

West Dunbartonshire Health and Social Care Partnership

Draft Short Breaks Services Statement

As at December 2018

This statement supports carers to have access to choice of services and confirms our commitment to ensuring that all “West Dunbartonshire Carers, regardless of their age, can access Short Breaks and can have a life alongside their caring responsibilities”.

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Introduction

West Dunbartonshire Health and Social care Partnership's Short Breaks Services Statement provides information about short breaks for carers and the person or people they care for. The Carers (Scotland) Act 2016 requires each local area to set out the provision of short breaks within a Short Breaks Services Statement.

West Dunbartonshire Health and Social Care Partnership is committed to ensuring that Short Breaks are provided to carers to ensure that they can have a break from their caring role and to support them to continue in their caring role.

The **aim** of the statement is to help carers and people with support needs to understand:

- what is a Short Break
- who can access a Short Break
- what Short Breaks are available in West Dunbartonshire
- how carers and the cared for person can access Short Breaks and find further information

The **purpose** of this Short Breaks Services Statement is to provide information to carers and those that they care for so that they:

- know they can have a break in a range of ways
- are informed about what Short Breaks are available
- have choice in the support they access
- can identify what a Short Break means for them, and how they can be supported to meet their needs and achieve their outcomes

Short Breaks are for everyone

Although there are important distinctions to be drawn between young carers, young adult carers and adult carers, there are similarities in the caring experiences.

Similarly it is recognised that breaks from caring responsibilities are key to carers of all ages.

However, the type of short break taken must be based on the personal outcomes that the carer wants to achieve as detailed in their Adult Carer Support Plan or Young Carer Statement. Short breaks exist that suit all age groups but are specific and person centred to meet the needs of each individual carer. West Dunbartonshire Health and Social Care Partnership is committed to ensuring that short breaks are for every type of carer regardless of their age. This Short Breaks Services Statement should be read with this in mind.

The content of this statement has been informed by what carers have told us in our consultation about our Local Carers Strategy and other development work.

Who is a Carer?

Section 35 of the Carers (Scotland) Act 2016 requires local authorities to prepare and publish a statement setting out information about Short Breaks Services available for local carers and cared-for people. This Short Breaks Services Statement covers carers of any age.

Young Carers- usually under 18

A Young Carer is a carer who is under 18 years old or is 18 years old and is still in school. A young carer is more than just a young person who provides unpaid care. They are children and young people first, with rights to live a full life and not miss out on their childhood. Short Breaks have a role to play in ensuring young carers can benefit from the same experiences and opportunities as their friends and peers, and this Short Breaks Services Statement reflects this.

Young Adult Carers – usually 18 to 25

Young Adult Carers are usually aged from 18 to 25. There are important transition issues for this group of carers especially with regard to the support available for them.

Adult Carers – usually 26 or over

An Adult Carer is a carer who is 18 years old or above but usually tend to be aged 26 and upwards and can often be much older people caring for a relative or friend.

What is a Short Break?

Short breaks mean different things to different people but a common definition can be found below.

A Short Break is any form of service or assistance which enables the carer(s) to have periods away from their caring routines or responsibilities

There are many **purposes of a short break** but they all provide opportunities for:

- a life outside or alongside a carers' caring role to support their health and wellbeing
- promoting the health and well-being of the carer, the supported person, and other family members affected by the caring situation
- benefiting the cared-for person and others including family and friends
- sustaining and supporting the caring relationship
- providing a break from a carer's normal routine or caring role
- ensuring young carers have a life outside or alongside their caring role including the right to be a child first

"Making a Statement" guidance describes a Short Break as something which can take any number of forms in order to achieve the carer's desired outcomes.

The **delivery of short breaks** may:

- be for short periods (a few hours) or extended periods (a few days)
- take place during the day or overnight
- involve the person with support needs having a break away from home, allowing the carer time for themselves
- allow the carer a break away with replacement care in place if required
- allow the carer and the person they care for to have a break together, providing a break from the demands of their daily caring routines

West Dunbartonshire Health and Social Care Partnership promotes an individual, creative, personalised, person centred approach to short breaks that will meet the individual needs of each carer (and the cared for person). This is in line with the human rights approach to the National Health and Care Standards as well as the Self Directed Services legislation.

