**Glossary of Terms**

**AAD:**  All Age Disabilities

**EHCP:** Educational Health & Care Plan

**SEND:** Special Education Needs and Disability

**PMLD:** Autism and profound and multiple learning difficulties

**SEMPH:** Social, Emotional, Mental Health and Physical Needs

**MLD:**  Mild learning difficulties

**SEN:**  Special Education Needs

**ADHD:** Attention Deficit Hyperactivity Disorder

**Targeted Short Breaks for Children and Young People with Special Educational Needs and Disabilities (SEND).**

**Public Engagement Pack**

**(Note: The All Age Disabilities Service is developing an easy read version of this document).**

1. **Introduction**
   1. Southwark Council All Age Disabilities (AAD) Service is seeking residents and stakeholders’ views on proposals to transform its Special Educational Needs and Disabilities (SEND) Targeted Short Break Service.
   2. The purpose of this engagement exercise is to seek views on the proposals aiming to increase inclusion and access to targeted short breaks, for children and young people with special educational needs and disabilities. This will be done by seeking the views of families who are already benefiting or could benefit from a short break, as to what they would like to see in the new offer. We want to build upon the helpful feedback we have already received, and ensure that families’ views continue to feed into the process of developing a new service.
   3. **Open Public Engagement**
      1. You are invited to give your views on proposals set out in Section 3. In order to get as many responses as possible from children and young people, parents and carers, short break activity provider organisations, schools and any other interested stakeholders, we are offering a range of opportunities to provide feedback.
   4. **The engagement opens on 14 June 2021 and closes at midnight 23 July 2021 and will run for approximately 6 weeks.**
   5. **Please note that responses received after this date will not be included.**
   6. **Why your views are important**

**1.6.1** This engagement is an opportunity for Southwark residents and families

whom have children and young people with special education needs and disabilities to contribute to how Southwark’s Targeted Short Break services will be delivered in the future. This engagement seeks your comments on the proposals for who will be eligible to access these services and invites you to share your creative ideas of the different types of activities you would want to see and ways that Targeted Short Break Services will be provided. The new proposals for transforming the service will aim to provide an engaging, varied and an effective programme of activities that eligible parents and young people would want to see. In doing so, we hope to make these available to a wider group of children, young people and their parents and carers through the broadening of the access criteria. The intention is to provide quality, fun and educational targeted short breaks opportunities for parents and carers of children with special educational needs and disabilities.

* + 1. It is important to Southwark Council that it seeks the views of the children and young people, and their families and carers, who may be affected by the proposals and that these views are carefully considered, along with the views from Southwark residents and other interested individuals.
  1. **How to have your say**
     1. Please use the Response Form to give your comments, views and ideas in response to the proposals set out in this Engagement Pack. This pack contains important information about the proposals, which you are asked to read carefully before completing the Response Form.
     2. The Engagement Pack and Response Form, along with Easy Read versions of both documents, are available to download and complete in your own time.
     3. Easy read online versions of the Engagement Pack and Response Form can be found at:

<https://consultations.southwark.gov.uk/children2019s-and-adults-services/shortbreaks2020>

* + 1. You can also respond to this engagement using the online Response Form at:

<https://consultations.southwark.gov.uk/children2019s-and-adults-services/shortbreaks2020>

* + 1. You can email downloaded Response Form directly to Southwark Council using the address:

[Targettedshortbreaks@southwark.gov.uk](mailto:Targettedshortbreaks@southwark.gov.uk)

* + 1. **IMPORTANT NOTE:** Unfortunately due to the COVID-19 restrictions we can only receive completed Response Form via email.

[Targettedshortbreaks@southwark.gov.uk](mailto:Targettedshortbreaks@southwark.gov.uk)

* 1. **Online Engagement focus group events for parents and carers**
     1. Due to the current restrictive measures, and in line with Government’s Guidelines, we will be replacing face to face engagements with online events.
     2. At the online events you will be able to find out more about the proposals through:
* Presentation on the proposals by Southwark Council staff
* Discussing your ideas and thoughts with Southwark Council staff
* Question and answer session
  + 1. There will be 2 focus groups. One for parents/carers, one for young people (age 6-18) and parent/cares together. These groups give the opportunity to go deeper into some of the key aspects of the proposal and discuss any arising issues or ideas.
    2. Where possible, following COVID-19 Government Guidelines, we will also be engaging with schools.
    3. Information about how to access these Online meetings will be published closer to their time at:

