



# ABOUT SHORT BREAKS



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# ABOUT SHORT BREAKS

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Short breaks provide disabled children and young people with an opportunity to spend time away from their parents, relax with friends and have fun. They also provide families with a break from their caring responsibilities.

Not all children and families will need the same level of short breaks, and some will need more than others because of the impact of their child's disability or their individual family circumstances. For more information go to <https://new.enfield.gov.uk/services/children-and-education/local-offer/short-breaks-and-activities/short-breaks/>

## **Accessing the service**

To be eligible, families must live in Enfield and have a disabled child 17 or under with a physical or mental impairment, which has a long-term effect on their ability to carry out day-to-day activities. This may include physical and learning disabilities, or hearing and visual impairments. It also includes children who have complex health needs and life-threatening or life-limiting conditions.

If your child does not meet the criteria for short breaks, you can find out about other activities available for all children and young people in Enfield from the Local Offer. Any costs for these will need to be covered by the family. Some families choose to use their disability living allowance (DLA) to fund activities or a support worker.

Children and families are referred into the Joint Service for Disabled Children by a Family Support and Short Break Assessment Form, which is completed with you by a professional who knows your child and family, such as a health visitor or SENCo. This should be enough to establish the kind of help and support you need, but some parents may be asked for additional information. This will help to identify your child's additional needs and determine the level of support they may require to access short breaks. We will let you know the outcome within fifteen working days of receiving the referral.

All short break grants will be reviewed to ensure the level of support is right for your child and family. You can request a review and further assessment of your needs at any time by contacting the team.

## **Involving Your Child/Young Person**

It is important for your child/young person to be involved in deciding what short breaks they would like to access. Therefore we will send you a set of pictures and symbols which may help your child choose what they would like to do. If you choose to apply for a short breaks grant and you are successful, these materials will be sent to you. If you or your child do not feel that the level of support being offered is sufficient, contact the Cheviots team (Joint Service) and we will arrange for a member of the Joint Service to discuss this with you.

## **Levels of support**

### **Universal services for low support**

**needs** – many children and young people will not require extra help, because they are able to benefit from and enjoy universal services. Universal services include local leisure centres and sports clubs, activity groups at your child's school and local community groups and organisations.

**Medium support needs** - some children and young people will require some support to access their short breaks. Families may choose to receive a short breaks grant payment to buy their own short breaks, or we can buy these for them.

**High Support needs** - some children and young people will require more support to access their short breaks and services. Families may choose to receive a short breaks grant to buy their own short breaks, or we can buy these for them.

For further information, refer to the Local Offer on: <https://new.enfield.gov.uk/services/children-and-education/local-offer/short-breaks-and-activities/short-breaks/>

# SHORT BREAKS AND FAMILY SUPPORT FOR UNDER 5'S

## SUPPORT GROUPS

There are a wide range of groups and forums, both locally and nationally, offering support, information and advice.

Our Voice, ENAS, Carers Centre, Downtown, community groups, voluntary organisations

[www.enfieldparents.org.uk](http://www.enfieldparents.org.uk)

[www.enfieldnas.org.uk](http://www.enfieldnas.org.uk)

[www.ourvoiceenfield.org.uk](http://www.ourvoiceenfield.org.uk)

[www.enfieldcarers.org](http://www.enfieldcarers.org)

## Children's centres

Children's centres offer activities and services for families with children under five. They are local to where you live.

<http://www.enfield.gov.uk/if/homepage6/>

[childrens\\_centres](#)

## EARLY EDUCATION:

### Terrific twos funding :

If the child receives Disability Living Allowance (DLA) or if they have a current statement of Special Educational Need (SEN) or an Education, Health and Care Plan (EHCP). **The Terrific Twos is up to 570 hours of free childcare per year.** The funding gives your child up to 15 hours a week of playing, painting, reading, cooking, climbing, singing, dancing, dressing up, running around, building, gardening ... whatever they like doing. But most of all, your child is learning with other children. That's also 15 hours a week for you: to have a break, get things done at home, study, or to return or look for work. Free early education can be taken at approved childcare providers (including childminders, day nurseries and preschools).

<https://new.enfield.gov.uk/services/>

children-and-education/local-offer/early-years-and-family-support/the-early-years/

### **Three year old funding**

All three and four year olds are eligible for free early education or childcare. You can start claiming after your child turns three. From 1 September, 1 January or 1 April following their third birthday until they reach statutory school age, or start full time education in school reception classes.

<https://new.enfield.gov.uk/services/>

children-and-education/local-offer/early-years-and-family-support/the-early-years/

**If you feel your child's needs cannot be met by universal services, you will need to ask a professional to complete the JSDC referral / assessment form to access specialist support.**



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# SPECIALIST SHORT BREAKS AND FAMILY SUPPORT

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## Early support keyworkers

**Early support** is a way of working to improve the delivery of services for children who have need of support. This involves a range of specialist community services coordinating our support with others who may be involved with the child and family such as early education practitioners, health visitors, speech therapists, occupational therapists, physiotherapists, and children's centres

<https://new.enfield.gov.uk/services/children-and-education/local-offer/childrens-health-and-social-care/joint-service-for-disabled-children/local-offer-information-early-support-leaflet.pdf>

## Pre-school support Home visiting team:

Early years teachers work with parents and carers in the family home to provide a programme of teaching activities to support your child's development.

