

# SHORT BREAKS SCHEME

## 2019-2020

*Activities and leisure opportunities for children & young people aged 6-18yrs who have special educational needs and/or disabilities (SEND)*



One of the ways that Wiltshire Council provides short break leisure activities and social opportunities to children and young people who have SEND, is through the Short Breaks Scheme.

Applications  
**MUST BE RECEIVED BY**  
Thursday 28th February  
2019



Inside this booklet you can find out more about the scheme, including **who** can access it, **what** the choices are and **how** and **when** to apply.

**This year's Short Breaks Scheme covers the period from 1st April 2019 until 31st March 2020**

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## INFORMATION IN OTHER FORMATS

Information about Wiltshire Council services can be made available in other formats (such as large print or audio) and other languages on request.

**Please contact the Council on**  
telephone 0300 456 0100  
textphone 01225 712500

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Alternatively email: [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)

## ABOUT THE SHORT BREAKS SCHEME

Designed in consultation with parents and carers, the Short Breaks Scheme aims to meet the individual needs and interests of children and young people who require additional support to either access or engage in leisure activities and social opportunities (also referred to as 'short breaks').



The Short Breaks Scheme offers families choice through a menu of options, which means that children and young people, together with their parents or carers, can think creatively about how they want to spend their leisure time and choose what works best for them.

Whilst Wiltshire Council subsidises all options available through the Short Breaks Scheme, **families are expected to contribute towards the overall costs of providing short breaks for their children.** Families choosing the **Activity Club or COMBO option are required to contribute £10 per 3hr session and £18 per 6hr session towards this heavily subsidised service.**

Families who choose the payment or COMBO option through the Short Breaks Scheme are responsible for making sure the money is used to best meet the leisure activity and social opportunity interests of their child for the year. **By choosing the payment or COMBO option, you could be selected at random to take part in an interview to explain how the funding was used responsibly to benefit your child and meet their leisure interests.**

## WHO CAN ACCESS THE SCHEME



**Children and young people who can access the scheme are:-**

- ◆ aged 6yrs (*as of 31st August 2019*) to 18yrs (*as of 31st March 2019*), and
- ◆ resident in areas of the county covered by Wiltshire Council (i.e. this excludes Swindon), and
- ◆ meet the eligibility criteria on page 2

**Applications must be received via the online form by  
Wednesday 28th FEBRUARY 2019  
to qualify for the Short Breaks Scheme**

## HOW TO ACCESS THE SCHEME

### STEP 1—Eligibility—page 2

Find out if your child can access the scheme by checking the eligibility criteria

### If your child is not eligible

Find out what else is available or about appeals on **Page 9**

### STEP 2— Choices—pages 3-4

See what options are available and decide which one is best for your family

**Further information** on all options can be found on **pages 3-4**

### STEP 3— Apply—page 8

Apply for the option of your choice or tell us if you need some help

**How to apply** online or by phone **Page 8**

## Steps 1 and 2: ELIGIBILITY AND CHOICES

6-18yrs

**To be eligible for the Short Breaks Scheme, your child must be aged 6yrs (as of 31st August 2019) to 18yrs (as of 31st March 2019), resident in Wiltshire and:-**

- Have a place that is funded by Wiltshire Council at a special school or a resource base in or out of county, or
- Attend a mainstream school, unit, or are home educated, have an EHCP/ My Plan and have a SEN Banding of Upper Band 1 or above.\*

*\*If you are unsure of your child's eligibility, please contact the WPC on 01225 764647 who will be able to check this for you.*

**If your child is eligible, you can choose one of the following options:-**

- **Barnardo's Activity Clubs - up to 84 hours<sup>1</sup>**
- **Short Breaks Scheme Payment of up to £440<sup>1</sup>**  
Payable directly to families to enable children to access leisure activities and social opportunities
- **The COMBO<sup>1</sup>**  
A combination of up to 42 hours of Barnardo's Activity Clubs, plus a Short Breaks Scheme Payment of up to £220

