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| **Short Breaks Small Grants**  **Application Guidance Notes**  **September 2017 – April 2018** |

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**Background**

The [Bradford District’s Children, Young People and Families Plan 2017-2020](https://www.bradford.gov.uk/children-young-people-and-families/reports-policies-projects-and-strategies/children-young-people-and-families-plan-2017-20) sets out the vision and priorities for children, young people and families, how we plan to achieve this, who is responsible and what success will look like.

Key priorities for the Plan are:

* + - Ensuring that our children start school ready to learn;
    - Accelerating educational attainment and achievement;
    - Ensuring our children and young people are ready for life and work;
    - Safeguarding the most vulnerable and providing early support to families
    - Reducing health and social inequalities, including tackling child poverty, reducing obesity and improving oral health
    - Listening to the voice of children, young people and families and working with them to shape services and promote active citizenship

Our children and young people are the future of Bradford.  We want them to group up in a Family Friendly City where every child, young person and family is safe and well.  We want them to realise their full potential, have high aspirations for themselves and their neighbourhoods and to become adults who help to drive the prosperity of our District.

**Short Breaks**

Short Breaks is the term used for any sort of leisure activity a disabled child and young person goes to. It gives them an enjoyable experience with or away from their primary carers, which also allow parents and families a break from their caring responsibilities.

Short Breaks enables disabled children and young people to do many of the activities non disabled children take for granted. They help them have fun, try new activities, gain independence and make friends.

There are different kinds of Short Breaks and they can be provided by volunteers and paid workers in a variety of settings. They can be during the day, evenings or weekends.

The different types of short breaks depend on the needs of the child and their family.

**Bradford’s Threshold of Need**

The Bradford Threshold of Need and Intervention model identifies four levels of needs (known as Tiers) and the different services currently within Bradford to respond to these needs. There will be the flexibility to step up or down, between and across these levels as and where appropriate, dependent upon needs meeting the respective eligibility criteria.

* **Universal Services (Tier 1)** - Child achieving expected outcomes.

This type of short break is open to all young people. It is where children with additional needs and children without additional needs take part in fun activities together such as, at a youth club or after school club.

* **Targeted Services (Tier 2)** – Vulnerable child with additional needs

This type of short break is open to young people who need some extra support to take part in a leisure activity. This is where a member of staff such as a play support worker will support a young person to take part in an activity.

* **Specialist Services (Tier 3 & 4)** – This type of short break is only for young people who have multiple and complex needs. To access this, the child would need to have been assessed by children’s social care. This type of short break includes going to a respite centre for a day or overnight break.

**Objectives of this Grant**

The aim of this Grant is to provide a range of **Targeted Services (Tier 2)** Short Breaks to disabled children and young people and their families, by means of group activities in a variety of leisure and recreational settings.

To provide a wider choice of fun, safe short breaks for disabled children and young people with Tier 2 level of needs, and support them to take part in activities of their choosing.

**Activities identified by disabled children and young people**

We aim to represent the voices of all disabled children and young people. We aim to get their voices heard and acted upon by all those that offer them a service.

Appendix 1 shows the results of a survey of disabled children and young people of activities that they would like to be able to access.

Appendix 2 gives feedback from the Council’s Link Worker Team to show their perspective of available activities in the Bradford district for disabled children and young people, and activities that have been requested by young people but that are difficult to find.

We will give priority to projects which are user led and those that offer activities where there is evidence of demand.

**Tier 2 Eligibility**

To be eligible for Tier 2 Short Breaks funding, **all** the following must apply:

* Children and Young people with a **disability** who cannot access universal services without support and levels of need are deemed a 1:3 staffing ratio.
* aged between 8 -18 years and Bradford residents.
* **not** receiving, respite, Shared Care, Residential Unit Care, Sit In Services, Direct Payments.
* **not** already accessing a Short Break, via services funded by the local authority to provide Short Breaks.

**Duration of Grant**

Projects and events need to be operational from September 2017 to end of March 2018

This is a one-off Grant which the Council will not be renewing beyond the end of the project on 1st April 2018

The Council may advertise this grant money again subject to the Council still having the need and funding for these services.

**Value for money**

In order to maximise value for money, it is expected that you will also raise income, for example by fundraising, and charging service users for refreshments, transport and any additional activities.

The project costs must be clearly worked out and reflected in the financial breakdown question.

**NOT eligible for funding**

The following are not eligible for funding under this Grant:

* Transport and food - parents are expected to pay for these costs.
* Siblings - can attend but parents are expected to pay for these places.
* Child-minding. This funding is not to subsidise childcare for parents.
* Residential breaks for young people or families.
* Entrance Fee’s for trips or outings – Although applications for staffing of trips will be considered on a 1:3 staffing ratio.

**Conditions of Grant**

**Safeguarding Children & Vulnerable Adults**

This Grant is on the condition of a fully completed and satisfactory ‘Safeguarding Section 11 self-assessment’. This will need to be completed before the Grant Agreement can be signed.

**Health and Safety**

Any Serious Incidents relating to Health and Safety under RIDDOR and any reportable safeguarding incident shall be promptly notified to the Council as soon as is practicably possible.

**Insurance**

The following insurances must be in place or a commitment to such before the start of the project and throughout the lifetime of the Grant.

