

SHORT BREAKS SCHEME

2021-2022

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
Sunday 28th February
2021



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 2021 until 31st March 2022

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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

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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 2021*) to 18yrs (*as of 31st March 2021*), and
- ◆ resident in areas of the county covered by Wiltshire Council (i.e. this excludes Swindon), and
- ◆ meet the eligibility criteria on pages 2 and 3

**Applications must be received via the online form by
Sunday 28th FEBRUARY 2021
to qualify for the Short Breaks Scheme**

HOW TO ACCESS THE SCHEME



If you don't want to use the online tool, follow this chart to see if your child is eligible

START HERE

Do you live in Wiltshire (excluding Swindon) and have a child born between 1st April 2002 and 31st August 2015?

No

See the Wiltshire Parent Carer Council website for information about activities.

Yes

Do they attend a special school or Resource Base (in or out of the county), funded by Wiltshire Council?

No

No

Yes

Your child is eligible. See pages 5 & 6 for details of options
You MUST apply by 28th February 2021
See page 12 for details on how to apply

First find out if your child is eligible for the Short Breaks Scheme



You might want to use this online tool that has been created by the Wiltshire Parent Carer Council:

<https://www.surveymonkey.co.uk/r/WiltsSBS2021>

See the Wiltshire Parent Carer Council website for information about activities.

No

Do they have an EHCP (or My Plan) with SEN Band Upper Band 1 or above?

Don't Know

Contact the Wiltshire Parent Carer Council, they can check for you.

Yes

Your child is eligible. See pages 5 & 6 for details of options
You MUST apply by 28th February 2021
See page 12 for details on how to apply

To be eligible for the Short Breaks Scheme, your child must be:-

- aged 6yrs (as of 31st August 2021) to 18yrs (as of 31st March 2021),
- resident in Wiltshire (not Swindon),

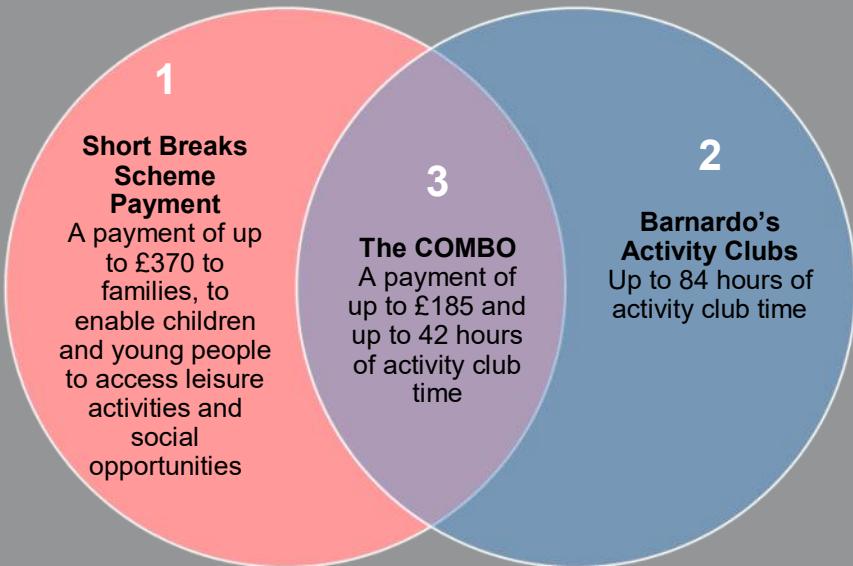
And:-

- 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, other provision, or are home educated, and have an EHCP/My Plan with a SEN Banding of Upper Band 1 or above.*

N.B. Young people over 18 may still be eligible - see FAQ on page 8

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

If you are eligible, you have three choices



OPTION 1



Short Breaks Scheme Payment of up to £370

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.

- **Wiltshire Council administers the Short Breaks Scheme Payments (previously administered by Compass Disability Services).**
- **Payments will be made in two instalments and up to a maximum total amount of £370 (depending on eligibility¹).**
- **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. Wiltshire Council can provide advice and support.**

¹See page 9 for further details of entitlement

Wiltshire Council Short Breaks Team

Tel: 01225 757988

Email: shortbreaks@wiltshire.gov.uk

OPTION 2

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 sessions², 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.
- ²N.B. Virtual support and small group activities will be available if large group activities are not permitted due to COVID-19 restrictions.

**For further information on the activity clubs
contact BARNARDO'S Tel: 07590 624260**



OPTION 3




The COMBO up to 42 hours holiday club and a maximum £185 payment

Families who take up this option will be entitled to receive a Short Breaks Scheme Payment of £185 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.

