

City of York Council

Statement of Purpose – Sharing Care, Community Short Breaks Scheme

Registered Provider

City of York Council, Children, Skills and Education Service, West Offices,
Station Rise, York YO1 6GA

Agency Address

Sharing Care, Community Short Breaks,
CSES
West Offices
Station Rise
York YO1 6GA

Responsible Individual

Jo Bell, Head of Service

Registered Manager

Jane Alexandra Halnan, Acting Service Manager

1. Service Users

Sharing Care Community Short Breaks Scheme is for children and young people with a permanent or substantial disability which has a profound effect on their health, development and social functioning. This can include children and young people with a severe learning disability, multiple or severe physical disability, severe communication difficulty, serious and life limiting/permanent illness and severe sensory impairment.

Some of the children and young people who access the scheme may be classed as having complex care needs which means that they are either:

- Children with severe challenging behaviour (including behaviour related to autistic spectrum conditions), require constant supervision to prevent them from harming themselves or others OR
- Young people who are eight years of age or older and are dependent on another person for all or most of their daily care needs.

Some of the children and young people who access the scheme may be classed as having additional health needs which means that they require the administration of permitted nursing procedures as a routine part of their daily living needs, or in emergency circumstances on a regular basis.

The service is for families living within the City of York.

2. Services Provided

The service aims to provide short breaks for disabled children and their families within their own communities.

A short break is any activity which provides a break for families from their caring responsibilities and offers a positive social opportunity for disabled children and young people.

Community Short Breaks can include carers looking after children within the child's own home, taking children out into the community or supporting children alongside their families so that they can be involved in family leisure and social activities.

The service is available at times when families need it – this includes evenings, weekends and school holidays.

The service will initially be provided for 150 hours per week by a pool of community short breaks workers and currently supports approximately 50 disabled children or young people and their families.

In addition, the service will develop a list of people who would be willing to be employed directly by families using Direct Payments.

Access to the service is by referral from Children's Services Health and Disability Social Work team who establish eligibility and assess support needs. City of York Council has published criteria relating to access to short breaks. This is available on the council website and has been widely publicised.

Agreements outlining a care plan are established for each child or young person receiving a Community Short Break and developed by social workers or lead practitioners in consultation with children, young people and their families. Care plans incorporate risk assessments to ensure support is provided in the safest way for children, families and carers. The service is reviewed annually through the Education, Health and Care Plan mechanism to ensure it continues to meet the child and family's needs.

Community Short Breaks Workers provide social, emotional and personal care support. Personal care tasks may include washing, dressing, feeding and assisting with toileting.

Community Short Breaks Workers carry out permitted nursing procedures in line with national and local guidance (1 and 2 below). A Nurse Co-ordinator, who is part of a wider Short Breaks Health Support Team is responsible for developing health care plans and ensuring carers have appropriate support and training to follow the plans.

Children and young people with limited mobility have Moving and Handling plans developed in conjunction with the child's physiotherapist and occupational therapist. Plans are developed to promote the safety of the child and the carer.

3. Recruitment, Support and Training

Staff recruitment follows City of York Council's policies and procedures and all staff involved in recruitment undergo internal training. We also work in partnerships with CityTrading, the partner recruitment agency to City of York. Extensive background checks including DSBs, medical and reference checks are carried out for all staff. Assessment of prospective staff carefully considers the skills, knowledge and experience requirements outlined in job plans.

Staff wishing to go on the list of people willing to be employed through Direct Payments will go through the same recruitment and background checks.

Community Short Breaks Workers are supported by a Short Breaks Placement Worker, receiving supervision at least every three months. Additional ongoing support is available as needed. Training needs are identified through supervision and staff are required to meet standards established by the Children's Workforce Development Council for Short Breaks Carers. NVQ training to level 2 and 3 is available. Staff have access to the Council's training programme for the children's workforce and a specialist training programme for Short Break Carers.

The work is managed by the Short Breaks Service Manager who also oversees the Short Breaks Fostering Service. Administrative support is available through the Children's Service Administration Team based at West Offices.

4. Complaints

The Children's, Skills and Education Department has an established system for dealing with complaints from children and adults, who are dissatisfied with any aspect of the service they have received. Families receiving a service are given information about the standards they should expect from the service and the process for making complaints. In the first instance they are encouraged to discuss their concerns with the staff concerned or the Short Breaks Service Manager. However, they are also able to access the council's formal complaints procedure by contacting the complaints manager at any stage. Children who wish to make a complaint can access advocacy support through City of York Council's Children's Rights Service.

5. Information and Publicity

The Community Short Breaks Service is publicised through a wider strategy to promote short break services to families with a disabled child or young person in York. This includes the development of leaflets and resources produced by

York's Family Information Service. Specific information about the service and service aims is also be available on request.

(1 –Including Me : Council for Disabled Children, Department for Education and Skills (2005)

Managing children with Health Care Needs: Delegation of Clinical Procedures, Training and Accountability Issues: Update (2008) Council for Disabled Children)

(2 – Managing Medicines in York Schools, Early Years and Out of School Settings based on DfES Managing Medicines in Schools and Early Years Settings March 2005 (Updated November 2007))

Updated June 2016