

Service Contract Schedule 1.1

Lot 1a	
Lot Title:	Break Time
Service Summary:	<p>Group based activities - For children and young people with SEND with an <u>unassessed need</u>.</p> <p>Group-based social, leisure and sports activities which can include evening activities such as youth groups, weekend activities and school holiday clubs.</p>

The Service

This Lot is for the provision of '**Break Time**' short break group opportunities for children and young people with SEND.

The main aim of the service should be to provide activities for children and young in a safe and supported environment, helping them to interact with new people and experience a range of new activities whilst offering their parents a short break from their caring responsibilities.

Children and young people should be provided with choice, flexibility and a wide menu of options.

It is expected that Service Providers will plan activities with the children and young people in order to reflect their interests and ensure their needs are met. Activities for example, range from arts/crafts, computers skills, gaming, coding, drama, dance and music, accessible sports, fishing, day trips, Lego and sessions that build independence skills.

Barriers to inclusion should be overcome. The Service Provider should cater to the needs of children and young people with a range of special educational needs and difficulties and offer activities which are of interest to and are appropriate for different age groups such as: 4-11 years, 11-16 years and 16 plus.

Group sizes for the purpose of this Lot as a minimum **must be** six or more children and young people with SEND.

Groups may be established in a number of ways – for example, friendship groups, children of similar age or disability, children with a common interest, living near each other, or a combination of these. The Service provider, with the support of the Authority, will identify appropriate groupings and provide activities to enhance local friendships, localism and community visibility.

Service User Groups

The Service Provider will deliver group-based activities to children and young people with SEND these will typically include the following groups:

- Children and young people with Autistic Spectrum Condition
- Children and young people with complex Social Communication disorders
- Children and young people with a severe or profound Learning Disability
- Children and young people with a severe Physical Disability
- Children and young people with a substantial degree of Sensory Impairment
- Children and young people with other complex medical health conditions
- Children with learning disabilities unable to access mainstream activities

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<ul style="list-style-type: none">• Children with ADD and ADHD
Behaviour should be managed to ensure the safety, well-being and enjoyment of all.
Eligibility
<ul style="list-style-type: none">• Children and young people will be able to access Break Time from the start of the academic year (September) in which they turn age 5 to the end of the academic year in which they turn 18.• The child or young person has special educational needs and/or disabilities meaning they are unable to access universal services and activities; and the parent and carers are in receipt of child benefit for that child or young person. Parents and carers will need to provide evidence of this as part of the registration process.• Children will live in Lancashire (excluding Blackburn with Darwen and Blackpool council areas).
Children are not eligible to attend Break Time if:
<ul style="list-style-type: none">- They are looked after children and live with their parents, in a foster family or in a children's home (however children living with special guardians or someone who is in receipt of carers allowance for that child, are eligible)- They have had a social care assessment and receive Day Time or Night Time short breaks following this, through a social care plan of support.- They attend a residential school or receive short breaks as part of school support to families.
It will be the Authority's responsibility to determine the eligibility of individual children and to approve their applications for a Break Time offer.
Allocation of hours and referral pathway
Eligible children and young people can access up to 78 hours of Break Time activity within a financial year.
Hours cannot be carried over to the next financial year.
Break Time services <u>should only</u> be accessed by those children and young people that have had their registration confirmed by the Authority's Short Breaks Team.
Eligible children and young people can choose to attend a maximum of two providers over the year. Hours will be split between providers at parent/carers request.
For example:
<ul style="list-style-type: none">➤ Provider A – 30 hours and Provider B - 48 hours.➤ Provider A - 29 hours and Provider B – 39 hours
<i>LCC will review the right to split hours, and as such this would be subject to change after year one.</i>
If the Service Provider is unable to provide all the hours allocated to an individual this should be made clear either from the outset where known or immediately upon this becoming apparent.
Allocation of places for this service should be allocated fairly and equally based on the number of requested places per child/young person since the start of the year and place availability. It is up to the provider to be flexible in the allocation of places based on the number of places requested for each session.

