a fair and equitable way to those families in need.

To be able to access a short break, families will therefore need to meet the eligibility criteria for the Service as detailed below:

<table>
<thead>
<tr>
<th>The Children and Young Peoples Disabilities Service works with families who live in the Royal Borough of Windsor and Maidenhead and have a child/young person aged 0-18 who has a physical or sensory impairment or learning difficulty, which has a substantial and long term impact on carrying out day to day activities.</th>
</tr>
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<tbody>
<tr>
<td>One or more of the following statements must apply:</td>
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<tr>
<td>• Complex health needs and/or life limiting conditions</td>
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<tr>
<td>• Complex learning needs under statutory school age</td>
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<tr>
<td>• Occupational therapy needs within the home setting</td>
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<tr>
<td>• Severe communication difficulties or behavioural difficulties relating to the child’s disabilities</td>
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<tr>
<td>• Complex family circumstances which affect the ability of the child/young person or the parents/carers and siblings to reach their potential</td>
</tr>
<tr>
<td>• Legal duty to investigate child protection concerns</td>
</tr>
</tbody>
</table>

Please note that the above eligibility criteria are in place for the Children and Young People Disability (CYPDS) Service.

Families can refer themselves to the Children and Young Peoples Disabilities Service or be referred to the service by a professional e.g. a health or education professional or by the voluntary sector. Each new referral to the service is carefully looked at and assessed, taking into account the individual circumstances of the child/young person and their family.

9. Assessment

Once a family has been referred to the Children and Young Peoples Disabilities Service and has met the eligibility criteria, an assessment will be undertaken by a Keyworker within the service. The assessment will be holistic and take into account both the needs of child/young person and the family as a whole including parents/carers and siblings.

Services may be put in place for siblings such as accessing Saturday Club or they may be referred to Young Carers. If a sibling also has a disability they would be assessed in their own right and may be eligible for their own child plan.

Following the assessment, the Keyworker will agree a child plan together with the family, which will include details about the short break provision available.

10. Short Breaks costs
The Children and Young People Disability Service meets the cost of the one to one support worker to enable the child or young person to access the short break. Families are responsible for paying for all activity costs for any short break including holiday provision. Please see the individual listings on the Local Offer.

During their assessment, the Keyworker will take into account the family’s financial circumstances and additional support to enable the family to access short breaks may be provided by the Children and Young People Disability Service. When making their assessment the Keyworker will take into account whether the family receives the following support:

- Income support (IS)
- Income-based Jobseeker’s Allowance (IBJSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit.
- Child Tax credit only and whose annual gross income, as assessed by the Inland Revenue, does not exceed £16,190 (this amount is correct for April 15-16)

11. Direct Payments

Direct Payments were introduced under the Community Care (Direct Payments) Act 1996. A Direct Payment is a financial payment that gives families flexibility, choice and control to look for creative and individual solutions to meet their assessed needs. Families can choose to use Direct Payments to access their short break activities - the number of hours available for Direct Payments will be discussed at the family’s assessment with the Keyworker.

12. What do RBWM short breaks look like for 2017 – 18?

A ‘Life Skills Project’ for young people aged 16-25 has been established in partnership with RBWM Adult Services and Youth Services to provide social opportunities and independent living skills for young people with mild/moderate learning difficulties at the point of transition.

Short Break activities requested by children and young people such as activities with animals, trips out bowling, pizza making, street dance and music therapy have been incorporated into the activity programmes for Flying High, Buddy Group Youth Club and Saturday Club.

The range of short breaks we will offer are:

- 1:1 provision arranged by the Short Break Co-ordinator/Keyworker
- Holiday provision including the Flying High Play scheme
- Menu of activities

1:1 provision (Short Break Co-ordination)

1:1 short breaks offer children and young people with the opportunity to spend quality time with a known qualified carer to participate in activities of their own choice. 1:1 short breaks range from supporting children and young people with learning difficulties and disabilities to access universal services (e.g. scouts, brownies, youth groups, dance classes) through to providing specialist services (e.g. specialist childminders). Your entitlement will be based on your assessment.

