



CITY OF LONDON STATEMENT AND DIRECTORY OF SERVICES (SHORT BREAKS) October 2011

1. BACKGROUND

The City of London has a duty to provide sufficient provision to meet the needs of all disabled children and young people and their families, including the provision of short break services.

The legal basis for this is set out within paragraph 6(1) (c) of schedule 2 of the Children Act 1989. This requires local authorities to provide services designed to give breaks for carers of disabled children. Regulations relating to this duty, which came into force on 1 April 2011, require each local authority to produce a Short Breaks Services Statement so that families know what services are available, how these services can be accessed, and how the range of services is designed to meet the needs of families with disabled children in their area.

Whilst it is our aim to provide inclusive services accessible to all we also recognise that disabled children and young people sometimes require extra support to ensure that they prosper, stay healthy and have equal access to education and other local resources. This includes the provision of short breaks.

Local authorities are required to provide a reliable range of short break services across the continuum of need so that children, young people and families can enjoy a quality of life that is comparable to that of other families.

As a minimum, authorities should secure as appropriate:

- a) Provision of day time care for disabled children in both their own homes and elsewhere, including befriending services;
- b) Provision of overnight care for disabled children in their own homes or elsewhere;
- c) Provision which will enable disabled children to participate in educational and recreational activities; and
- d) Emergency care.

Short breaks are not only intended to give primary carers of a disabled child a break from their caring responsibilities but also to support the personal and social development of children and young people and

promote social inclusion. Services can be delivered in a variety of forms but should provide an opportunity for children and young people with disabilities to have fun, develop friendships and support them in achieving positive outcomes. They should be delivered at a time and be of a duration that meet the needs of individual families.

The City of London has recently produced a Short Breaks Strategy, which has been shaped by children, young people and families and which sets out how we are going to transform our short breaks provision.

Through our strategy we aim to:

- Ensure the seamless delivery of services to disabled children, young people and their families.
- Increase choice and control for children, young people and families.
- Ensure equity of access through a fair and transparent allocation of services.

We will do this by developing a Full Service Offer to City of London disabled children and young people and their families which will include inclusive universal provision and targeted and specialist support for those with additional needs.

This Statement of Services supports the Short Breaks Strategy and provides a summary of the needs of children, young people and families, sets out how we plan to develop our short breaks provision and includes information on the services currently available and how they can be accessed.

The Strategy and Statement will be approved by The Community and Children's Services Committee and will be reviewed annually to ensure we continue to meet the changing needs of disabled children's population.

2. LOCAL CONTEXT

The resident population in the City of London is small but it is growing steadily. Our recent Childcare Sufficiency Assessment found that the current population of children and young people is 1120, with a 10% projected increase to 1236 by 2014¹.

¹ Source: GLA 2006 Round of Demographic Projections. Estimating an accurate population figure for The City is difficult. With such a small population, the margin for error is far greater. Many residents are believed to have homes elsewhere for instance, and ONS migration estimates based on the International Passenger Survey are flawed by the fact that people often mistakenly state an intention to live and work in The City of London when they actually mean metropolitan London.

The numbers of families with a child with an additional need, including a disability, is small. The Disability Discrimination Act 1995 and the Chronically Sick and Disabled Persons Act 1970 provide a definition of those deemed to have a disability.

The percentage of children (aged 4 to 19 years of age) with a statement of special educational needs (SEN) is currently just above 1% with a further 1% with a SEN without a statement. Of these just over one in three children has a disability.

3. SERVICES AVAILABLE

Due to the small number of children and young people resident in its locality, The City of London has one children's centre and some youth and play provision, which are accessible to disabled children, young people and their families. They also have access to some specialist provision which is commissioned through the voluntary sector in neighbouring boroughs.

We recognise that we need to offer a broader range of short breaks services and improve access to them. In order to build our capacity to do this and to ensure we secure optimum value for money we are working in partnership with the London Borough of Tower Hamlets to commission and co-ordinate our short breaks provision.