<sup>1</sup>See page 7 for further details of entitlement

**N.B. Young people over 18 may still be eligible - see FAQ on page 6**



**Remember to apply by 28th February 2019**

### Short Breaks Scheme Payment of up to £440



Families can choose to receive a payment directly which will allow them to spend the money responsibly and creatively on leisure activities and social opportunities that are most beneficial to their child. For example, they may decide to use it to pay for swimming or riding lessons, trips out, play equipment, or they may even choose to employ a support worker to help their child access activities in the wider community.

- **Compass Disability Services administers the Short Breaks Scheme Payments on behalf of Wiltshire Council.**
- **Payments will be made in two instalments and up to a maximum total amount of £440 (depending on eligibility).**
- **You must have a bank account for the funds to be paid into.**
- **You must return a simple monitoring form to say how the funds have been spent as this helps to plan for services in the future.**
- **The second instalment will not be paid unless your monitoring form has been returned on time.**
- **You may be selected at random to take part in an interview to understand how the funding was used responsibly to benefit your child and meet their leisure interests.**
- **If you choose to use your Short Breaks Scheme Payment to employ someone, there are certain responsibilities you need to be aware of. Compass Disability Services can advise and support you with this for a fee.**

**COMPASS DISABILITY SERVICES**

**Tel: 0330 3330089 or 01823 282823**

**Email: [info@compassdisability.org.uk](mailto:info@compassdisability.org.uk)**

**Or go to [www.compassdisability.org.uk](http://www.compassdisability.org.uk)**

## Barnardo's Activity Clubs up to 84hrs

Barnardo's offer activity clubs on Saturdays and during the school holidays providing a range of activities including swimming, arts and crafts, cookery, trike rides and much more.

Clubs are held across Wiltshire in a range of accessible venues, including schools and community buildings. Families have the flexibility of booking 3 hour or 6 hour sessions, with day trips organised whenever possible.

Families who choose this option will be contacted by a member of the Barnardo's team to discuss their child's needs and to complete an 'All About Me' form, if your child doesn't already have a 'My Plan' or 'My Support Plan'.

- Families are **required to pay £10 per 3hr session and £18 per 6hr session on regular club days**, as a contribution towards this heavily subsidised service.
- Families may also be required to contribute towards additional costs for special day trips out organised throughout the year.
- If your child is under 8, please see the FAQ on page 6 for more information.

For further information on the activity clubs contact BARNARDO'S Tel: 01249 463907



## The COMBO up to 42 hours holiday club and a maximum £220 payment

Families who take up this option will be entitled to receive a Short Breaks Scheme Payment of £220 maximum (made in two instalments) plus up to 42 hours of Barnardo's Activity Clubs.

This option will be attractive to those families who like the flexibility of organising their own leisure activities and social opportunities for their child some of the time, but want the additional benefit of accessing an organised club at other times.

For further information about leisure activities, please visit the Short Breaks section of the WPCCC website

[www.wiltshireparentcarercouncil.co.uk](http://www.wiltshireparentcarercouncil.co.uk)

Tel: 01225 764647 | Email: [admin@wiltspcc.co.uk](mailto:admin@wiltspcc.co.uk)

# ALLOCATION SCHEDULE

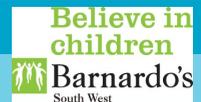
## SHORT BREAKS SCHEME PAYMENT



Applications Received	Entitles you to	This will be allocated as follows
By the 28th February 2019	<b>up to £440</b>	£300 payable from 1st April 2019 £140 payable from 2nd September 2019*

**\* Please note that the September instalment will not be released until your monitoring form has been returned to Compass Disability Services.**

## BARNARDO'S ACTIVITY CLUBS



Applications Received	Entitles you to	This will be allocated as follows
By the 28th February 2019	<b>up to 84hrs</b>	To cover the period from 1st April 2019 to 31st March 2020