Holiday provision

Families are able to access specialist and mainstream holiday play schemes and activities. A child or young person’s entitlement for holiday provision will be based on the assessment of need completed by a Keyworker from the Children and Young People Disability (CYPDS) Service.
Holiday provision includes:

- **The Flying High Play scheme and Teen Flying High**
  - The Flying High play scheme is a specialist provision for children and young people aged 5-18 with learning difficulties and disabilities that may make it difficult for them to attend mainstream play schemes.
  - The play scheme offers a wide range of activities including arts and crafts, cooking, swimming and a sensory room.

- **Activities at the mainstream RBWM Youth Services**
  - RBWM Youth Services also provide a range of active outdoor activities such as canoeing and wall climbing through ‘Get Active Rangers’ for 8-13 year olds and the ‘13-19 programme’.

- **One to One Short Breaks**
  - One to one short breaks in the community can also be provided during holidays. This provision will depend on the Keyworker’s assessment of need.

- **Childminder Plus**
  - Childminder Plus is also available during holiday periods. A maximum of 8 hours is available per day.

- **Other Play schemes**
  - Families can also access other local play schemes

For further information on all of the above activities in relation to costs and dates and times, please see the Local Offer.

**Menu of activities**
Our menu of activities will offer eligible children, young people and families the opportunity to attend an additional range of services that they can access as much or as little as they wish. Charges will apply to use the activity but may be subsidised or be subject to a negotiated rate. Support Workers will be provided for the short breaks on the menu of activities. Booking will be required for many of the activities. The menu of activities will be accessed on a first come, first served basis and the menu will change from time to time so please check the short breaks webpages for the latest information on activities and events at:

**13. Range of short breaks**
Activities and support available are divided into four main areas to help parents make decisions about the type of short break suitable:

1. Universal
2. Targeted
3. Specialist
4. Crisis/ intervention

Most children and young people with disabilities will have their needs met by universal and targeted services/ activities.
Universal settings
Require no formal assessment process or eligibility criteria e.g. mainstream after school and holiday clubs, childminders, sports clubs, brownies, scouts.

Fees are charged by the provider and extra support to meet individual need can be made available via the Short Break Service (Inclusion Fund)\(^5\).

Targeted settings
These settings are primarily for children whose needs are more complex and are therefore unable to access universal settings with or without additional support e.g. holiday schemes or Saturday clubs specifically for children with disabilities. Suitability for these activities is assessed following a home visit by the provider. There is no formal local authority assessment process to determine need.

These schemes are commissioned by the local authority for children and young people who are unable to access mainstream or universal settings due to their high level of need and support required.

The criteria for accessing these activities are usually determined by the provider in line with the local authority’s commissioned contract, and are based on factors such as age, type of disability, peer group and potential risks.

RBWM subsidise these services/activities but an additional fee is also payable by parent/carers as charged by the provider.

Activities and opportunities within universal and targeted settings are advertised with information being sent to all parents registered with the Short Break Service on a termly basis via email. Ad hoc activities and changes to provision are sent in the same way and local schools have access to this information for newsletters. Opportunities outside RBWM are also advertised to parents so families can make the most of what is available locally. The same information is also available via the Local Offer.

Specialist settings and crisis intervention
A child with complex disability needs may need specialist services from Children’s Services, including: social work support; overnight short breaks; short break fostering and or support within and outside the home.

These services are provided by the local authority and require assessment by Children’s Social Care. They may include overnight, day and after school care, short break foster carers, personal budgets (via direct payments), home care and agency support, or community childminders. We are committed to promote personalisation to provide choice and flexibility.

A social worker will make an assessment to decide if a child is eligible for specialist services. Support from Children’s Social Care can be provided where a child’s disability is ‘substantial’ and ‘permanent’ and their needs, which arise from their disability, require more support than is available through the capacity of their parents/carers, family or local services. The team would work with children and young people who have an Education, Health and Care Plan (EHCP) and who have:

- Severe or profound Learning Difficulty or Disability
- Moderate learning difficulty with a Physical Disability
- Permanent and Significant Physical Disability

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**Substantial** is defined as considerable or significant factors which are life changing or limiting, and might include issues to do with risk and dependency.

**Permanent** is defined as existing indefinitely and not expected to improve.

A personalised service and support package, including short breaks may be offered. If a specialist support package is agreed then the social worker will also talk to the family about a Personal Budget and provide guidance on direct payments.

There is no fee payable for these services.

Further information can be found at [Children and Young People Disability Service](#).

All providers and more specialist information can be found within our [Local Offer](#).