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<u>Referral pathway</u>
Families can self-refer; all applications will come via the Authority. Application form(s) will be available on the Local Offer website or they can be requested by post.
Parents and carers are required to register for Break Time activities and if they meet the eligibility criteria they will be allocated up to 78 hours per child or young person per year to allow parents/carers to have a break from their caring responsibilities.
The Authority will determine the registration deadline.
<u>Requesting Services</u>
The Authority will be requesting Break Time Services from the Service Providers on an annual basis, this will usually be at the beginning of each year. The Authority will issue a 'Request for Services' to the Service Providers on the Provider list annually but reserves the right to request Break Time Services at any time.
At each annual Request for Service, the Authority will provide the exact requirements for service delivery and charges within a Service Contract Data form. The Authority will pay the Service Provider as per the Service Contract Data form and terms of the Service Contract.
Service providers must be able to access email or the Authorities subsequent system to respond to Request for Services.
<u>Media</u>
Successful Service Providers will have their Service details and the activities available displayed via the Local Authority's SEND Directory of Services and Local Offer. This is to enable parents and carers to see the Break Time services available to them. SEND Local Offer Directory www.lancashire.gov.uk/SEND <i>Service Providers will be responsible for updating their details on the directory.</i>
<u>Additional hours</u>
Families will be able to purchase additional Break Time hours if they want to access more than the allocated 78 hours per year of Break Time activities.
Payment for access to additional Break Time activities will be payable directly to the Provider by parents or carers
The Provider will be required to link the rate that they are charging parent and carers to the rate they are charging the Authority for the provision of activities.
The cost payable should not exceed the 'standard/nominal cost' of the activity chargeable within the universal marketplace.
<u>Individual Needs</u>
The Service Provider must have a process in place to obtain written information in relation to the individuals needs including medical conditions, health care needs, communication and behaviour and any other information required to undertake health and safety / risk assessments and the completion of monitoring forms. Information must be updated at least annually.
The Provider must ensure that each child, young person's individual needs are identified as early as possible enabling staff training, equipment and / or other arrangements to be implemented in a timely fashion.

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<p>The Provider must have written information regarding the arrangements for collection of each Service User at the end of the activity and in an emergency and emergency contact details.</p>
<p>Information about a child / young person may be shared with other providers and services where there is parental consent to do so.</p>
Days/Hours/Operation
<p>Services will have flexible hours of operation and will be accessible out of school hours, during weekdays, at weekends and during school holidays as required.</p> <ul style="list-style-type: none">➤ During term time the length of a session will be minimum of two hours and of a maximum of three hours on a school day➤ During holiday times the session will be a minimum of two hours <p>School holiday dates will be taken from the Authority's commended holiday framework which can accessed here. School term dates and holidays - Lancashire County Council</p>
<p>Some children and young people may only require this service in term time or holiday time and others may require a combined service.</p>
<p>The Service Provider will operate a system that allows as many different children and young people as possible to attend Break Time. This should include a waiting list and/or cancellation policy in case of low or high demand for the service.</p>
<u>Did Not Attend Policy</u>
<p>The Authority will not pay for:</p> <ul style="list-style-type: none">• Sessions cancelled by the Provider• Sessions cancelled by the commissioner or parent/carer with more than 7 days' notice <p>The Provider will be entitled to charge for:</p> <ul style="list-style-type: none">○ Sessions delivered (at the appropriate hourly rate)○ Sessions cancelled by the Authority or parent/carer with less than 7 days' notice
<p>It will be the discretion of the Authority, dependent upon the reasons for non-attendance as per individual case basis, should parents and carers of children and young people with SEND wish to challenge the application of this procedure.</p>
Location
<u>Venue</u>
<p>It is the Service Provider's responsibility to source and secure a suitable venue and ensure that buildings used for the purpose of short breaks adequately meet the needs of the children and young people in the service provider's care. For example, in regard to accessibility and toileting/ personal care ensuring equipment is in place to ensure safe and appropriate manual handling e.g. suitable hoists.</p>
<u>Location</u>
<p>Services need to be available to enable all eligible children and young people and their families and carers across Lancashire, including those living in rural and less populated areas, to ensure equitable access to quality short break services.</p>