## THE COMBO 42hrs activity clubs/£220 payment



Applications Received	Entitles you to	This will be allocated as follows
By the 28th February 2019	<b>up to 42hrs plus £220 max</b>	£150 payable from 1st April 2019 £70 payable from 2nd September 2019*

**\* Please note that the September instalment will not be released until your monitoring form has been returned to Compass Disability Services.**

**IMPORTANT**

**Wiltshire Council reserves the right to close the scheme if the available budget is exhausted. Eligible families are therefore encouraged to apply promptly!**

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### **We used the Scheme last year, do we have to re-apply again this year?**

Yes, eligible families **need to re-apply each year** for the Short Breaks Scheme.

### **My son/daughter who is currently aged 18 meets the eligibility criteria but turns 19 between 1st April and 31st August 2019, are they still eligible for the Scheme?**

Yes they are but they will receive a reduced entitlement. Depending on the option they choose, reduced entitlement is as follows: Barnardo's Activity Clubs 56 hours, the COMBO 28 hours and £150, the Scheme Payment £300.

### **I forgot to apply by 28th February 2019, can I still apply?**

No. Following consultation with parent carers, it was agreed that late applications would not be accepted, unless there are exceptional circumstances.

### **My son/daughter became eligible after 28th February 2019 can I still apply?**

Yes, you may submit a late application **if your child becomes eligible** after 28th February 2019, however a reduced entitlement will be awarded from the option of your choosing as follows: Barnardo's Activity Clubs 56 hours, the COMBO 28 hours and £150, the Scheme Payment £300. **The Scheme closes on Friday 18th October 2019. No applications will be accepted after this date under any circumstances.**

### **My son/daughter is under 8, can I choose Barnardo's clubs or the COMBO option?**

Yes. However, due to OfSTED regulations, settings are only allowed to run a maximum of 14 sessions per year (for a child attending all 14 sessions for 6 hours this would equal 84 hours). If you choose this option, Barnardo's will have a conversation with you to agree how this will work.

### **Can I take any unused Barnardo's club hours into next year's Scheme?**

No. Activity club hours must be used within the financial year.

## What if I want the payment option but I don't want to handle the money?

If you would prefer not to receive the money, Wiltshire Council can administer the money on your behalf. If you think this would work better for you, **please contact the WPCCC to discuss this option - contact details are on page 8.**

## My son/daughter has a residential placement, can I apply?

Children and young people in 52 week placements have leisure and social opportunities provided as part of their funded placement for the whole year, **so they are not eligible for the Short Breaks Scheme.**

Children and young people in residential placements of 38 weeks or more **can apply** and will be entitled to either: Barnardo's Activity Clubs 42 hours, the COMBO 21 hours and £105, or the Scheme Payment £210.

## What kinds of things can the payment option be used for?

The payment option is entirely flexible and allows families to use the money responsibly and creatively to pay for a whole range of leisure activities and social opportunities which are beneficial and enjoyable for the child or young person. Families have, for example, used the money to pay for swimming or riding lessons, trips out, play equipment, or have chosen to employ a support worker to help their child access activities in the wider community. Further examples can be found on the WPCCC website, or give them a call if you're not sure.

**See page 8 for contact details.**

## When can I expect the first payment to be made to my bank account?

Approved applications for this option are sent to Compass Disability Services who will contact you for the information needed to arrange payment. You can expect the first instalment in your account **from 1st April 2019**. If you applied before the Scheme deadline (28th February 2019) and you have not received a payment by the end of April 2019, you should contact Compass Disability Services by telephone: **0330 3330089** or **01823 282823**, or email: **info@compassdisability.org.uk**.

The second instalment will be made **from 2nd September 2019**, once you have returned your monitoring form. If you do not return a monitoring form you will not receive the second payment.