### 14. How we work with mainstream and universal services to provide short breaks

We work with local mainstream providers to enable children and young people with learning difficulties and disabilities to access their services. Examples of this include:

- Providing one to one support workers to enable children and young people to access services in the community such as Brownies, Scouts, a climbing club and mainstream leisure centre/ youth service holiday activities.

- Use of mainstream leisure centres for targeted activities – this has included trampolining at Magnet Leisure Centre and swimming lessons at Windsor Leisure Centre

- Joint working with RBWM Leisure and Youth Services about further inclusion of disabled young people and improving accessibility through awareness raising and training of staff.

### 15. How do short breaks support transitions to adulthood?

Buddy Group Youth Club, Flying High and one to one short breaks support young people to develop their independence and life skills.

This may include travel training whilst on off site trips, learning about keeping safe, budgeting and using money, preparing and cooking food, representing the views of others, learning about their rights and decision making through the Youth Ambassadors, having social interaction with their peers, having support workers acting as role models and being able to access information about planning for their future e.g. options for employment and training.

In May 2013 a group ‘The Life Skills Project’ was set up in conjunction with RBWM Youth Services and Adult Services to support young people aged 16-25 with their transition to adulthood. The programme takes place at Windsor Youth Centre and has the aims of:

- Supporting young people’s personal development including raising self esteem and confidence, building trust, overcoming fears and achieving goals

- Developing basic life skills (cooking, financial planning, travel training) as well as looking at housing options and entry into employment and training

- Providing information on positive behaviour e.g. drug and alcohol awareness, sexual health information etc.
The CYPDS Keyworker will work with families to agree the young person’s individual aims in relation to supporting their transition and will set this out in the child plan. The short breaks provided will aim to work towards these goals.

16. How we work with Health to support children and young people with complex health needs
The Children and Young People Service works closely with health colleagues to ensure children and young people with complex health needs are supported to access the short breaks. Examples of joined up working include:

- Liaison with the Children’s Community Nursing Team to provide specialist training for Support Workers providing short breaks to children and young people with complex medical needs.

- A nurse could also be made available on site at the Flying High Play scheme for any children with particularly complex needs are attending the Flying High play scheme.

17. Training and development for support workers providing short breaks
We recognise that it is essential for Support Workers to be appropriately trained in order to meet the varied and complex needs of the children and young people they are supporting and to ensure they are kept safe.

18. Work with Support Worker Agencies
Several agencies provide us with temporary Support Workers to enable children and young people to access short breaks. In 2013 we undertook a review of the Support Worker agencies we work with. This review resulted in a competitive tender process, which required the agencies to demonstrate how they will meet the needs of our children and young people and to detail the training and development they offer their Support Workers to enable this to happen. The new framework with support worker agencies was in place from November 2013 and involves close performance monitoring to ensure agencies are meeting the required standard.
Summary of settings
A visual representation of the range of short break settings and providers can be seen below.

19. Support for mainstream activity providers
RBWM and other agency partners have an ongoing and flexible commitment to increase the range and choice of short breaks available to children and young people with disabilities.

The local authority works with and funds a range of activities via voluntary organisations. In addition, there are funds available to support individuals to access mainstream clubs and groups if this is more appropriate for the child than attending a targeted setting. In this instance the provider can apply to the Short Break Service for specific funding to pay for additional staff, equipment or training to ensure the needs of individuals are met and the experience is positive and enjoyable (this is called the Inclusion Fund).

Parents are expected to pay the standard fees to attend, as any parent; the Short Break Service will pay, if the need is agreed, for any additional support.

20. Sufficiency of short breaks
Types of services which must be provided
The Breaks for Carers of Disabled Children Regulations 2011 (Regulation 4):
(1) In performing their duty under paragraph 6(1)(c) of Schedule 2 to the 1989 Act, a local authority must provide, so far as is reasonably practicable, a range of services which is sufficient to assist carers to continue to provide care or to do so more effectively.

(2) In particular, the local authority must provide, as appropriate, a range of:

a. day-time care in the homes of disabled children or elsewhere,

b. overnight care in the homes of disabled children or elsewhere,

c. educational or leisure activities for disabled children outside their homes, and

d. services available to assist carers in the evenings, at weekends and during the school holidays.