* Public Liability - minimum £10 million
* Employers Liability - minimum £5 million

**Data protection Act 1998 and Freedom of Information Act 2000**

The Council has a responsibility to maintain the confidentiality of client data under common law and takes its commitment to client confidentiality and security very seriously. All Provider workers engaged in the provision of the Services must comply with the Data Protection Act 1998;

The Provider will need to obtain a signed Data Sharing Consent Form from families before they can take part in a Short Break, these must be held on site and produced if requested. An example of one used by Early Help is in Appendix 3.

Further conditions regarding the Freedom of Information Act 2000 can be found in the Grant Agreement Section 5.16.

**Local Offer**

All activity funded must take place in the Bradford district and directly benefit the residents of Bradford.

The Provider must advertise this Project and keep it up to date on the Local Offer website, and also encourage service users to use the feedback section of this website.

**Provider reporting**

In order for the Council to monitor the take up of places to ensure fair access by all disabled children and young people, Providers will be required to provide information on children and young people accessing their short breaks provision, including name, address, date of birth, ethnicity, gender and disability type if known.

The above data is currently supplied on an Excel spread sheet via secure email, however we are currently reviewing collection options, and considering moving towards an online system. Providers must ensure they have the IT capacity be able to provide data in the required format.

The Council reserves the right to visit the Provider at any time throughout the duration of this Grant.

**APPENDIX 1**

**Activities Survey - Young People 2015**

**The following information is from the replies of 57 disabled children and young people.**

**“What would you like to do this Summer?”**

**APPENDIX 2**

**Feedback from the Council’s Link Worker Team who refer to Short Breaks provision:**

**Availability of activities for disabled children and young people in the Bradford district.**

|  |  |  |
| --- | --- | --- |
| **No difficulties in finding** | **Moderate difficulties in finding** | **Very difficult to find** |
| Dance based | Drama | Computer or media based activities |
| Sports  based activities | Forest School – Outdoor based activities. | Technical activities – sound mixing, lighting etc. |
| Weekend Support Keighley for teenagers | Swimming – disabled when can access in a group for lessons | Photography / cinematography |
| Stay and Plays – holiday based family support day activities | Weekend Support Bradford- Age 8-13 | A commissioned service for young people -teenagers |
| Cookery / Baking | Tennis –wheelchair tennis. | Swimming – lessons or complex needs |
|  | Girls Only based provisions | Scuba Diving  or any water based sports |
|  | Support Stay and Plays – in which families leave and young person is supported, | Specific Social Skills Group – Teenagers more able less Learning Difficulties |
|  |  | Weekend Support Keighley- Age 8-13 |
|  |  | Quiet Zoned activities- small groups |
|  |  | Craft – Arts specific group |
|  |  | Weekend Support Bradford  based Teenager |
|  |  | Provision for deaf young people – with signers |
|  |  | Provision for blind/ visually impaired  young people |

**APPENDIX 3**

**Example Data Sharing Consent Form**

|  |  |  |
| --- | --- | --- |
| **AGREEMENT & CONSENT**  If you would welcome support with your family then we need your agreement for agencies to co-ordinate any support you may be receiving from other agencies through sharing information with them. This could include the following agencies: Children’s Specialist Services, Schools, Police, National Probation Service, Community Rehabilitation Company, Youth Offending Team, Department of Work and Pensions (including contracted work programme providers), Incommunities, Families First Commissioned Services and your GP.  Information sharing will only be done to improve the way you receive services and will be in accordance with the Data Protection Act. For example this might be information collected during assessments or the provision of a service. This information may include details about you/your children’s health, education, welfare and development, home or family circumstances.  You are asked to consent (to give permission for) personal information about you and your children being shared between the referring agency, Bradford Council and other agencies where it is appropriate to do so.  Some information may also be used for monitoring, evaluation, planning and research purposes. For example we might put information from lots of families together to find out if there is enough of a service to help all the people who need it, or if a service is being delivered in the right place. If we use the information in this way to write reports we will make sure that your family can never be identified by name, contact details or through particular details about your family that might cause someone to recognise you.  In some cases, information may be shared between agencies without consent, for example, where sharing information might prevent a crime or safeguard the welfare of a child or young person. Even in these circumstances, we will discuss this matter with you. Reasons for this are:   * If it is believed that a child’s/adult’s safety or welfare is at immediate risk * Where it is required to do so by law because of a criminal activity /drug trafficking offences * Should you or your child fall ill during contact with the service and relevant information needs to be given to a medical professional   **CONSENT FOR INFORMATION STORAGE AND INFORMATION SHARING**  The reasons for sharing information have been explained to me. I give my permission for Bradford Council to obtain personal and /or sensitive information personal data about me for the purpose set out above and agree to my information being shared with and for Early Help/Families First.  My explicit consent is freely given, fully informed and I understand that it can be withdrawn at any time. I have been given the opportunity to ask any questions in relation to Early Help Families First and the information about me that will be shared.  This completed form will be retained by Bradford Council. Information will be stored on a secure electronic system and shared with other organisations as appropriate, and only communicated by secure means. It will be destroyed in accordance with data protection principles and Bradford Council retention policy.  If you are the Parent/Carer you are also giving your permission to share personal information about young people (under 16) in your care.  Parent(s) Signature: | | |
| Carer(s) |  | Signature: |
| Young Person(s) |  | Signature: |