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Transport and additional costs
It is expected under this Lot that parents/carers will transport or make arrangements for transport of their children and young people to the activities and pay for these costs directly themselves.
Unless expressly agreed by the Authority, all transport costs incurred in the delivery of outreach (e.g. to the chosen activity, venue of activity and return to home) will be met by the parent / carer.
This contract does not allow for any additional reimbursement for mileage incurred as part of this service. This payment must be administered by the provider and negotiated by the provider with the family.
For each child and young person attending the Service the Provider should charge parents and carers a minimum contribution of £2 per hour. This hourly charge is for access to the Break Time activities, any additional trips or visits should either be paid for by the Families or through additional fundraising.
The financial amount payable for the provision of activities is to be determined by each individual Provider.
Payments for activities must be administered by the provider.
The Authority will not make any financial payment towards the parent contribution to cover any losses incurred by the Provider if they fail to cancel their attendance in advance of the scheduled activity.
Price
Service Providers are required to submit a price for each session that they will offer under the Service Contract and Service Specifications for Break Time. Service Providers are required to give details of the session price, based on the required ratio of staff, session length, along with the minimum and maximum numbers required to operate a group activity.
The aim for the Authority is to meet the needs of as many children and young people more effectively and for them to have better-quality service, therefore Service Providers should aim to maximise hours of service for children to provide value for money for the Authority whilst providing a meaningful activity for children and young people.
The Provider will be expected to deliver the Service so as to demonstrate effective and efficient use of resources. The Authority will be looking for Service Providers to be innovative in their delivery and demonstrate their commitment to offer value for money, to maximise limited resources.
Whilst service volumes will be variable and dependent upon Service Provider capacity, activity type, availability of funding from the Authority and uptake of the Service by parent and carers group sizes as a minimum must be six or more children and young people with SEND.
The total financial value of this contract includes venue hire, staffing costs, monitoring, evaluation and any over heads for the delivery.
The Authority will not pay enhanced rates for weekends and Bank Holidays.
Outcomes and performance
The main aim of the service should be to provide activities for children and young people in a safe and supported environment, helping them to interact with new people and experience a range of new activities whilst offering their parents a short break from their caring responsibilities.

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Providers are required to:

- Safely support children and young people with SEND to take part in a range of varied, fun and meaningful group activities
- Provide positive experiences for children and young people with SEND.
- Support parents/carers to have a break from their caring responsibilities.
- Reduce family stress.
- Provide peer group opportunities to develop social skills and friendships.

Children and young people will say:

- My voice is heard
- I have fun
- I have the help I need, and I feel safe
- I am included and active in my local community

Parent and carers will say:

- I feel supported
- Short breaks help me be more resilient in my caring role.
- My child or young person receives quality care and support.
- I am able to make choices to plan the support that is best for my family

Please refer to the Key Performance indicators on page 13

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LOT 1b	
Lot Title:	Break Time Plus
Service Summary:	Group based activities - For children with disabilities with an assessed need . Group-based social, leisure and sports activities which can include evening activities such as youth groups, weekend activities and school holiday clubs.

The Service

This Lot is for the provision of '**Break Time Plus**' short break group opportunities for children and young people with SEND.

The main aim of the service should be to provide activities for children and young in a safe and supported environment, helping them to interact with new people and experience a range of new activities whilst offering their parents a short break from their caring responsibilities.

Children and young people should be provided with choice, flexibility and a wide menu of options.

It is expected that Service Providers will plan activities with the children and young people in order to reflect their interests and ensure their needs are met. Activities for example, range from arts/crafts, computers skills, gaming, coding, drama, dance and music, accessible sports, fishing, day trips, Lego and sessions that build independence skills.

Barriers to inclusion should be overcome. The Service Provider should cater to the needs of children and young people with a range of special educational needs and difficulties and offer activities which are of interest to and are appropriate for different age groups such as: 4-11 years, 11-16 years and 16 plus.

Group sizes for the purpose of this Lot as a minimum **must be** six or more children and young people with SEND.

Groups may be established in a number of ways – for example, friendship groups, children of similar age or disability, children with a common interest, living near each other, or a combination of these. The Service provider, with the support of the Authority, will identify appropriate groupings and provide activities to enhance local friendships, localism and community visibility.