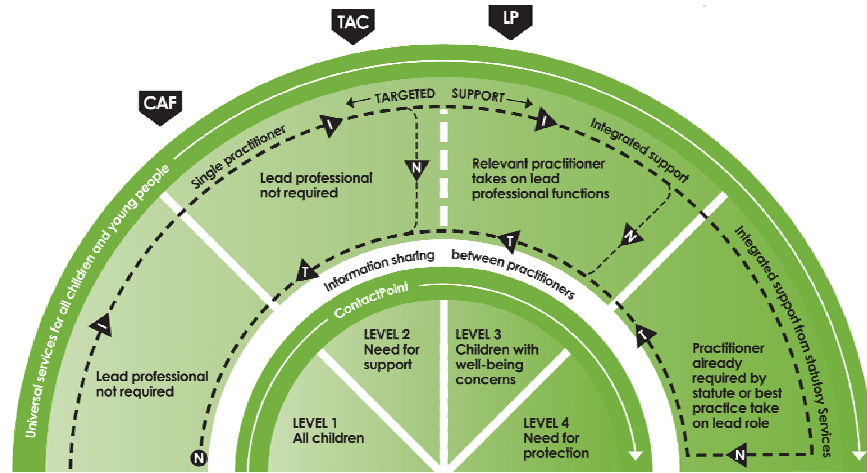
4. COMMON ASSESSMENT FRAMEWORK

The Common Assessment Framework (CAF) was introduced as a core component of the Every Child Matters: Change for Children policy initiative (DfES 2004). The Children Act 2004 then provided the statutory foundation for improved inter-agency cooperation and effective information sharing (section 10) and ensuring that all children are safeguarded and their welfare promoted (Section 11).

The CAF process aims to identify vulnerable children and young people, along with their families, at an earlier stage to allow their needs to be assessed and appropriate interventions put in place. Subsequently, the progression of the CAF and associated processes² now acts as the bridge to seamless service delivery between the universal (Level 1) and acute (Level 3 & 4) ends of the continuum of need (see Figure 1 below). The process encourages better information sharing and multi-agency working. It is also extremely important to coordinate and support for children and families who are accessing a range of services across the continuum.

² The role of Lead Professional, Team Around the Child, Multi-Agency Working, Information Sharing

Figure 1: Continuum of Need



| Key | |
|-----|---|
| CAF | Common Assessment Framework |
| TAC | Team Around the Child |
| LP | Lead Professional |
| I | Identification of need |
| N | Needs met |
| T | Transition back to lower level when needs met |

| Level of Need | Example of Service Delivery |
|---|---|
| Level 1 – All Children | Mainstream services, such as those delivered at ‘The Sp@ce’ at Cass Child and Family Centre, for the under 5s |
| Level 2 – Need for Support | More specialist services such as the ‘Tower Project’ or Barnardo’s ‘Aut and About’ |
| Level 3 – Children with well-being concerns | Overnight respite for families |
| Level 4 – Need for Protection | N/A |

4. VIEWS OF CHILDREN, YOUNG PEOPLE AND FAMILIES

Following consultation with individual families the main themes that emerged in relation to their experience of short breaks are as follows:

- There are limited opportunities for short breaks in the City of London.
- There is a lack of transparency in how to access services.
- Information available on what is on offer is difficult to find.

- Few mainstream services are fully inclusive and there is no one to one support available to enable children and young people to access services independently from their families.
- Many parents do not benefit from a short break themselves as they often need to accompany their children to services.
- Some families find it difficult to access public transport which creates a barrier to accessing services.

In addition, children, young people and families told us that they wanted:

- A broad range of services that their children enjoy both independently or with friends and family that are delivered after school, during the day, over night, during holidays and at weekends.
- Their children to be supported to use mainstream services but also to have access to specialist services with children with similar needs all of which should be delivered by an experienced workforce.
- To get out and about more and benefit from the same experiences as other children and young people.
- To be able to access a range of cultural, leisure and sporting activities on a regular basis. These include:
Visits to museums
Music, art and drama
Trips to parks and playgrounds
Swimming, cycling, gymnastics, rock climbing and canoeing
- Clear and transparent eligibility criteria and information on services available and how they can be accessed.

5. STRATEGY FOR CHANGE

Our Short Breaks Strategy identifies 3 key objectives which will help us transform services for disabled children and their families:

- **Strengthen our commissioning arrangements**
- **Improve access to services for children, young people and families**
- **Increase the volume of services available across the continuum of need delivered by an appropriately skilled workforce**

The strategy itself sets out how will meet these objectives. (*[link to strategy when available on the website](#)*)

6. CITY OF LONDON FULL SERVICE OFFER

Our Full Service Offer comprises the following key components:

Pathway 1: open to all disabled children and young people with services delivered in mainstream settings which can be accessed independently.

Families can seek advice from any specialist worker or team member to help them decide which activity to access. In addition, the Family and Young People's Information Service can provide information on available services and support. www.fyi.cityoflondon.gov.uk

These services will include:

- Children's Centres
- After school clubs
- Sports and leisure activities
- Services available in surrounding boroughs

Pathway 2: core offer of at least one short break with services designed to meet the specific needs of a child or young person. The core offer is available to those with moderate to severe complex needs who are unable to access services within their community independently. The level of service available will be based on individual families' needs.