<https://consultations.southwark.gov.uk/children2019s-and-adults-services/shortbreaks2020>

**Online Event Schedule**

|  |  |  |
| --- | --- | --- |
| **Online Event Type** | **Date** | **Time** |
| Engagement open meeting | 9 July 2021 | 10:00pm – 12:00pm |
| Engagement Meeting open Meeting **– Parent & Young People** | 19 July 2021 | 5:00pm – 7:00pm |

* 1. **Your data**
     1. Southwark Council adheres to the requirements of the UK Data Protection legislation. Southwark Council is registered on the public register of data controllers, which is overseen by the Information Commissioner. The information provided in the engagement will only be used to understand respondents’ views on the proposals set out in this engagement.
     2. All individuals’ responses will be kept confidential and will not be shared with third parties, but responses from organisations may be published in full. Responses will be stored securely and retained for one year following the end of the engagement before being deleted or destroyed.
     3. Where the information provided is personal information you have certain legal rights. Respondents may ask Southwark Council for the information we hold about them, to rectify inaccurate information, to restrict our use of their personal information (this right exists from 25 May 2018) and to erase their personal data. When we use personal information, with the respondents’ consent, they will also have the right to withdraw their consent to our use of their personal information at any time.
     4. Respondents can contact the Southwark Council’s Data Protection Officer at dpo@southwark.gov.uk. If respondents have a concern about the way Southwark are collecting or using personal data, they should raise that concern with the Council in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

1. **Background**
   1. **Our Vision**
   2. The vision for the Council is *‘for all children in Southwark to grow in safe, healthy happy environment by continuing to invest in young people to ensure they have the opportunities to reach their potential’*.
   3. Southwark Council is committed to meeting its statutory duties in respect of children with special educational needs and disabilities, and their parents or carers, as set out in *The Breaks for Carers of Disabled Children Regulations 2011*. This engagement is solely focused on proposals to transform the Council’s Targeted Short Break Services, within the parameters of the statutory duties, which apply. These duties consist of having regard to:
      1. the needs of those carers who would be unable to continue to provide care unless breaks from caring were given to them; and
      2. the needs of those carers who would be able to provide care for their disabled child more effectively if breaks from caring were given to them to allow them to:
         1. undertake education, training or any regular leisure activity,
         2. meet the needs of other children in the family more effectively, or
         3. carry out day to day tasks which they must perform in order to run their household.
   4. In addition to the Targeted Short Break Services, Southwark Council also provides a range of Universal and Specialist Short Breaks services. This engagement focuses purely on Targeted Short Breaks. Universal and Specialist do NOT form any part of this engagement.
   5. **About the Short Break Services.**
      1. Southwark’s Short Break Services are part of a range of services, which support children and young people with special educational needs and disabilities and their families.
      2. The Short Break Service seeks to offer a range of fun and educational activities for these children and young people, from 6-18 years old, so that their parents or carers can have a short break from their caring responsibilities.
      3. The Short Break Service also aims to provide parents or carers with time away from their caring responsibilities, giving them the opportunity to take part in education, training, leisure activities and complete day-to-day tasks to meet the needs of other children in the family.
      4. Short Break Service provision offers daytime, evening, and weekend activities for the child or young person and can take place in the child’s home, the home of an approved carer, or in a residential or community setting.
      5. The Short Break Services provided by Southwark Council, termed ‘the local offer’ are open to children and young people between the ages of 6-18, are resident of Southwark and meet the access criteria.
      6. The level of support a child, young person and their family is entitled to dependent on the severity and nature of the child’s disability. The support as mentioned in 2.3 is categorised into three levels:

***Universal Services***

These services are available to all children and young people in Southwark, including those with special educational needs and disabilities. Many are free of charge and include:

* + - * Children’s Centres
      * Leisure activities including free swimming and gym
      * Disability sport and physical activity programme
      * Youth clubs and after school Clubs across the borough

Southwark Council wants these services to be as inclusive as possible for children and young people with special educational needs and disabilities. All universal services are expected to make reasonable adjustments so that children with additional needs can be included. For most children and young people, these short breaks are enough and they do not need to visit targeted or specialist services.

***Targeted Services (the focus of this engagement)***

These services provide activities for children and young people with special educational needs and disabilities who are unable to access universal services due to the complexity of their needs and require some level of support to be provided, as set out in their care plan.