Service User Groups

The Service Provider will deliver group-based activities to children and young people with SEND these will typically include the following groups:

- Children and young people with Autistic Spectrum Condition
- Children and young people with complex Social Communication disorders
- Children and young people with a severe or profound Learning Disability
- Children and young people with a severe Physical Disability
- Children and young people with a substantial degree of Sensory Impairment
- Children and young people with other complex medical health conditions
- Children with learning disabilities unable to access mainstream activities
- Children with ADD and ADHD

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Behaviour should be managed to ensure the safety, well-being and enjoyment of all.
Eligibility
<p>Break Time Plus is a service for children and young people who are supported through a Child's Plan following a social care assessment of needs.</p> <p>Children and young people will be able to access Break Time from the start of the academic year (September) in which they turn age 5 to the end of the academic year in which they turn 18.</p> <p>Children and young people must live in Lancashire (excluding Blackburn with Darwen and Blackpool Council areas) or receive support from Lancashire County Council through a Child's Plan. This includes Children in Need, Children in Our Care and where young people continue to attend after they turn 18 years old up to the age of the academic year in which they turn 18, Care Leavers or adults supported through an Adult Social Care Plan.</p> <p>Break Time Plus groups and activities will be funded through the plan of care and support the child or young person is supported through.</p>
<p>It will be the Authority's responsibility to determine the eligibility of individual children and young people and to agree the Break Time Plus Service can be accessed as part of a Plan of care and support.</p> <p>Where demand for this service exceeds provider capacity, the eligibility and access criteria may need to be reviewed.</p>
Allocation and referral pathway
<p>Eligible children and young person will have an agreed total number of hours of support within a specified period, as part of the Child's Plan to access Break Time Plus group activities.</p> <p>The number of hours each child or young person attends Break Time Plus group activities will be agreed with the children and young people's Social Care Worker and will be reviewed as part of the Review of the child or young person's plan of care and support.</p>
<p>Break Time Plus services <u>should only</u> be accessed by children and young people as part of a child or young person's plan of care and support.</p>
<p>If the Service Provider is unable to provide all the Break Time Plus group activity hours agreed for a child or young person this should be made clear either from the outset where known or immediately upon this becoming apparent.</p>
<p>Allocation of places for this service should be allocated fairly and equally based on the number of requested places per child or young person since the start of the year and place availability. It is up to the provider to be flexible in the allocation of places based on the number of places requested for each session.</p>
<p>All packages of care and support will be subject to regular review which may result in packages increasing, decreasing or ending dependant on the identified assessed needs.</p>
<p>The Service may come to an end for an individual child or young person for a number of reasons such as, but not limited to:</p> <ul style="list-style-type: none">• Transition to adulthood• Preferences of the child/young person and their family• Changing needs of the child/young person• Changes in how care and support is provided• Hospital stays

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<u>Referral pathway</u>
Access to Break Time Plus will be subject to the approval of the Authority via the Children with Disabilities Service and/or Children's Social Care.
The Authority will be requesting Break Time Plus Services from the Service Providers. Services will be commissioned as and when a need arises on an individual basis.
<u>Requesting Services</u>
The Authority will request services by issue of a Short Breaks Form this will be shared with Service Providers on the Provider list.
The information shared with Service Providers will include the service description, proposed delivery schedule, the total number of hours in the care and support package requested of the provider, planned start date and the needs of the child or young person.
Service Providers will need to be able to access email (or the Authorities subsequent system) to respond to Request for Services.
Children and young people who are looked after or who receive short breaks through a social care plan of care and support can also benefit from a group activity or club, funded through their social care plan i.e. a Direct Payment or a commissioned package of care. This will provide an enhanced level of choice and flexibility for families in how their needs are met.
Parent and carers can purchase Break Time Plus Services directly from the provider for a child or young person if approved by the Authority as part of agreeing the support provided through a Child's Plan.
A parent and carer in receipt of Direct Payments can use these flexibly to access a Break Time activity. In this circumstance, the Authority will not complete a Short Breaks Form
Direct Payments for Break Time Services <u>must</u> be administered by the provider.
Foster carers or residential carers can purchase Break Time Plus Services directly from the provider for a child or young person in their care. In this circumstance, the Authority will not complete a Short Breaks Form
Payment for Break Time Services <u>must</u> be administered by the provider.
<u>Media</u>
Successful Service Providers will have their Service details and the activities available displayed via the Local Authority's SEND Directory of Services and Local Offer. This is to enable parents and carers to see the Break Time services available to them.
SEND Local Offer Directory
www.lancashire.gov.uk/SEND
<i>Service Providers will be responsible for updating their details on the directory.</i>
<u>Additional hours</u>
Families will be able to purchase additional Break Time Plus hours if they want to access more than the allocated number of hours that they receive in their Child's Plan.
Payment for access to additional Break Time activities and/or trips will be payable directly to the Provider by the parent or carer.
The Provider will be required to link the rate that they are charging parent and carers to the rate they are charging the Authority for the provision of activities.
The cost payable should not exceed the 'standard/nominal cost' of the activity chargeable within the universal marketplace.