Services might include a targeted or specialist short break or help to access a mainstream service.

These short breaks can be accessed through our new self referral process or with the support of a specialist worker and can be delivered directly by the Council or through a Direct Payment. If families require more than one short break or would like to access a direct payment they will require an assessment.

Pathway 3: enhanced offer is for children and young people with severe and complex needs who require significant support to enable them to access a short break in a mainstream setting or within a specialist service.

The short breaks available for this group of children and young people include an overnight short break or a supported holiday with or without their family.

All families will require a social care or continuing care assessment to access overnight short breaks and other services available through this pathway.

7. PRINCIPLES

The following principles will guide the development and commissioning of all short breaks activity in the City of London:

- Children, young people and families will be at the centre of their care and will be fully involved in decisions relating to interventions, identification of outcomes and specialist services will be tailored to individual needs.
- Services will be of a high quality, cost effective and meet the needs of all disabled children and young people, including those with the most complex needs.
- Short breaks provision will be culturally appropriate and meet the racial, cultural, linguistic needs of disabled children and their families.
- There will be fair, understandable and transparent eligibility criteria to enable short breaks to be used as a preventative service and will not restrict provision to those at a point of crisis.
- Provision will be available on a planned and regular basis and at times when families and young people need a break.
- Services will be age appropriate to ensure all eligible children and young people can access short breaks.
- Services will focus on delivering improved outcomes including increased confidence and competence and prepare young people for adult life.
- Services will be delivered by a skilled, competent and flexible workforce that receives ongoing professional development and supervision in keeping with national occupational standards.

8. ELIGIBILITY CRITERIA

All children and young people are eligible for short breaks if they have a physical or emotional impairment affecting their ability to carry out daily tasks and activities. This may include physical or learning disabilities, auditory or visual impairment, children diagnosed along the Autistic Spectrum (including Aspergers), or those with complex health needs, including palliative and life-limiting or life threatening conditions.

However, as the needs of individuals differ greatly the level of support offered will be dependent on the complexity of need and individual family circumstances. This means some families will receive a greater level of support than others but ***our aim is that all disabled children will be offered at least one short break which they can access through self referral.*** Those families wishing to receive additional breaks will require an assessment so that we can ensure we provide the right level of support at the right time and ensure access to services is fair.

Our eligibility for services is based on the following principles:

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

- Preventing family crises through the provision of the right level of support at the right time.
- The need to be fair, clear and equitable.

9. HOW TO ACCESS SERVICES – REFERRAL AND ASSESSMENT

Inclusive universal services are available to all and can be accessed directly without the need for referral or assessment.

In order to access services through self referral the relevant form should be completed and returned to the Short Breaks Co-ordinator. Support with the completion of the self referral form is also available through the Co-ordinator along with help with accessing services. The form can be downloaded from the City of London website: www.cityoflondon.gov.uk/shortbreaks and should be returned to Sheila.Begum@towerhamlets.gov.uk who is the Short Breaks Co-ordinator for the City of London.

Some services will require an assessment in order to access them, which include some specialist services. Families requesting more than one short break or who want to access them through a Direct Payment will also require an assessment.

All assessments will be undertaken by the City of London's Early Intervention Manager who will make sure that the appropriate assessment is completed, which will then be considered by the Family Support Panel. The Early Intervention Manager will inform the parent/carer of the outcome with **10 working days**.

If the parent/carer wishes to appeal against the decision they must do so in writing to:

**The Early Intervention Manager
Department of Community and Children's Services
City of London
PO Box 270
Guildhall
London
EC2P 2EJ**

A decision regarding the appeal will be made available within **10 working days**.

Please refer to the Short Breaks Pathway, attached as an appendix for ways of accessing short break services.

10. REVIEW PROCESS

When the short break agreed is time limited the parent/carer can request a new short break which can either be accessed via the self

referral route or through the Family Support Panel following an assessment where the short break requested is a specialist service or where a family already has access to a short break.

Short breaks that form part of a care package will be reviewed regularly in 'team around the child' meetings and re-referred to the Family Support Panel if the current support package does not meet the child's assessment needs.

11. SERVICES AVAILABLE TO THE CITY OF LONDON CHILDREN AND YOUNG PEOPLE

Services for all children are delivered across a continuum of need from universal services which are inclusive and available to all and targeted and specialist services which are available to those with additional needs. These are described in more detail below:

Universal Services

These services are intended to meet the needs of all children and young people and aim to ensure that they are happy and healthy and are able to learn and develop securely. We strive to ensure that all universal services are inclusive which means they are provided as a right to all children, including those with targeted and specialist needs. These services include health visiting, access to children's centres for those in the early years, schools, extended services and youth services.

