

Lot 3	
Lot Title:	Night-time
Service Summary:	<p>Provision of overnight short breaks outside the home, in a specialist overnight short breaks setting (or other venue agreed in advance by the commissioner) for children and young people with SEND (the Services).</p> <p>For children with disabilities who have an <u>assessed need</u>.</p>

The Service	
<p>This Lot is for the provision of specialist overnight short breaks at a location away from the home, often in a residential setting for children and young people with SEND. It is intended to give parents and carers a break from their caring role and support in continuing to care for their child or young person.</p>	
<p>Parents of children and young people with complex needs may need a break from their caring role, which can include caring for a child or young person who does not sleep through the night or need constant supervision and stimulation. Children and young people with complex needs are less likely to spend time away from home with others of a similar age.</p>	
<p>The provision of overnight short breaks at a location away from the home allows both parents and carers and children and young people a valuable break. It gives children and young people an opportunity to meet with friends and take part in leisure activities they may not normally have access to as well as having some independence from their families</p>	
<p>These Services may be arranged on a one off or a regular basis and are for short periods of time. Overnight short breaks are usually arranged on a planned basis but may be required quickly in an emergency situation.</p>	
<p>Most overnight provision arrangements will fall into one of three categories:</p> <ol style="list-style-type: none"> a. Standard package. To arrive at 4pm and leave at 8am (Total 16 hours), where the provision ends on a school day) or b. Extended package. To arrive at 4pm and leave at 10am (Total 18 hours), where the provision ends on a weekend or school holiday or c. 23-hour package. To arrive at 4pm and leave at 3pm the following day (total 23 hours), where the Commissioner has assessed this is required, normally when the child has two or more consecutive overnight stays. 	
<p>The child/young person will be able to access appropriate activities during waking hours at the location, staying overnight at that location with a dedicated member of staff supporting that child, where their needs are assessed as such.</p>	
<p>Barriers to inclusion should be overcome. The Service Provider should cater to the needs and offer activities which are of interest to and are appropriate for the assessed needs of the child or young person.</p>	
<p>Children and young people are likely to require assistance with personal care during their stay.</p>	
<p>For children and young people requiring complex health care the Service Provider must ensure that staff are sufficiently trained and that where required training from a health professional is put in place with support from the CCG for named individual children and young people requiring specific clinical procedures.</p>	

Service User Groups
<p>The Service Provider will specialist overnight short breaks to children and young people with SEND these will typically include the following groups:</p> <ul style="list-style-type: none"> • 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
<p>Behaviour should be managed to ensure the safety, well-being and enjoyment of all.</p>
Eligibility
<p><u>Eligibility</u></p> <ul style="list-style-type: none"> • Children will live in Lancashire (excluding Blackburn with Darwen and Blackpool council areas). • Be eligible for a package of family support to meet the child/young person's needs under Section 17 of the Children Act 1989 and/or the Chronically Sick and Disabled Persons Act 1970.
Allocation and referral pathway
<p>For the Services under this Lot each Service User will have an agreed total number of nights of short break support provide within a specified period or in the case of a Direct Payment, a specified amount of money, as agreed by the Authority.</p>
<p>If the Service Provider is unable to provide the number of nights allocated to an individual this should be made clear either from the outset where known or immediately upon this becoming apparent.</p>
<p>All packages of support will be subject to regular review which may result in support increasing, decreasing or ending dependant on the identified assessed needs.</p>
<p>The Service may come to an end for an individual child/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
<p><u>Referral pathway</u></p>
<p>Access to all Services under this Lot will be subject to the approval of the Authority via the Children with Disabilities Service and/or Children's Social Care.</p>
<p>The Authority will be requesting overnight short breaks from the Service Providers. Services will be commissioned as and when a need arises on an individual basis.</p>