Assessing the needs of Carers in West Dunbartonshire

Carers of all ages may require a break from time to time to support their ability to continue in their caring role.

Carers have the right to accurate and timely advice. They should also be able to easily access the information and support available in the community as laid out in the Carers (Scotland) Act 2016.

In order to identify each carer's personal outcomes support staff from the Health and Social Care Partnership, the Carers Centre, Y Sort it or other community services, will work with each carer to identify and record their needs.

Within West Dunbartonshire, a **Carers Conversation** is considered a Tier 1 carer assessment conversation which supports and encourages carers to identify themselves to services. Carers may not be in need of support or services at this time. If carers choose not to have a formal Tier 2 Adult Carers Support Plan they will still be offered information on health and wellbeing, recreation and wider services.

Tier 2 adult carers conversations are recorded within an **Adult Carer Support Plan** or for children and young people a **Young Carer Statement**. The carer's needs will be recorded in a support plan and shared with services where appropriate, and where permission has been granted to ensure the correct support services are put in place, including short breaks and respite.

Carers will be offered support based on their assessed need and the personal outcomes which they have identified with the assessor.

Examples of personal outcomes for a carer might be that the carer:

- has more opportunities to enjoy a life outside/alongside of their caring role
- feels supported in their caring role
- feels improved confidence and morale in their caring role
- experiences an increased ability to cope with their caring role
- feels more included and less lonely as a result of increased social circles, connections and activities
- experiences a sense of improved health and wellbeing
- experiences an improved quality of life
- has confidence in the support in place in case of breakdown and crisis in their caring role

The carers outcomes are recorded within the Adult Carers Support Plan and Young Carer Statement and form the basis of the support available for a carer including short breaks and access to respite.

Charging for Respite and Short Breaks

The Carers (Scotland) Act 2016 ensures that all charges are waived if a short break directly benefits the carer's outcomes as identified in the Adult Carer Support Plan or Young Carer Statement.

Short Breaks often benefit both carers and the cared-for person and as such some respite is chargeable.

West Dunbartonshire's Health and Social Care Partnerships Charging Policy 2018/19 includes details of all charges levied for services and there is a section specifically relating to Carers. Below are some examples of how charges may/may not be waived.

Examples of Charging

<p>Example 1 Residential care for the cared for person as the client</p>	<p>A carer has an identified need as a break from caring. It has been assessed that the way to provide this break would be that the cared for person goes into residential care for a week.</p> <p>If the cared for person going into residential care is for the primary benefit of giving the carer a break, the charges for the residential care are waived.</p>
<p>Example 2 Replacement care in care for person as the client's own home</p>	<p>A carer has an identified need as a break from caring. It has been identified that the way to provide this break would be the cared for person to have paid care provided for them in their own home at regular intervals or for a short period of time.</p> <p>If the cared for person is to have care provided in their home for the primary benefit of giving the carer a break, the charges for the care at home are waived.</p>
<p>Example 3 Short breaks with the client</p>	<p>A carer has an identified need as a break from caring. It has been identified that the way to provide this break would be for the carer to go on a break with the cared for person.</p> <p>If the short break also meets the cared for persons assessed outcome in their SDS Assessment and/or Specialist Assessment, then charges are not waived for the cared for person. In these circumstances, the cost of the break for the carer will be waived.</p> <p>If the short break does not meet the cared for persons assessed outcome in their SDS Assessment or their Specialist Assessment, then charges are waived for the cared for person and the carer.</p>

<p>Example 4 Charges not waived for client as the cared for person</p>	<p>If the cared for person is going into residential care for a short period of time is to meet the cared for persons own assessed outcomes from their Single Shared Assessment or Specialist Assessment, e.g. to have a break from the carer, the charges for the residential care are not waived.</p> <p>If the cared for person is going to have replacement care in their own home to meet their own assessed outcomes from their Single Shared assessment or Specialist Assessment, e.g., to have additional support outside of what is normally provided by the carer, the charges are not waived.</p> <p>A carer has an identified need as a break from caring. As a result, the cared for person has a review or re-assessment of their outcomes. This review or re-assessment highlights additional outcomes for the cared for person that are not part of the carer's assessed need. Therefore the charges are not waived.</p>
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Short Breaks available in West Dunbartonshire

West Dunbartonshire Health and Social Care Partnership and partners provide access to a range of services for carers (and for those they care for), across all client groups. This support can be based on one to one support as well as support within groups and shared settings. The Health and Social Care Partnership works closely with third sector partners to provide access to services.