Targeted and Specialist Services

Targeted services provide support to those with additional needs and vulnerable children and young people and are above and beyond those offered by universal services. Such services include extra support for parents during the early years, additional help with learning in school or targeted support for older children through young people's services. More specialist services are available where the needs of the child and their family are significant and which leads them to require intensive or statutory intervention to ensure their needs are being met.

12. INFORMATION AND SUPPORT

Short Breaks Co-Ordination

The Short Breaks Co-ordinator is a key point of contact for parents and carers wishing to access short break services for their disabled children. The Co-ordinator will provide parents and carers with the support needed to apply for a short break service listed below in order to ensure access to services is as smooth as possible. A key role of the Co-ordinator is to ensure a fair and transparent allocation of services to families.

The Children's Services Team

The Children's Services Team provides help and support to children and young people with disabilities, and their families, up to the age of 19 years. Our social workers offer advice on practical help, benefits, day care, respite care, support groups and referrals on to specialist services.

The Service also maintains a register of children and young people with disabilities living in the City. The register is used to plan and improve services for children and young people with disabilities. Registration is entirely voluntary, for more information about the Register [contact social services](#) or telephone 020 7332 1224

Family Information Services

The City of London Family Information Service provides a wealth of information on services that can be accessed by children young people and families. This includes childcare, children's centres, youth services and specialist services for disabled children.

**Family and Young People's
Information (FYI) Service
City of London Corporation
PO Box 270
Guildhall
London
EC2P 2EJ**

**Tel: 020 7332 1002
Email: FYI@cityoflondon.gov.uk**

13. SERVICE KEY


Short breaks are targeted at two groups of disabled children and young people which are identified nationally as target groups A and B. The information on available services will identify which target group can access each service.


Target Group **A** – children and young people fall within this category which includes children and young people with Autistic Spectrum Disorder (who have severe learning disabilities or behaviour which is challenging) OR those children and young people whose challenging behaviour is associated with other impairments such as severe learning disabilities.

Target group **B** – children and young people with complex health needs including those with physical and/or learning disabilities, those who require palliative care (nursing care) and those with associated sensory impairments.

The services will also indicate through the following symbols whether they can be accessed directly or whether a referral and assessment is necessary.

DA Direct Access – families can access these services directly without a self referral but may be required to be there with their children.

 Self-referral – families can access these short breaks by completing a self-referral form which can be obtained from the Short Breaks Co-ordinator on 020 7364 1450 or Early Intervention Manager on 020 7332 1224.

 Assessment and Referral – if this is required to access a service, families should contact the Children’s Services Team on Tel: 020 7332 1224

All information is accurate at the time of print. If you require any further information on individual services please contact the provider directly. An electronic version of this document is available on the City of London Website at: www.cityoflondon.gov.uk/shortbreaks

SHORT BREAK SERVICES

The services described below can be accessed by disabled children and their families and will enable them to experience a range of exciting and stimulating activities within and away from home. They also provide an opportunity for carers to have a break from caring.

The Sp@ce at Cass Child and Family Centre - (age 0-5) **A&B DA** 

This is a drop-in space for parents and carers with children under 5. Regular activities are arranged for children and parents to do together; including cookery, arts and crafts, baby massage and sing and sign. For further information regarding the universal Children’s Centre contact the Family and Young People’s Information Service on 020 7332 1002 or the Centre directly on 020 7626 6315

The Cass Child and Family Centre (age 0-5) **A&B DA** 

The Centre combines the Children’s Centre provision for the City of London with the Nursery and Reception classes of the Sir John Cass's Primary School. The Child & Family Centre provides full and part time day care for children aged between 12 weeks and 5 years. It is open 50 weeks a year from 8am to 6pm. **Please note there is a charge for day care services.** Please contact 020 7623 9741 for more details.

SkyWay (14-19, up to 25 with additional needs)

A&B DA 

SkyWay Charity is coming to the Green Box. If you are aged 14 -19 years (or up to 25 years with additional needs) then come along and meet the SkyWay Team. The Youth Club will reopen with food and games on Thursday 13th October; then run every Thursday (except half term) between 6.45pm - 9.15pm. **For more information call the SkyWay office and speak to Marlon or Natalie on 020 7729 6970.**

Tower Project Easter Scheme (age 5-19)

A&B 

This scheme offers a secure place for children and young people for eight days over the holiday period providing a structured on and off site activity programme for children with physical and learning disabilities and/or autism. Examples of activities provided include: arts and crafts, therapy pool, sensory room sports and cinema trips. The service provides breakfast, snacks and a hot lunch as well as door to door transport. The scheme operates Monday to Friday from 9.00 a.m. – 3.30 p.m. and has places available for Tower Hamlets and City of London children and young people.