In order for a local authority to comply with this duty it must know

(a) the population of children with disabilities in RBWM and the level of need in that population and

(b) the level of service currently available to meet that need. The local authority must then exercise its judgement informed by this evidence as to whether the range of services is ‘sufficient to assist carers to continue to provide care or to do so more effectively’.

Evidence suggests that what we currently commission and provide to all families is sufficient; there are currently no waiting lists and there is capacity to provide for an increased number of families.

Our commissioned provision in ‘Targeted Settings’ provides for a longer term contract which promotes efficiencies through delivering a consistent, high quality service, with experienced staff who have specialised skills. The contracts allow for a certain amount of flexibility in provision so that provision can be service user led.

If you have a concern about sufficiency please contact the Short Breaks Service or the Parent/Carer Forum.

21. How sufficiency is monitored and developed

Providers of the contracted (commissioned) service for targeted Saturday and holiday schemes consult annually with families regarding provision and service delivery. This information, which forms part of the monitoring and evaluation of service, helps the local authority to evaluate the short break provision and supports commissioning and funding opportunities for providers.

Data from all providers who are supported financially to enable inclusion, together with feedback from parents via the Parent Carer Forum, further direct effective use of limited resources to ensure best value and adequate provision in line with the local authority’s duty to provide sufficiently.

All information gathered informs and assists the local authority with identifying what makes a difference to children and their families, and in the setting of future priorities.

In providing and sustaining a range of opportunities, the aim of the Short Break Service is to reduce some of the pressure on families and prevent the need for escalation to specialist services.

In developing local provision the Short Break Service key principles will continue to be:

- Focusing on developing universal and targeted settings
Creating sustainable activities

Ensuring value for money

Providing activities at the same cost or less than would be available to any other child

Reducing bureaucracy/ the need for eligibility criteria

Offering positive experiences for children and young people

Providing breaks when parent/ carers want them.

Appendix 1 is an example of activities available as at January 2017 – updated information is available on the Local Offer or by registering with the Short Break Service.

22. Services to Meet the Needs of Carers

Parent Groups & Training

There are a number of parent groups in RBWM that meet regularly and detailed information is provided in the termly updates provided by the Short Break Service and also the Local Offer.

In addition, the Parent Carer Forum is a partnership forum between parents/ carers of children with additional needs and key professionals who work with them, including those from local authority services/ teams such as the Short Break Service and Special Educational Needs Service. It provides a networking opportunity and forum for consultation and participation in planning and developing services within RBWM, as well as a positive peer support group for parents/ carers.

There are a number of parent training courses available to support parents/ carers of children with disabilities. There are universal courses available, which are advertised across settings as well as some specific targeted training around behaviour management and children with autism. Details are available either through Short Breaks, or the Local Offer.

23. The Information, Advice and Support (IAS) Service for Windsor and Maidenhead

Free, confidential, impartial information, advice and support for children, young people and parent/carers on all matters regarding Special Educational Needs and Disability (SEND). Support available face to face, by telephone or email. Also work in collaboration with Adviza to provide Independent Support for any parent/carers or young people (16+) having their statement of educational needs transferred to an Education, Health and Care Plan or those who have just requested an assessment for the first time.

24. Children’s Community Nursing Team

For families where the health needs of their child are complex and the support available locally is not sufficient, following an assessment, the Children’s Community Nursing Team may provide support such as care within the home or breaks for carers.


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6 The Information, Advice and Support (IAS) Service for Windsor and Maidenhead
http://directory.rbwm.gov.uk/kb5/rbwm/directory/results. page?familieschannel=3&q=Information%2C+Advice+and+Support+Service+for+special+educational+needs+and+disability&term=&sorttype=relevance
25. Other useful information and frequently asked questions.

For children under five years old
Children's centres aim to give every child the best possible start in life. They are places where all families with children under the age of 5 can access a range of services including information and advice, drop in sessions, play and activities etc. More information on Children Centres can be found on the local Offer.

Childcare
Short breaks are not designed to provide all the childcare working parents might need, as they are designed to provide parents and carers a break rather than childcare. However, as part of our continued commitment to provide adequate and appropriate childcare for children and young people with disabilities a number of minders can meet the needs of a range of additional needs. Further information is available from the Family Information Service.

Transition (moving from Children’s to Adult Services)
RBWM recognises the value of short breaks to those young people approaching adulthood. At this stage significant emphasis is placed on independence and accessing their local communities. Short breaks support the development of life skills and transition into adult life.