The Health and Social Care Partnership has published its **Eligibility Criteria for Carers** which ensures that there is no barrier to any carer seeking to access support, advice and information to support them in their caring role.

Carers caring for someone who resides in West Dunbartonshire are eligible for appropriate supports as identified by the completion of an assessment in the form of an Adult Carer Support Plan.

The eligibility criteria adopted within West Dunbartonshire for carers ensures that no carer will be excluded from receiving support from a range of opportunities, wider agencies and support organisations following the completion of either an Adult Carer Support Plan or Young Carers statement. Carers are supported within a context of prevention and early intervention.

Based on the needs recorded within the Adult Carer Support Plan or Young Carer Statement, carers have choice in the support they can access and a range of ways they can access a short break.

Some examples of the support available to carers:

Day Care and Support Services	Day care can take many different forms and is provided by the Health and Social Care Partnership and their partners.
Breaks in the home of another individual or family	Overnight breaks provided by paid or volunteer carers in their own home.
Breaks provided at home	A care attendant or sitting service; individual support provided in the home of the cared-for person for periods of a few hours or overnight.
Time for me Project	A break for carers who are caring for an adult who has a disability.
Out of the Blue Project	A break for carers to do things which other people take for granted, but which can be just too difficult to combine with their caring responsibilities; going to a wedding or family event; attending GP or hospital appointments; or training and learning events. A limited number of overnight sessions are available.

Technological Enabled Care	A range of technology enable aids can be used to support vulnerable people to continue living in their own home and allowing them to remain independent.
Breaks in care homes	With or without nursing care some care homes have a small number of places set aside specifically for short breaks.
Breaks in specialist/dedicated respite accommodation	Based in accommodation which is used only for short breaks.
Hospital/Hospice based respite	For people who need medical supervision because of complex or intense health care needs.
Family Placement Respite	Short breaks provided by individuals who are paid, and professionally regulated, to provide short-term support in the person's own home.
Y Sort-It	A range of short breaks and respite for young people based on their assessed need.
Befriending	Involves a paid worker or volunteer assisting someone with care and support needs to have access to activities.
Supported Holiday Breaks	Opportunities for individuals to plan and arrange their own holidays, with assistance in meeting any support they might have whilst away from home.

If a carer is unable to care for the person due to unforeseen circumstances, then they can access **Emergency Respite**. It is important for carers to have access to emergency support if they need replacement care at short notice.

West Dunbartonshire Health and Social Care Partnership and third sector partners are committed to ensuring emergency plans are prepared in advance and that they include any options for emergency respite cover. This will be particularly important for any carers that are at increased risk due to their own health needs or caring circumstances.

For those cared for people who are in need of additional support to enable them to access a break, there is scope to commissioned services to meet specific needs based on assessment. **Specialist services** and support would include the range of specialist short break services and support which can cater for cared-for people with more complex care requirements.

Replacement Care as a statutory support may be subject to local eligibility criteria, and carers may be prevented from taking up a Short Break if there is limited access to appropriate replacement care. It is important to promote different ways that statutory services can help carers to access a short break. Sometimes replacement care will enable a carer to access universal service, so no extra Short Break funding will be needed. Sometimes replacement care will be needed to enable access to a Local Authority funded Short Break. And sometimes a formal, funded Short Break won't be needed if the right care is given to the cared-for person.

Case Studies

All case studies were identified by Carers of West Dunbartonshire.

Case Study 1

One carer and her husband, who has a visual impairment, used their "Time for Me" Grant to stay at the Blind Veteran's Centre in Llandudno. This is a training and rehabilitation centre. Blind veterans can visit the facility during which their visual impairment is assessed and they and their family are given advice about how training and rehabilitation can support them. As well as helping with fitness and mobility, they give veterans with sight loss the skills they need to live an independent life. Veterans can go back to Llandudno for holidays, respite and nursing care.