SHORT BREAKS SCHEME PAYMENT				
	Applications Received	Entitles you to	This will be allocated as follows	
	By the 28th February 2021	up to £370	£300 payable from April 2021 £70 payable from September 2021*	
* Please note that the September instalment will not be released until your monitoring form has been returned to Wiltshire Council.				

BARNARDO'S ACTIVITY CLUBS			
	Applications Received	Entitles you to	This will be allocated as follows
	By the 28th February 2021	up to 84hrs	To cover the period from 1st April 2021 to 31st March 2022

THE COMBO 42hrs activity clubs/£185 payment				
	Applications Received	Entitles you to	This will be allocated as follows	
	By the 28th February 2021	up to 42hrs plus £185 max	£140 payable from April 2021 £45 payable from September 2021*	
* Please note that the September instalment will not be released until your monitoring form has been returned to Wiltshire Council.				

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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FREQUENTLY ASKED QUESTIONS



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 2021, 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 42 hours, the COMBO 21 hours and £92, the Scheme Payment £185.

I forgot to apply by 28th February 2021, 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 2021 can I still apply?

Yes, you may submit a late application **if your child becomes eligible** after 28th February 2021, however a reduced entitlement will be awarded from the option of your choosing as follows: Barnardo's Activity Clubs 42 hours, the COMBO 21 hours and £92, the Scheme Payment £185. **The Scheme closes on Sunday 31st October 2021 No applications will be accepted after this date under any circumstances.**

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.

How do I access my second part of the payment?

Wiltshire Council will contact you from August 2021 with a monitoring form. You **must complete and return this by 31st October 2021** to receive your second payment. You do not need to submit a second application. Contact the Wiltshire Parent Carer Council if you are unsure or need help.

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 WPCC to discuss this option - contact details are on page 12.**

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 £92, or the Scheme Payment £185.

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 WPCC website, or give them a call if you're not sure.

See page 12 for contact details.

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

Approved applications for this option are processed by Wiltshire Council who will contact you for the information needed to arrange payment. You can expect the first instalment in your account **from April 2021**. If you applied before the Scheme deadline (28th February 2021) and you have not received a payment by the end of April 2021, you should contact Wiltshire Council by telephone: **01225 757988**, or email: **shortbreaks@wiltshire.gov.uk**.

The second instalment will be made **from September 2021**, 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 31st October 2021 and no further payments will be made after this date under any circumstances.

OTHER OPTIONS

If your child is not eligible for the Short Breaks Scheme, there are other options.

There are leisure and activity options known as 'universal services'. These include play areas, swimming pools, leisure centres, libraries, cinemas 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. There is no assessment or criteria to meet to access these clubs, all you need to do is book a place.

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

www.wiltshireparentcarercouncil.co.uk

Tel: 01225 764647 | Email: admin@wiltspcc.co.uk



Photo taken prior to coronavirus

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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Budget Implications 2021-2022 - a message from Wiltshire Council

Wiltshire Council is fully committed to providing the short breaks service in the county, and to helping to support those eligible children and their families/carers.

There has been another significant increase in the number of children in Wiltshire with an Education, Health and Care Plan (EHCP) this year, which continues to put pressure on services.

Due to an increase in the number of eligible children and young people who qualify for support under the Short Breaks Scheme, payment amounts this year see a slight reduction from last year. This reduction has been necessary to ensure that we are able to support all of the eligible children and families in Wiltshire, and that the funding is shared out equally for everyone.

To support this slight reduction, it has been agreed that the first payments will remain at £300 for the Scheme payment option and £140 for the COMBO option as per last year's payments. The reduction will be made in the second payment (£70 scheme payment or £45 COMBO).

The available budget will be reviewed later in the year, when we will have a clearer idea of the number of actual applicants for the Short Breaks Scheme. Depending on the budget available as a result of the actual number of eligible applicants, there is the potential that the amount of the second payment could increase slightly, although it will not be as high as last year.

We will confirm the amount of the second payment (scheme payment and COMBO) before September 2021, once we have a clearer indication of the available budget. As always, please speak to the WPCC if you have any queries in the meantime.

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. Please have your bank details to hand as you will need them when submitting your online application.

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

<https://services.wiltshire.gov.uk/ShortBreaks/Home/Index>



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 the 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
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 2, followed by Option 3)

Email: 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

**or visit the Short Breaks page at
www.wiltshireparentcarercouncil.co.uk**



PARENTS & CARERS



Photo taken prior to coronavirus

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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 over 2,700 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**
or visit their website

www.wiltshireparentcarercouncil.co.uk