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Individual Needs
The Service Provider must have a process in place to obtain written information in relation to the individuals needs including medical conditions, health care needs, communication and behaviour and any other information required to undertake health and safety / risk assessments and the completion of monitoring forms. Information must be updated at least annually.
The Provider must ensure that each child, young person's individual needs are identified as early as possible enabling staff training, equipment and / or other arrangements to be implemented in a timely fashion.
The Provider must have written information regarding the arrangements for collection of each Service User at the end of the activity and in an emergency and emergency contact details.
Information about a child / young person may be shared with other providers and services where there is parental consent to do so.
Days/Hours/Operation
Services will have flexible hours of operation and will be accessible out of school hours, during weekdays, at weekends and during school holidays as required. <ul style="list-style-type: none">➤ During term time the length of a session will be minimum of two hours and of a maximum of three hours on a school day➤ During holiday times the session will be a minimum of two hours School holiday dates will be taken from the Authority's commended holiday framework which can accessed here. School term dates and holidays - Lancashire County Council
Some children and young people may only require this service in term time or holiday time and others may have a combined service.
The Service Provider will operate a system that allows as many different children and young people to attend Break Time Plus. This should include a waiting list and/or cancellation policy in case of low or high demand for the service.
Individual packages of care and support are subject to change based on the individual needs of the child or young person.
Did Not Attend Policy
The Local Authority will not pay for: <ul style="list-style-type: none">• Sessions cancelled by the Provider• Sessions cancelled by the commissioner or parent/carer with more than 7 days' notice The Provider will be entitled to charge for: <ul style="list-style-type: none">• Sessions delivered (at the appropriate hourly rate)• Sessions cancelled by the commissioner or parent/carer with less than 7 days' notice.
It will be the discretion of the Authority, dependent upon the reasons for non-attendance as per individual case basis, should parents and carers of children and young people with SEND wish to challenge the application of this procedure.
Location
<u>Venue</u>
It is the Service Provider's responsibility to source and secure a suitable venue and ensure that buildings used for the purpose of short breaks adequately meet the needs of the children and

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<p>young people in the service provider's care. For example, in regard to accessibility and toileting/ personal care and equipment is in place to ensure safe and appropriate manual handling e.g. suitable hoists.</p>
<p>The Authority may alternatively ask Service Providers to establish groups that meet at an agreed location and then travel together to a chosen activity.</p>
<u>Location</u>
<p>Services need to be available to enable all eligible children and young people and their families and carers across Lancashire, including those living in rural and less populated areas, to ensure equitable access to quality short break services.</p>
Transport and additional costs
<p>It is expected under this Lot that the majority of parents/carers will transport or make arrangements for transport of their children and young people to the activities and pay for these costs directly themselves.</p>
<p>Unless expressly agreed by the Authority, all transport costs incurred in the delivery of outreach (e.g. to the chosen activity, venue of activity and return to home) will be met by the parent / carer.</p>
<p>This contract does not allow for any additional reimbursement for mileage incurred as part of this service. This payment must be administered by the provider and negotiated by the provider with the family.</p>
<p>For each child and young person attending the Service the Provider should charge parents and carers a minimum contribution of £2 per hour. This hourly charge is for access to the standard Break Time Plus activities, any additional trips or visits should either be paid for by families or through additional fundraising.</p>
<p>The financial amount payable for the provision of activities is to be determined by each individual Service Provider.</p>
<p>Payments for activities must be administered by the provider.</p>
<p>The Authority will not make any financial payment towards the parent contribution to cover any losses incurred by the Provider if they fail to cancel their attendance in advance of the scheduled activity.</p>
Price
<p>Service Providers are required to submit a price for each session that they will offer under the Service Contract and Service Specifications for Break Time Plus. Service Providers are required to give details of the price per session based on the required ratio of staff, session length, along with the minimum and maximum numbers required to operate a group activity.</p> <p>Service Providers are also required to submit a price for additional costs above the session price for example: 1:1, 2:1, any other requirements.</p>
<p>The aim for the Authority is to meet the needs of as many children and young people more effectively and for them to have better-quality service, therefore Service Providers should aim to maximise hours of service for children to provide value for money for the Authority whilst providing a meaningful activity for children and young people.</p>
<p>The Provider will be expected to deliver the Service so as to demonstrate effective and efficient use of resources. The Authority will be looking for Service Providers to be innovative in their delivery and demonstrate their commitment to offer value for money, to maximise limited resources.</p>