Case Study 2

C is 78 and cares for her 79 year old partner (J) who has Chronic Obstructive Pulmonary Disease and poor mobility. J is in a lot of pain and discomfort which affects his mood. The seating in the house was inadequate for J's needs and was causing both of them pain when they tried to re-position him. This resulted in him spending increasing amounts of time in bed which was affecting their relationship as both felt isolated. An occupational therapy assessment carried out and identified more appropriate seating for J. The "Time for Me" grant together with match funding from two other sources enabled us to purchase this for the couple.

Case Study 3

Mrs M cares for her husband who has Alzheimer's disease. He requires maximum support and care with all aspects of daily living. Mrs M has not had a holiday in 2 years and had come to a point where without a break she did not feel able to carry on. Mrs M was awarded a "Time for Me" grant which helped her to go on a bus tour whilst her husband was in respite. Mrs M felt she had "total relaxation" whilst away and was able to do things that she wanted e.g. take long walks. Mrs M also said it allowed her time to think about and plan for the future away from the every day challenges.

Who to contact for information about Short Breaks

West Dunbartonshire Health and Social Care Partnership Respite Co- ordinator	Y Sort It	Carers of West Dunbartonshire
All carers and cared for people	All young people including Young Carers and Young Adult Carers	All adult and older people carers and cared for people
Respite booking service 118 Dumbarton Road Clydebank G81 1UG	5 West Thomson Street Clydebank G81 3EA	84 Dumbarton Road, Clydebank, G81 1UG
0141 562 2321 0141 562 2326	0141 941 3308	0141 941 1550
Website www.wdhscp.org.uk	Website https://ysortit.wordpress.com/ #ysortit	Website www.carerswd.org #CarersofWestDun
Email respite@west-dunbarton.gov.uk	Email info@ysortit.com	Email clydebankcc@carerswd.org

Appendix 1 Eligibility Criteria for Carers

Adult Carers

Adult Carers must be caring for someone living within the West Dunbartonshire area.

Adult Carers must have a Tier 2 Adult Carer Support Plan in place.

The Adult Carer Support Plan must detail the assessed need of the carer and evidence that a short break will meet the personal outcomes that the carer has identified.

Young Carers

If the young carer is a pre-school child, the health board for the area in which the child resides is responsible for the preparation of the Young Carer Statement

BUT

If the young carer is not a pre-school child, it is the local authority for the area in which the child resides that is responsible for the preparation of the Young Carer Statement.

Some authorities delegate the Young Carer Statement assessment function to the third sector.

The “responsible local authority” for young carer support is the local authority where the cared-for person resides.

Appendix 2 Carers assessment process in West Dunbartonshire

<p>Step 1 Tier One</p>	<p>Carer Conversation is recorded within the cared for persons Single Shared Assessment</p>	<p>Workers should have a conversation with the carer and record this conversation within the Single Shared Assessment of the cared for person which should then be input into Carefirst (Social Work Recording System). This conversation and subsequent record will contain relevant questions around the caring role that the carer is undertaking detailing the type of support being provided by the carer.</p> <p>The final question will be -</p> <p>Is there a requirement for Adult Carer Support Plan or Young Carer Statement?</p> <p>If the answer to this is YES the worker, Health and Social Carer Partnership professional or Carers of West Dunbartonshire staff member should then move onto completing a Tier 2 Adult Carer Support Plan.</p>
<p>Step 2 Tier Two</p>	<p>Adult Carer Support Plan or Young Carer Statement</p>	<p>Tier 2 Adult Carer Support Plan or Young Carer Statement should be completed after a Tier 1 Carer Conversation has taken place and it has been identified that the carer needs or has requested a full Adult Carer Support Plan. This Tier 2 form will contain more detail than the initial Tier 1 Carer Conversation within the Single Shared Assessment of the cared for person and will detail the support required for the carer and the personal outcomes that the carer wants to meet. This form will be loaded into Carefirst the electronic social work recording system</p> <p>What support is required from</p> <ul style="list-style-type: none"> • statutory sector • third sector • independent sector • Self-management / social prescribing?
<p>Step 3 Outcomes</p>	<p>Adult Carer Support Plan or Young Carer Statement</p>	<p>Will be captured by the Tier 2 Adult Carer Support Plan or Young Carer Statement as above.</p> <p>What level of support will be provided by:</p> <ul style="list-style-type: none"> • statutory sector • third sector • independent sector