Young people are often involved in planning their short break activity ie where they go, what they do, and this helps to increase their ability to make decisions, problem solve which builds skills, self-esteem and facilitates growth in confidence.

From about the age of 14/15 in both mainstream and targeted settings providers work together to ensure a smooth transition to suitable alternatives. In specialist settings, professionals working within children’s and adult services ensure a smooth transition for personalised support packages.

Frequently asked questions

How do I know my child's needs will be met during a short break?
The service provider will be expected to ensure that your child is included in all the activities on offer at the setting. This will be subject to undertaking any risk assessments and where necessary arranging for suitable additional support, equipment and or training specific to your child’s needs.

What if I have a problem with a short break activity?
If you experience any problems in accessing an activity, or problems while your child is attending, please discuss this with the provider in the first instance and ask for a copy of their complaints policy if needed. If you remain unhappy or you need some support to address the problem, please contact the Short Break Service by email CYPDS@rbwm.gov.uk
You could also get support from the Parent Carer Forum.

Do you provide transport for short breaks?
Parents and carers are encouraged and expected to transport their children to and from short breaks and activities. We do understand, however, that this can be difficult for some families but we are unable to fund transport for short breaks. If your child has complex needs and you meet the criteria for a package of support from health or social care then this can, in some instances, form part of the support provided.

Travel training may also be appropriate.
Where do I go for further information?
The Short Break Service provides a single point of contact for information for parents of children and young people with disabilities age 0-18 years in RBWM. In addition, information is available from our Family Information Service or Local Offer.

What is a personal budget?
A personal budget is an amount of money or resources made available to a child, young person or their family/ carer in order to deliver the outcomes for a child or young person set out in their support plan(s). It is only provided to those children that meet the criteria for a specialist service and can, but not always, be an outcome following assessment.

The principle behind a personal budget is to ensure that families have control of the funding allocated for their child’s care and professionals can then support families and work with them in a creative and personal way.

How to get involved with influencing services
The RBWM Parent Carer provides a forum for consultation and participation in planning and developing services within the area.

How will this statement be reviewed?
This Short Break Statement will be updated at least every three years. These reviews will be supported through continuing consultation with parents, children with disabilities and professionals.

Where will this statement be available?
Links to the Short Break Statement will be available on the RBWM web site; Short Break Services page and within the Local Offer. There will also be a link to the document from the Parent/ Carer Forum.

26. Summary
RBWM is committed to supporting children with disabilities and their families. Information about support available is made readily available through the Short Break Service. Through regular consultation with parents of children with disabilities, children and professionals combined with the data and information collected by the Council, local provision is reviewed and developed annually to meet the needs within RBWM. The skills of staff working with children and young people with disabilities will be continually improved through guidance contained within service level agreements and that made available to all providers via the Short Break Service when required.

27. Contact Us
Short Break Service
Children and Young Peoples Disability Service
Royal Borough of Windsor and Maidenhead
Town Hall
St Ives Road
Maidenhead. SL6 1RF

email: CYPDS@rbwm.gov.uk
Phone: 01628 685878
Appendix 1

Short break services provided through the RBWM's Children and Young People Disability Service

There are a range of short breaks for children and young people aged 0-18 including:

- The Flying High Play scheme
- Buddy Group Youth Club
- Saturday Club
- One to one short breaks including Direct Payments
- Family Activities
- Childminder Plus

Referral for Short Break Services is through the Early Help and Multi-Agency Safeguarding Hub (MASH). See the referral section below for details.

Where to go

Name
Children and Young People Disability Service

Address
Service is based in Town Hall
St. Ives Road
Maidenhead
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Related Links
Children and Young People Disability Service
Appendix 2

What we know about families’ needs in relation to short breaks

Key findings about short breaks from Service consultations

This includes feedback from the different Short Breaks provided by the service through Feedback Forms, evaluations of short break activities including the Flying High play scheme and Buddy Group Youth Club and comments from young people at their six monthly review of their child plan.

<table>
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<tr>
<th>Key Consultation Findings</th>
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<td><strong>2016</strong></td>
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Parents comments:
- X loves going to Flying High. He feels independent having a day out on his own.
- X likes the staff and enjoys himself spending time with everybody. I know X is in a safe environment when at Flying High and I am very pleased to see X happy. I must say I am very happy to finally have found something for X.
- I enjoy watching X’s personal development in particular her confidence improving when speaking with her peers when at Buddy Group.
- It is good to interact with other families that have children with disabilities. Saturday Club works well because you don’t have to worry about feeling judged, as everyone is in the same boat.