<https://new.enfield.gov.uk/services/children-and-education/local-offer/childrens-health-and-social-care/joint-service-for-disabled-children/local-offer-information-the-pre-school-support-service-leaflet.pdf>

## Short breaks and family support

Access to family fun days during school holidays

Fathers groups

Stay and play sessions

Family activity sessions

Sibling support

Sleep workshops

MAPS – Making a Positive Start for Autism

Parent workshops e.g. Makaton/communication

**To access additional Specialist support a professional will need to undertake a more detailed assessment of your child and family's needs. This could be undertaken by a social worker or health professional.**



# THE SHORT BREAK ACTIVITIES GRANT

AVAILABLE FOR AGES 5 – 17



## FACTSHEET SB 1

An Activities Grant is a sum of money which usually pays for either a regular or a one off activity which you and your child can do together

The Activities Grant is intended to contribute to the cost of activities for your child for the financial year. If you are receiving this grant part of the way through the year, you will receive the relevant proportion.

### The services should be:

- an enjoyable play or leisure opportunity for your child;
- an opportunity for children and young people to be included in an activity with family and friends or
- a chance for your child to learn or develop a skill.

### Examples of activities that the short breaks grant can contribute to, for your disabled child:

- Horse riding
- Skiing
- Guide/Scout Membership
- Drama
- Music lessons/Art
- Quasar
- Boating/boat trips
- Family swimming
- Ice skating

- Soft play
- Bowling
- Cinema/theatre
- Transport costs, to and from the activity to include public transport and car mileage
- Swimming lessons
- Entrance fees (e.g. for museums or theme parks)
- Gym membership
- Up to a maximum of £200 can be used for your child's expenses for a family holiday \*which can include travel, accommodation and activities.

### The Grant is **not** intended to fund:

- Academic Tuition – for example, maths/English tuition
- After school or holiday playschemes
- Employment of support workers
- Therapies
- Meals/snacks/drinks
- Fees or entrance ticket for other family members
- Clothing
- Computer games and consoles

For more information about the grant and parent recommended activities, please contact Our Voice on 07516 662315 or email [info@ourvoiceenfield.org.uk](mailto:info@ourvoiceenfield.org.uk) or go to Breakaway the online directory for activities for your child. <https://new.enfield.gov.uk/services/children-and-education/local-offer/short-breaks-and-activities/holiday-clubs-and-leisure-activities/>



# THE SHORT BREAK SERVICES GRANT

AVAILABLE FOR AGES 8 – 17



## FACTSHEET SB 2

The Short Breaks Services Grant is intended to contribute to the cost of Short Break services for your child for the financial year. If you are receiving this grant part of the way through the year, you will receive the relevant proportion.

### The services should be:

- an enjoyable play or leisure opportunity for your child;
- a chance for parents to have a short break from their caring responsibilities;
- an opportunity for children and young people to meet with their friends or
- a chance for your child to learn or develop a skill.

### Examples of services that the Short Breaks Services Grant can contribute to, for your disabled child:

- Playschemes
- Holiday Activity Groups/Clubs
- After School Activity Groups/Clubs
- Weekend Activity Groups/Clubs
- Home Care Agencies
- Transport costs, to and from the service to include public transport, and car mileage
- Up to £200 can be used for your child's expenses for a family holiday\*

\* This figure is valid for the financial year 16/17.

**Note:** most holiday playschemes can cost anything from £35 to over £100 per session

### The Grant is not intended to fund:

- Horse riding
- Skiing
- Guide /Scout Membership
- Drama
- Music lessons/Art
- Quasar
- Boating/boat trips
- Family swimming
- Ice skating
- Soft play
- Bowling
- Cinema/theatre
- Swimming lessons
- Gym membership
- Academic tuition
- Therapies
- Meals/snacks/drinks
- Clothing
- Entrance fees (for example, to museums or theme parks) or fees for other family members
- Your own support worker/carer, employed by you. You may use the Grant to fund a support worker/carer by way of a Home Care agency (see Factsheet SB5).



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# THERE ARE THREE WAYS TO RECEIVE A CONTRIBUTION TOWARDS FUNDING SHORT BREAKS – IF YOUR CHILD IS 5 OR OVER

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1. An Activities Grant where money is loaded onto an E Card, similar to a Debit Card.

An Activities Grant is a sum of money which usually pays for either a regular or a one off activity which you and your child can do together. See Factsheet SB2A for more information about how this can be used. Please note that this type of grant is available if the child or young person is aged between 5 and 17 years.

2. A Services Grant where money is loaded onto an E Card, similar to a Debit Card.

A Services Grant is a sum of money which usually pays for regular clubs and play schemes where you are not present and usually last for an hour or more and/or for Agency workers. See Factsheet SB2B for more information about how this can be used. Please note that this type of grant is available if the child or young person is aged between 8 and 17 years.