Step 4 Service	Self-Directed Services	Workers will explain how carers can have their support arranged i.e. the four self-directed support options and will assist the carer to choose from the four Self Directed Support options available.
Step 5 Service Review	Adult Carer Support Plan or Young Carer Statement	The Tier 2 Adult Carer Support Plan or Young Carer Statement will remain in place until a review is undertaken. Review of support will normally take place annually or when there has been a significant change to the carers or to the cared for persons circumstances. The review of the Adult Carer Support Plan or Young Carer Statement can be done by statutory services or third sector partners.

Appendix 3 Glossary

Some of the words used in this Short Breaks Services Statement may be unfamiliar to you so we have included a more detailed definition to assist with reading the document.

ACCESS	The availability of services – ‘getting the care you need’.
CARER	An individual who provides or intends to provide unpaid care for another individual (the cared-for person) because of their age, physical or mental illness, substance misuse or disability. This excludes someone paid or employed to carry out that role, or someone who is a volunteer.
CARED-FOR PERSON	Either a child (under the age of 18) or an adult (over the age of 18) with a need for care and support – they receive care or support from carers, paid staff or others. Unless stated otherwise, in this policy, it also means that the person has been assessed and found to have eligible needs.
ELIGIBILITY CRITERIA	A comprehensive set of rules through which WDHSCP can assess your needs as a carer. They are designed to ensure the limited public resources available are targeted at those with the greatest level of need. It also enables WDHSCP to demonstrate fairness, consistency and transparency in how we make decisions and spend money.
ELIGIBLE NEED	A need which is considered to be appropriate to be met by the allocation of some Social Work resource or funding, by the application of eligibility criteria.
IDENTIFIED NEED	An area of an individual’s life which they currently need support with. Not all identified needs will require, or be eligible for, input from Social Work.
INDEPENDENT SECTOR	Individuals and organisations contributing to needs assessment, design, planning, commissioning and delivery of health and social care, who are wholly or partially independent of West Dunbartonshire Health and Social Care Partnership.. This may include care homes, private hospitals and home care providers for example.
OUTCOMES	The impact or end-result of services, support or activity on a person’s life. These are usually focused on your quality of life as a carer, and defined as the steps you need to take to improve aspects of your life relating to your own safety and security. These will be identified and described when developing your Adult Carer Support Plan or Young Carer Statement.
PERSONAL OUTCOME	The specific goal or aim of a carer or young carer which is unique to the carer or young carer and their situation.
PERSON-CENTRED	An approach to working with people which respects and values the uniqueness of you as a person, putting your needs and aspirations firmly at the centre of the process.
RESPIRE	Used to describe a break from caring. West Dunbartonshire Health and Social Care Partnership staff, partners and carers themselves more often take the view that ‘Respite’ is associated with