Tower Project February/October half-term schemes (age 5-19)

A&B 

This scheme offers a secure place for children and young people for a period of five days over the holiday period providing a structured on and off site activity programme for children with physical and learning disabilities and/or autism. Examples of activities provided include: arts and crafts, therapy pool, sensory room sports and cinema trips. The service provides breakfast, snacks and a hot lunch as well as door to door transport. The scheme operates Monday to Friday from 9.00 a.m. – 3.30 p.m. Places available for Tower Hamlets and City of London children and young people.

Tower Project Summer scheme (age 5-19)

A&B  

The summer scheme provides a four week summer holiday scheme in an inclusive setting for children with physical and learning disabilities and/or autism. The service offers a full on and off site activity programme and transport is available for those with a need. Exciting activities are offered including day trips, swimming, cinema, cooking, arts and crafts, sailing and wall climbing. Breakfast, snacks and a hot lunch are also provided. The scheme operates Monday to Friday from

9.00 a.m. – 3.30 p.m. and offers places for Tower Hamlets and City of London children and young people. Children and young people are generally offered one week to maximise the numbers able to access services. Additional provision might be available but only through an assessment.

Tower Project Autistic Leisure Group (age 5-19)

A 

This service offers stimulating activities to encourage independence, integration, creativity with social and cultural events for children and young people with autism. Door to door transport is provided. The service is available on Wednesdays from 6.00 p.m.-9.00 p.m.

Tower Project After School Club (age 8-19 years)

B 

This service provides positive activities for children and young people with complex needs. Services are available for two age groups – 8-13 year olds (junior group) and 11-19 year olds (senior group). The club for the senior group operates on Monday to Friday from 3.30 p.m. – 6.30 p.m. The club for the junior group operates on Fridays from 3.30 p.m. – 6.30 p.m. Children and young people are given the opportunity to engage in a range of activities such as glass painting, photography, music and dance, pottery, sporting activities and cooking.

The Tower Project

45-55 Whitehorse Road,
Stepney, London E1 OND
Tel: 020 7790 9085
Fax: 020 7791 3085
Email: info@towerproject.org.uk
Website: www.towerproject.org.uk

Barnardo's Aut and About (age 8-19)

A 

This is a Saturday community based service for children and young people aged 8-13 (junior group) and 14-19 (senior group) with autism, offering group based indoor and outdoor activities from 10.30 a.m. – 5.30 p.m. The service takes place fortnightly for each aged group and is available during term time only.

Barnardo's

Gladstone Place,
1 Ewart Place, Bow,
London E3 5EQ
Tel: 020 8981 4924

Barnardo's Befriending Service (age 8-19 years)

A&B 

This service provides positive activities for children and young people with complex needs. Services are available for two age groups – 8-13 year olds (junior group) and 11-19 year olds (senior group). The club for the senior group operates on Monday to Friday from 3.30 p.m. – 6.30 p.m. The club for the junior group operates on Fridays from 3.30 p.m. – 6.30 p.m. Children and young people are given the opportunity to engage in a range of activities such as glass painting, photography, music and dance, pottery, sporting activities and cooking.

Barnardo's
Gladstone Place,
1 Ewart Place, Bow,
London E3 5EQ
Tel: 020 8981 4924

**The National Autistic Society (NAS)
Befriending Scheme (age 2-19 years)**

A 

This service provides training to befrienders who are recruited to spend a few hours per week with a person with an Autistic Spectrum Disorder or their families to undertake agreed indoor and outdoor activities. The service is for children and young people and approximately 50 volunteers are trained to become befrienders.

Overnight and Emergency Short Breaks

A&B 

Overnight and emergency short breaks are available to eligible children and young people and will be commissioned through our preferred provider list in consultation with families.

Children's Services Team: 020 7332 1224

A range of other services that are available to disabled children, young people and their families can be found in the on the Family Information Services Directory (FiSD). The directory can be accessed via the City of London website through the following link:

www.fyi.cityoflondon.gov.uk

Direct Payments

A&B 

Direct payments can provide parents of children and young people with disabilities an alternative to directly provided care services by the Local Authority. Direct payments allow greater flexibility and choice to service users enabling them to arrange their care to suit their individual needs, fit their lifestyles and allow more control in choosing carers.

Contract details: 020 7332 1224

SHORT BREAKS REFERRAL PATHWAY

City of London Short Breaks referral Pathway Diagram