Current Targeted Short Break Services are commissioned non-residential short breaks including:

* + - * Weekend sport clubs
      * Supported youth and after school clubs
      * Supported art club

Currently parents and carers can use targeted services without needing to go through an assessment. In other words, they can contact the service and arrange for the child or young person to attend.

***Specialist Services***

Due to their specialist nature of these services in meeting high and complex needs of children and young people with special educational needs and disabilities, there is a process for ensuring that these services are suitable for the particular family. To access these services the child or young person will require an assessment, which is carried out by a member of the All Age Disability & Learning Disability (0-25) Service. The results of the assessment then go to a professional decision-making Panel. The Panel considers each case individually based on eligibility and need.

Examples of specialist services include:

* + - * Family Link
      * Residential short breaks
      * Individual 1:1 support for home and to access the community
      * Specialist School holiday clubs
      * Care plan support requirements
  1. **How Short Break Services are delivered in Southwark.**
     1. The services are funded by the Council and currently there are three organisations providing Targeted Short Break service to Southwark’s children and young people with special educational needs and disabilities. These are :
        + Cambridge House – After school Arts Club
        + London PE Network – Saturday morning sports club
        + Salmon Youth Centre – Youth clubs and holiday clubs.
  2. **Who is currently eligible to access the Targeted Short Break Services?**
     1. Each service provider has different access criteria and access to a service is assessed by the provider. The current access criteria as set out in the specifications are:

*Cambridge House Criteria:*

* + - * Children and young people who are on the disability register or who are eligible to be on the disability register or those known to the All Age Disability and Learning Disability (25+) or on the SEN maintained register aged 11 – 25 living in Southwark

*London PE Network Criteria:*

* + - * School aged children (4 to 18 years old) based within Southwark with the following:
      * Autism and profound and multiple learning difficulties (PMLD)
      * Dyspraxia, downs syndrome and social and emotional mental health (SEMH).
      * Mild learning difficulties (MLD) and are non-verbal.
      * Multiple disabilities, which include mobility and physical impairments (upper and lower limbs), co-ordination and movement problems.

*Salmon Youth Club Criteria:*

* + - * For the holiday activities and Mixable Club:
      * Children and young people with complex medical/health needs including ADHD, disabled children and young people and those with additional/special needs aged between 12 and 18 years old.
      * For the befriending and Mentoring Scheme:
      * Young people aged 14 – 18 years old with Education Heath & Care Plan (EHCP) statements for special education needs but who do not fall under All Age Disability and Learning Disability (25+) Service criteria for disability.
  1. **How do eligible families currently access the Short Break Services?**
     1. Access to services is either by All Age Disability Team referral or parent self-referral. Booking on to services is completed directly with the service provider who manages the assessing of access, attendance and waiting lists.

1. **Proposed changes to the Short Break Service**
   1. The Council is proposing to transform and improve the ways that Targeted Short Break Services are delivered. These proposals seek to deliver an effective programme, which provides both good quality breaks for parents and carers of children and young people with special educational needs and disabilities. It will also provide fun and educational opportunities for the children and young people receiving them. At the heart of this proposal will be support for all eligible parent/carers, children and young people.
   2. In 2018/2019 the Council asked the views of 168 service users on what their favourite activities were. Responses were received as follows:

* 60 Service users said it was sport
* 37 Service users said that it was Music
* 29 Service users said that it was Arts and Crafts
* 22 Service users said it was Drama
* 15 Service users said it was Swimming
  1. As well as seeking the views of service users the Council also engaged Southwark Independent Voice and Parent and Young People SEND Consortium, on the current services and suggestions as to how the service can be improved in the future.
  2. **Proposals relating service changes.**

3.5.1 The Council is grateful for all contribution, learning from the aforementioned engagement events have been incorporated into the proposals set out below. Feedback on these proposals will be incorporated into the service design.

3.5.2 Listed below are a number of changes in reference to responses to previous service engagement which the Council, would like to share with service users, ‘You said’, Our proposal’ and ‘Anticipated benefits’.