	institutional services or for emergency situations. We prefer to use 'Short Breaks', which we believe is a more positive term and more in line with the flexibility and creativity you as carers want.
SELF-DIRECTED SUPPORT	<p>The support that individuals and families have after making an informed choice on how resources can be used to meet the outcomes they have agreed. There are four options that West Dunbartonshire Health and Social Care Partnership has a duty to offer:</p> <ol style="list-style-type: none"> 1. We make a direct payment to the supported person in order that the person can then use that payment to arrange their support. 2. The supported person chooses their support and the partnership makes arrangements for the support on behalf of that person. 3. West Dunbartonshire Health and Social Care Partnership selects appropriate support and makes arrangements for its provision. 4. A combination of options 1,2 and 3 for elements of a person's support.
SHORT BREAK/S	<p>A short break is any form of service or assistance which enables carers to have sufficient and regular periods away from their caring routines or responsibilities.</p> <p>It is designed to support the caring relationship and promote the health and wellbeing of the carer, the supported person, and other family members affected by the caring situation.</p>
SINGLE SHARED ASSESSMENT	<p>Reviewing someone's health and care needs, considering the circumstances of an individual, and his/her family or community when looking at future plans. An assessment is carried out with you and staff from West Dunbartonshire Health and Social Care Partnership to consider your needs and will form either the Adult Carer Support Plan or Young Carer Statement. It will enable you to find out if you are eligible for support in your own right, including possible Short Breaks.</p>
SOCIAL CARE (Self-directed Support) (Scotland) ACT 2013	<p>A process to allow individuals who require support greater choice and control about how they are supported.</p>
STRATEGY	<p>A plan of action designed to achieve a long-term or overall aim.</p>
TRANSITION	<p>The process or a period of changing from one state or condition to another.</p>
WEST DUNBARTONSHIRE HEALTH & SOCIAL CARE PARTNERSHIP	<p>Set up in April 2015, it is responsible for the planning, funding and delivery of a range of community health services and social work/social care services for older people, adults, children and families and people in the Criminal Justice System in the West Dunbartonshire Council area.</p>
YOUNG CARER	<p>Someone aged 18 or under who provides or intends to provide unpaid support or care for a family member, partner, child, or friend because of their age, physical or mental illness, substance misuse, or disability.</p>

Acknowledgements

This Short Breaks Services Statement was produced by a short life working group of the overarching West Dunbartonshire Carers Development Group.

The Carers Development Group sought membership for the short life working group from their membership alongside those who had a particular interest and knowledge in this area.

Consequently a wide range of participants were involved from

- West Dunbartonshire Health and Social Care Partnership
- Carers of West Dunbartonshire
- Y Sort-it Young Carers
- West Dunbartonshire Community Volunteering Service

In addition, and most importantly, carers from across West Dunbartonshire area were involved to assist with this work. It was important that the short breaks services statement was written taking into account the views and voices of a range of carers in West Dunbartonshire as this would lead to a much more informed document. Consequently, both Adult Carers and Young Carers living in West Dunbartonshire were asked to assist with writing this Short Breaks Services Statement

West Dunbartonshire Health and Social Care Partnership and their partners have written this short breaks services statement with both Young and Adult Carers in mind.

As well as informing carers about short breaks this Short Breaks Services Statement should also help practitioners (including care support workers, link workers, service providers, GPs, Health and Social Care Partnership staff) to identify Short Break outcomes and opportunities.

Our thanks and appreciation go to all participants who have worked hard to ensure that the first West Dunbartonshire Health and Social Care Partnership Short Breaks Services Statement is as comprehensive as it can be and covers breaks for Adult Carers and Young Carers.

This Short Breaks Services Statement will be reviewed annually in December 2019 following initial publication in December 2018. The review will be undertaken by a short life working group made up of key Health and Social Care Partnership Staff, representatives from Carers of West Dunbartonshire, Y Sort-it and a selection of carers appointed by these organisations. Findings of the review process will be fed back to the overarching Carers Development Group.

Feedback, monitoring and review

If you require more information on this Short Breaks Services Statement please contact:

West Dunbartonshire Health and Social Care Partnership Headquarters
Hartfield Clinic,
Latta Street,
Dumbarton,
G82 2DS,
Tel - 01389 737000
Email - wdhscp@west-dunbarton.gov.uk

Other information in relations to Carers is available on the West Dunbartonshire Health and Social Care Partnership website
<http://www.wdhscp.org.uk/carers/>

Alternatively you can contact directly the local carers services detailed below

Carers of West Dunbartonshire
84 Dumbarton Road,
Clydebank,
G81 1UG
Tel – 0141 941 1550
Fax – 0141 941 1546
Email – clydebankcc@carerswd.org
Website – www.carerswd.org
Twitter – www.twitter.com/CarersofWestDun

Young Carers - Y Sort It
5 West Thomson Street
Clydebank
G81 3EA
Tel ☐ 0141 941 3308
Email - ✉ info@ysortit.com
Website - <https://ysortit.wordpress.com/>