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Whilst service volumes will be variable and dependent upon Service Provider capacity, activity type, availability of funding from the Authority and uptake of the Service by parent and carers group sizes as a minimum **must be** six or more children and young people with SEND.

The total financial value of this contract includes venue hire, staffing costs, equipment, monitoring, evaluation and any over heads for the delivery.

The Local Authority will not pay enhanced rates for weekends and Bank Holidays.

Outcomes and performance

The main aim of the service should be to provide activities for children and young people in a safe and supported environment, helping them to interact with new people and experience a range of new activities whilst offering their parents a short break from their caring responsibilities.

Providers are required to:

- Safely support disabled children and young people to take part in a range of varied, fun group activities in the school holidays.
- Provide positive experiences for disabled children and young people.
- Support parents/carers to have a break from their caring responsibilities.
- Reduce family stress.
- Provide peer group opportunities to develop social skills and friendships.

Children and young people will say:

- My voice is heard
- I have fun
- I have the help I need, and I feel safe
- I am included and active in my local community

Parent and carers will say:

- I feel supported
- Short breaks help me be more resilient in my caring roles.
- My child or young person receives quality care and support.
- I am able to make choices to plan the support that is best for my family

Please refer to the Key Performance indicators on page 13.

Key Performance Indicators

				LOTS					
KPI	Expected Overall Outcome	Description of indicator	Measure	1a	1b	2a	2b	3	4
1	Parent and carers report that short breaks and/or the package of care and support helps them to be resilient in their caring roles.	Positive feedback from parents and carers whose children and young people in receipt of Services.	Parent and carer satisfaction survey returns agree or strongly agree with the benefit of short breaks services Provider returns Provider's service user satisfaction survey Family Review Process	✓	✓	✓	✓	✓	✓
2	Children and young people enjoy their short break and/or their package of care	Positive feedback from children and young people in receipt of Services. Children and young people develop friendships and positive relationships through the Service.	Children and young people agree or strongly agree with the benefit short breaks services	✓	✓	✓	✓	✓	✓
3	Short breaks and/or their package of care have had a positive impact on a child or young person's life	Through access to the Services children and young people with SEND are able to thrive in their communities to support their overall wellbeing. The service should provide children and young people with improved confidence and meaningful experiences and opportunities to have fun and challenging activities	Parent and carer satisfaction survey returns agree or strongly agree with the benefit of short breaks services. Children and young people agree or strongly agree with the benefit short breaks services	✓	✓	✓	✓	✓	✓

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4	Children and young people are supported to achieve their agreed goals.	<p>Children and young people being provided with the Service such that it promotes their independence, helps to prepare them for adulthood and enhance theirs and their Families' home lives.</p> <p>Children and young people have opportunities to undertake hobbies and activities that are important to them.</p>	Children and young people who achieve positive outcomes.	✓	✓	✓	✓	✓	✓
5.	Children are treated with dignity and respect	<p>Children and young people are provided with an individualised service with Service Providers delivering a proportionate personalised approach for each individual that attends their provision.</p> <p>Children and young people have the support they need to communicate their views.</p> <p>Children and young people can contribute to decision making regarding their care and support.</p>	<p>Parent and carer satisfaction survey returns agree or strongly agree with the benefit of Services.</p> <p>Children and young people agree or strongly agree with the benefit of Services</p>	✓	✓	✓	✓	✓	✓