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| --- | --- |
| ***1: To introduce an annual application process for the allocation of services*.** | |
| **You said:** | Sometimes it is hard to find places. This is because there is not a single point of contact and places are given to those who apply first. |
| Our proposal: | To introduce an annual application process to validate accessibility and to allocate places. The application process would be run annually and families would have to apply each year to access services. There would be set dates for submitting applications and places would not be allocated until all applications have been received and assessed.  However, provision would be made for those families whose accessibility became valid within any year to be able to access services. They would then fall into the normal annual application in the following year. |
| Anticipated benefits: | This would ensure that places are allocated in accordance with a family’s current needs and circumstances.  The application form will also include an opportunity to indicate the type of services the child or young person wishes to attend such as a sports activity or an after school club. This information can then be used to inform the types of service and capacity as part of the councils annual review of services to be provided.  The process will support a more flexible and adaptable service. |
| **2: Allocate a limited number of service hours.** | |
| You said: | Some families have managed to access a number of services whilst others only access one service as places are allocated on a first come first served basis. |
| Our proposal: | To allocate a set number of hours to each child or young person. They can then use these hours for the sessions they would like. This would be based on need. |
| Anticipated benefits: | To ensure that the limited resources are distributed fairly to eligible children and young people.  To ensure that the services are sustainable. |
| 3: To have one eligibility criteria for all services. | |
| You said: | Many parents have feedback to Southwark Independent Voice:   * That they don’t access services because they don’t know if they are eligible. * That they thought that they were ineligible because they were working. |
| Our proposal: | To introduce clear accessibility criteria based on the child or young person’s Education, Health and Care Plans (EHCPs).  The accessibility criteria provide a baseline to apply for a short break service.  The Council has considered a number of options with the preferred options being:   * Must be aged between 6 and 18 years old, * Have a place that is funded by Southwark Council at a special school or a mainstream school with specialist resource base in or out of borough, or * Attend a mainstream school or are home educated and have EHCP with funding at band C or D |
| Anticipated benefits: | A single clear criterion will ensure that all children and young people who access targeted short breaks are identified and that parents can easily assess their child’s accessibility.  Of the 2503, children and young people with EHCPs approximately 1170 would be eligible to apply for a short break.  By basing, the accessibility on a statutory assessment it ensures that the new criterion supports children and young people who have access to a targeted break.  The EHCP is completed with all children and young people that have either special educational needs and/or a disability and therefore every child or young person requiring additional support to access leisure activities will have an EHCP. This will ensure that there are no unnecessary or time-consuming additional assessments for families.  Children aged 2 to 5 years old are eligible to the ‘Free entitlement’, which provides at least 540 hours of early learning or childcare per annum. By starting the accessibility at 6 years old this would eliminate the potential of families being funded twice for a service.  Young adults aged over 18 years old require different services and support than those aged 6 to 18. These young adults will continue to be eligible for access to Universal Services, as specified within the ‘local offer’. To receive council funded Services they would need to receive a Care Act assessment from the All Age Disability & Learning Disability (25+) Service to determine their eligibility. |
| **4: To change the way services are delivered.** | |
| You said | Having to contact a number of providers to find a place is time consuming and parents are not sure if the service is appropriate for their child’s needs. |
| Our proposal | To introduce a single point of contact model of service delivery.  This means that a model of service would be developed around a single point of contact for families to access services. This model will be commissioned through a tender process to oversee the application process and the delivery of quality services.  Through the application process, with the single point of contact approach parents would liaise with the provider to determine how best to support the needs of the family.  From the information received via the application process a service plan for the whole year will be developed and managed. This single point of contact approach will help in analysing the requirements and needs to Southwark families, which in turn supports development of the market to ensure the required types of service are available. |
| **Anticipated benefits:** | Parents will have one point of contact to access a short break service.  To provide a more flexible delivery method that can adapt and develop as the needs of the families requiring short break services change.  To introduce a level of personalisation to the services being provided.  To provide support to families that are not successful at gaining a targeted short breaks allocation into universal short breaks.  To validate accessibility and ensure only those within an entitlement access any services.  To provide a fair and equal service to eligible families, children and young people. |

1. **Please can you now complete the engagement questionnaire on line following the link below:**

<https://consultations.southwark.gov.uk/children2019s-and-adults-services/shortbreaks2020>

**If you have any questions relating to the engagement please send an email to:**

[Targetedshortbreaks@southwark.gov.uk](mailto:Targetedshortbreaks@southwark.gov.uk)

1. **Next Steps for the Targeted Shortbreads Service:**

* **The council will analyse the feedback received to develop the future service design.**
* **Following the analysis the council will provide the outcome from the engagement to service users.**