**The Scheme closes on 18th October 2019 and no further payments will be made after this date under any circumstances.**

## STEP 3 : APPLY

Once you are satisfied that your child meets the eligibility criteria for the Short Breaks Scheme and you know which option to choose, you will need to submit your application to Wiltshire Council.

**If you have an email address and access to the internet, please apply directly online to:**

[www.wiltshire.gov.uk/children-young-people-shortbreaks](http://www.wiltshire.gov.uk/children-young-people-shortbreaks)



**If you do not have an email account or access to the internet,** call the Wiltshire Parent Carer Council who will make an application on your behalf.

**Telephone: 01225 764647**



## NOT SURE WHAT TO CHOOSE?



If you are satisfied that your child meets the eligibility criteria to access the Short Breaks Scheme but you would like to speak to someone about the various options available before deciding which might work best for your family, **you should proceed with making an application** (as per instructions above) and **tick the box on the application form that says: 'I would like some help in choosing'**. A member of WPCC will contact you.



## NEED HELP?

If you have any queries at all or you would like some help in understanding the Short Breaks Scheme, the WPCC will be only too happy to help, so please get in touch.

**Tel: 01225 764647 | Email: [admin@wiltspcc.co.uk](mailto:admin@wiltspcc.co.uk)**  
**[www.wiltshireparentcarercouncil.co.uk](http://www.wiltshireparentcarercouncil.co.uk)**

## OTHER SHORT BREAKS AVAILABLE

### For 0-5yrs

For children aged 0-5yrs there are a range of services available across Wiltshire.



**Contact Wiltshire Council's SEND Service  
for more information**

Tel 0300 4560108 (Option 5) | Email: [CentralSENService@wiltshire.gov.uk](mailto:CentralSENService@wiltshire.gov.uk)

### For all children and young people

As well as being able to access opportunities available to ALL children and young people in Wiltshire (referred to as 'universal' services), such as play areas, swimming pools, leisure centres and youth clubs, Wiltshire Council also funds initiatives specifically designed to meet the needs of children and young people with SEND (special educational needs and/or disabilities) who require some support to enable them to access leisure activities and social opportunities.



These are referred to as 'targeted' services and include a variety of sports activities, youth clubs, music and performing sessions. With no assessment or criteria to meet to access these clubs, all you need to do is book a place.

## ABOUT APPEALS



If your child is not eligible for the Short Breaks Scheme and would have difficulty accessing universal or targeted services without additional support, you may wish to consider making an appeal.

**For more information on activities and clubs in your area or  
about appeals, contact the Wiltshire Parent Carer Council**

Tel: 01225 764647 | Email: [admin@wiltspcc.co.uk](mailto:admin@wiltspcc.co.uk)

**or visit the Short Breaks page at  
[www.wiltshireparentcarercouncil.co.uk](http://www.wiltshireparentcarercouncil.co.uk)**



# PARENTS & CARERS



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In Wiltshire, all of the work to improve services for children and young people who have SEND (special educational needs and/or disabilities) is carried out in collaboration with the Wiltshire Parent Carer Council (WPCC).

The WPCC is an independent, parent led organisation which promotes the voice of parents and carers by listening to their experiences of using local services. With a membership of approximately 2,500 parent carers, the feedback gathered by the WPCC has significantly influenced the way in which many services are now being delivered, including the Short Breaks Scheme.

The WPCC also provides the **Special Educational Needs & Disabilities Information Service (SENDIS)**, which offers a wealth of information, as well as signposting to services to support families raising a child with additional and complex needs.



## For further information

about the Short Breaks Scheme, other projects the WPCC is currently involved in, or to find out about events and consultations planned for this year, please contact them directly.

Tel: 01225 764647 | Email: [admin@wiltspcc.co.uk](mailto:admin@wiltspcc.co.uk)  
or visit their website

[www.wiltshireparentcarercouncil.co.uk](http://www.wiltshireparentcarercouncil.co.uk)