<p><u>Requesting Services</u></p> <p>The Authority will request services by issue of a Short Breaks Form to Service Providers on the Provider list.</p> <p>Information shared with Service Providers will include the service description, proposed delivery schedule, the total number of hours in the care package requested of the provider, planned start date and the needs of the child or young person.</p>
<p>A parents and carers in receipt of Direct Payments can use these flexibly to access overnight short breaks and can purchase overnight short breaks directly from the provider for a child or young person. In this circumstance, the Authority <u>will not</u> complete a Short Breaks Form.</p>
<p>Direct Payments for Community Short Breaks <u>must</u> be administered by the provider.</p>
<p>Service Providers will need to be able to access email (or the Authorities subsequent system) to responds to Request for Services.</p>
<p><u>Media</u></p> <p>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.</p> <p>SEND Local Offer Directory</p> <p>www.lancashire.gov.uk/SEND</p> <p><i>Service Providers will be responsible for updating their details on the directory.</i></p>
<p>Individual Needs</p>
<p>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.</p>
<p>The Provider must ensure that each child or 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.</p>
<p>The Provider must have written information regarding the arrangements for collection and drop off of each Service User at the end of the short break and in an emergency.</p>
<p>Information about a child or young person may be shared with other providers and services where there is parental consent to do so.</p>
<p>Days/Hours/Operation</p>
<p>The Service is to be available 7 days a week 365 days a year (366 days during leap years) including out of school hours, school holidays and at weekends dependent on an individual child or young person's assessed needs.</p> <p>Some short breaks may sometimes be required, in an emergency, e.g. not pre-planned or at short notice.</p>
<p>Individual plans of support are subject to change based on the individual needs of the child or young person</p>

<p>The Provider will be entitled to charge for:</p> <ul style="list-style-type: none"> • Visits and/or care hours cancelled by the commissioner or parent/carer with less than 24 hours' notice <p>The Authority will not pay for:</p> <ul style="list-style-type: none"> • Visits and/or care hours cancelled by the Provider • Visits and/or care hours cancelled by the commissioner or parent/carer with more than 24 hours' notice
Transport and additional costs
<p>Where the child or young person has an assessed need for transport, the Authority will consider the best way to transport the child or young person to the short break. Where possible and on a school day, this will be through the Authority's SEND Transport Service.</p>
<p>Where the child or young person does not have an assessed need for transport or the short break is during weeks or school holidays, the child or young person will be transported to the short break by their parent or carer. .</p>
<p>There may be some families assessed as being eligible for an additional expenses package to cover transport costs.</p>
Price
<p>Service Providers are required to submit an hourly rate which is a full and inclusive Price for all <i>daytime hours and waking night time</i> hours of support.</p>
<p>When <i>sleep in support</i> is commissioned the Authority will pay the Service Provider the Authority's current set price for <i>sleep in support</i> as detailed in the Cabinet Finance Report.</p>
<p>The Service Provider should account, amongst other things, costs associated with attendance at and/or written or verbal report for a review of Child's Plan and/or Education Health and Care Plan and/or contribution to assessment of needs where appropriate for the Service within each Lot(s).</p>
<p>The Provider will be expected to deliver the Service in a way which demonstrates the 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>
<p>The total financial value of this contract includes venue hire, staffing costs, equipment, travel costs, monitoring, evaluation and any over heads for the delivery.</p>
<p>The Authority will not pay enhanced rates for weekends and Bank Holidays.</p>
Outcomes and performance
<p>The main aim of the service should be to provide overnight support 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.</p> <p>Providers are required to:</p> <ul style="list-style-type: none"> • Safely support children and young people with SEND to take part in a range of varied, fun group activities in the school holidays. • Provide positive experiences for children and young people with SEND. • Support parents/carers to have a break from their caring responsibilities.

<ul style="list-style-type: none">• Reduce family stress.• Provide opportunities to develop social skills and friendships.
Children and young people will say: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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 6.

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	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	✓	✓	✓	✓	✓	✓

Service Contract Schedule 1.3

		opportunities to have fun and challenging activities	benefit short breaks services						
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>	✓	✓	✓	✓	✓	✓