3. Commissioned Services where Services are paid for directly by the Cheviots team (Joint Service).

This is where the Joint Service for Disabled Children directly fund a Playscheme, After School club or Agency Worker, for your child on your behalf. This does not require you have an E Card but you may only choose a scheme from the Joint Service for Disabled Children's approved list.

Please see Factsheet SB3 for details on the Enfield Local Offer <https://new.enfield.gov.uk/services/children-and-education/local-offer/short-breaks-and-activities/short-breaks/>

## What is an E Card?

- An E Card is a normal bank debit card, pre-loaded with money.
- The bank account is in your name, but belongs to Enfield Council.
- It can be used as a normal bank card to pay for activities or services.
- However, it cannot be used to withdraw cash
- Enfield Council can see your transactions, so there is no need to open a separate bank account, submit copies of receipts or invoices or to complete any monitoring forms.
- For further information, please refer to the Local Offer.

# FUNDING FOR YOUR SHORT BREAK IF YOU OPT FOR AN ACTIVITIES OR SERVICES GRANT

- If you wish to receive either an Activities or Services Grant, it is your responsibility to ensure that funding is used to meet the needs of your child and family. You can save money to use at a time when you need more support, for example during the school holidays.
- There is no need to complete any monitoring forms as we will be monitoring your expenditure.

	Activities Grant 5-17 Years old One off or ad hoc leisure activities paid directly into a bank account*	Services Grant 8 – 17 Years Old Clubs and Play schemes or Agency Workers paid directly into a bank account	Directly Commissioned Service 8-17 Years Old Clubs and Play Schemes or Agency Workers paid directly by Cheviots (Joint Service)
Universal Needs	-	-	-
Medium Needs (Targeted Support)	£500	£1000	£1000
High Needs (Specialist Support)	-	Up to £1500	Up to £1500

\* These figures are valid for the financial year 16/17.

For further information about Short Breaks and access to the various forms and documents, go to <https://new.enfield.gov.uk/services/children-and-education/local-offer/short-breaks-and-activities/short-breaks/>



# WHAT TO CHECK WHEN CHOOSING A PLAYScheme OR AFTER SCHOOL ACTIVITY



## FACTSHEET SB 4

If you are choosing to use an organisation that is not on the Local Authority's list of approved service providers, the parents and the Joint Service recommends that you check the following:

- Do all staff have a current police check (this was previously a CRB (Criminal Records Bureau) check but is now called a DBS (Disclosure and Barring Scheme) check?
- Can your child attend a free taster session before you make a decision?
- Do you offer a home visit to get to know the child before the sessions?
- Are parents allowed to stay with their child to support their transition?
- How many staff work at the service and are staffing levels sufficient to meet the needs of the children at the group?
- Are there staff working who have First Aid training and are there staff with a First Aid qualification?
- Who is the Manager, and what kind of qualifications and experience do they have? Arrange to meet and talk to them.
- Does the organisation have a training plan for staff which includes induction training (essential training when you first join the service) and ongoing training to ensure staff continue to develop their skills and knowledge?
- Have all staff attended Safeguarding (Child Protection) training?
- How do staff manage behaviour that challenges and what training have they completed?
- Are there health and safety procedures in place to ensure that your child, staff and the building are safe?
- Does the organisation have policies and procedures and risk assessments in place?
- Does the organisation have Public Liability Insurance?
- Are there robust recruitment processes in place to ensure that staff have the right attitude, experience and knowledge to care for your child safely?
- If choosing a holiday playscheme, will your child need to attend for the whole holiday period?

- Can the scheme hold your child's place open while you take a family holiday? (e.g. during summer break)?
- Are outings arranged, are you happy for your child to attend any outings and is there an additional cost?
- Will your child enjoy the structure of a holiday playscheme?
- If your child's session needs to be cancelled by you, will a charge still be made?
- Is the playscheme registered with Ofsted if children under 8 years of age attend? If so, when was the last inspection and what was the judgement?
- How many children attend the service and what is the age range and needs of the children attending?
- How will the staff contact you in an emergency?
- Are the facilities and equipments suitable to meet the needs of children with disabilities?
- Can they meet my child's medical / health needs?
- Is there a technology policy?
- On what hours and days does the service operate?
- What is the current charge?
- Are the ages mixed during activities?
- What range of activities is available?
- Are snacks/meals provided?
- Do you need to supply equipment, pads, snacks, etc.?
- Are staff welcoming and approachable and interested in you and your child?
- Are staff listening and responding to children and joining in with their play?
- Is the environment bright, comfortable, secure and clean with plenty of floor space for children to move around and with examples of children's work on display?
- Are there clean and safe toys and equipment, appropriate for the different stages of children's development?
- Are there activities planned and can my child choose which activities they do?
- How much individual attention do the children get?
- Is there a quiet area where children can chill out?
- What reasonable adjustments could be made to meet your child's needs?
- Is feedback routinely provided at the end of the day on what the child/ young person has been doing ?
- What is the proportion of structured activity time to free time?
- Can the child bring their own support worker and does this attract a cost reduction?

Remember you can ask the Manager if you would like to see evidence of any of these. Remember you do not need to ask all of these questions; trust your instincts whether this is the right place for your child.



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