Young people’s comments:
- (I like Buddy Group) because…I get to help people
- Activities I like at Buddy Group… Arts and crafts, cooking, computers, trips, tuck shop, eating the food I cook.
- I enjoy Buddy Group as I am meeting new friends and doing arts and crafts and meeting the staff.
- Buddy Group described in one word by young people…Amazing, fun, awesome, fantastic, good.
- What young people like at Flying High …
  Seeing my friends and the staff
  I like the Teen Room and going on the Wii.
  I like to go swimming and have learnt to swim under water and now I don’t wear armbands!
  I have learnt how to make cookies

Service improvements/new services families would like to see included:
- More short break activities for under 5s
- More short break activities for teens in particular in the Windsor and Ascot Area (e.g. gym/youth club)
- More joined up working with Adult Services
- Continuation of services post 18
- More in depth parent information sessions
- More activities for young people with physical disabilities and more Support Workers trained in supporting young people with physical disabilities.
- Midweek after school activities
- More specialist coaches in mainstream sports
- Holding Support Worker agencies to account
- Some new Flying High Play scheme/ Buddy Group activities young people said they would like included: Disney activities/ games, beauty treatments, more dance, massages, sewing, Teen Room Disco, walk to the local shops to buy ingredients to make our own lunch.
What we know about the numbers of children and young people taking up short breaks

As at April 2016, 222 children and young people known to the CYPDS accessed a short break. This represented approximately 53% of the total caseload for CYPDS at that time.

In terms of the age groups of children and young people having a short break, 11% of those accessing short breaks are aged between 0-5 years, 41% are between 5 and 11 years, 35% are aged between 11-16 years and 29% 16 – 25 years.

71% of children and young people accessing a short break are male and 29% are female.

In relation to the ethnicity of the children and young people having a short break, 82% are White British or White Other, 18% are from British and Minority Ethnic (BME) backgrounds.

Consultation we have undertaken with other professionals and service providers including the Voluntary Sector

We also consult with other professionals, our key service providers and the voluntary sector about families’ needs for short breaks and take up rates of activities. This has been through a combination of work including:

- Feedback and data on short break take up collected on a regular basis from our service providers
- Regular monitoring meetings with service providers
- Discussions with health services such as the Community Nursing Service, Berkshire East Healthcare Trust and through joint needs assessments conducted with health.
- Discussion with members of the Board of RBWM’s Children and Young People’s Partnership and the Partnership’s Voluntary and Community Sector Forum.
- Feedback from other services within the Council working with young people e.g. Leisure and Youth Services.
Short Break Services Statement Consultation Reply Form

Please let us know your comments on the short break services statement on this form.

Please return the form to us by Friday 14th April 2017.

By post to

Short Break Service
Children and Young Peoples Disability Service
Royal Borough of Windsor and Maidenhead
Town Hall
St Ives Road
Maidenhead
SL6 1RF

By email: CYPDS@rbwm.gov.uk

Your name (optional):

1. Is the purpose of the short break services statement clearly outlined?
   Yes [ ] No [ ]
   Any comments:

2. Is it clear who short break services are intended for?
   Yes [ ] No [ ]
   Any comments:

3. Are the eligibility criteria and assessment processes for short breaks clear and easy for families to understand?
   Yes [ ] No [ ]
   Any comments:
4. Does the short break programme for 2011-12 have a good range of activities available across the borough for different ages and needs?

Yes [ ] No [ ]

Any comments:

5. Is there any information missing which we should include in the short break services statement?

Yes [ ] No [ ]

Any comments:

6. Any other comments on the short breaks statement

Any comments:

Many thanks for your comments

Thank you for taking the time to provide us with your feedback. Any personal information you have submitted on this form will be used only for the purposes of discussing any concerns you have raised or to provide information about support available from the Children and Families Disability Service for children with additional needs.

Further information about the Royal Borough of Windsor & Maidenhead’s role as a Data Controller and your Data Protection rights can be found on our website:
http://www.rbwm.gov.uk/web/foi_data_protection.htm
or by writing to: The Data Protection Officer, Town Hall, St Ives Road, Maidenhead SL6 1RF