



SERVICE SPECIFICATION

FRAMEWORK TO PROVIDE
SHORT BREAKS FOR CHILDREN WHO ARE DISABLED

FROM 1ST JULY 2024

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Section 1: Background Information

1.1 Introduction

Dorset Council wants all children, young people and their families to thrive. Dorset Council aspires to have a strengths-based approach which focusses on what the child or young person *can* do with their abilities, their skills and their potential.

Short Breaks for *Children, Young People and Young Adults* who are Disabled are focussed on delivering and developing services for 0 – 25 year-olds.

One of Dorset Council's aspirations is to ensure that there are Short Break opportunities in each locality area during school holidays and Saturdays.

This tender is about putting in place a range of Targeted and Specialist Short Break opportunities throughout the County.

Dorset Council is committed to continuing to provide and develop suitable creative and enjoyable Short Break opportunities for children, young people and their carers following the principles:

- Children and young people who are disabled may need support to access activities.
- Early help and timely Short Breaks may prevent the need for intensive long-term support.
- Short Breaks are not restricted to families at crisis point or threatened by family breakdown.
- Short Breaks have been shown to enable parents to continue caring for their children at home and to substantially reduce family stress.
- Short Breaks can provide children and young people who are disabled with enjoyable experiences, away from their primary carers. This helps with personal and social development, independent living skills and the reduction of social isolation.
- Short breaks allow children to feel a sense of belonging both at home and in the community.

1.2 What are Short Breaks?

Short breaks are when a child or young person has planned time apart from their main carer outside school hours, taking part in activities they enjoy to form and develop friendships and become more confident and independent.

Short Breaks allow the child's family to have a break from the demands of caring, to rest, to spend time with each other and their other children and to reduce family stress.

A Short Break can be:

- a few hours weekly or monthly
- a few hours of day-time activities over holidays or weekends
- several days of day-time activities over holidays or weekends, or
- overnights depending upon the provision available and the family needs.

Short Breaks can take place in:

- a community location
- the child or young person's own home
- the home of an approved short break carer, or
- in an Ofsted-registered residential children's home setting.

- A CQC registered setting rated good or outstanding that provides daytime support to young adults

Reliability of the provision and support is essential in order that a family can plan ahead.

All information on short breaks is available on the Local Offer:
[Short breaks for disabled children and young people - Dorset Council](#)

1.3 Aims of Short Breaks

By ensuring a wide range of available short break activities across the County at different times and to meet differing needs the programme will support the following aims:

- Children who are disabled have their needs met in their family and local community settings.
- Parents and carers have good enough health, wellbeing and quality of life to continue to meet the needs of children who are disabled.
- Parents and carers feel better supported and have more opportunities to relax with each other or spend quality time with their other children.
- Parents and carers have a reduced likelihood of breakdown and crisis in their family role and reduced the likelihood of needing social care intervention.
- Children and young people who are disabled have opportunities to enjoy experiences and activities with their peers and siblings, independently of their primary carers contributing to their personal and social development, confidence and independence and reducing social isolation.
- Children and young people become more active members of their communities and so as adults are less reliant on adult social care services.
- Providers to have high aspirations of the children and young people they work with.
- Increased levels of participation in breaks that are fun and meet the needs of individuals.
- The further development of Direct Payments to enable families to have choice and independence.
- Better provision of availability and information regarding short breaks opportunities and a reduction in barriers to mainstream and community services so that eligible children and young people have the same access as their non-disabled peers.
- Improved choice due to an increase in the range of activities and services available.
- Improvements in life skills including independence, self-confidence, self-esteem and dealing with change and challenges.
- Improved health and well-being for all members of the family.
- Providers having appropriate quality standards, policies and procedures in place.
- Providers having adequate staff and volunteer levels in place with the necessary skills and training to meet identified needs.
- Leverage of other funding sources including in-kind contributions and volunteering to ensure sustainability and increase in short break provision.
- The co-production of services/breaks with parents/carers, children and young people and partner agencies.
- Children and young people feel safe and supported through providers having effective safeguarding policies and procedures in place.

Section 2: Service Levels and Service Eligibility

2.1 Service Levels

Activities fall within three categories: Universal, Targeted and Specialist. The universal service level is where children and young people do not need this additional support. Short Breaks are for children and young people who do need extra support and this tender is in relation to:

Specialist Services (Lot A) – services intended for children and young people who are disabled with more complex needs and who usually will have received a social care assessment. Following an assessment, a care plan will be drawn up in consultation with the child or young person, their parent/carer, social worker and others closely involved in the support network e.g. extended family members, multi agency professionals. A copy of the care plan and assessment will be supplied to the provider setting out the support being purchased, individual outcomes required (in addition to those outlined in the service specification) and the level of provision required to meet the individual child’s outcomes.

Targeted Services (Lot B)– services intended for children and young people who are disabled and who need some additional support, or who may need groups and services specifically designed to meet their needs. Access is usually for children and young people who meet the criteria set by the provider but without the need for a social care assessment. Providers of targeted services will be expected to agree their acceptance criteria for attendance with Dorset Council.

The type of service required for a family may include all or any of the above depending upon support needs and family circumstances. Providers may charge parents and carers a fee for their services, however parents and carers should not expect to pay more than a non-disabled child accessing a similar type of service.

All disabled children and young people will be eligible for a given number of targeted short breaks from commissioned providers; in order to meet the complex needs of those children with more substantial disabilities requiring intensive support, parents and carers will be able to request additional short breaks through an assessment by the social care team. Payment for these additional sessions may be from the social care team or through the use of Direct Payments by families. Families may also purchase additional sessions from their own funds.

2.2 To qualify as a Short Break

To qualify as a Short Break, a session generally must comply with the following four criteria:

1	The activity must allow: <ul style="list-style-type: none"> • for the carer to have a break from their caring role • for young people aged 14-25 to develop essential daily living activity skills and independent living skills • families with children who are disabled the opportunity for time apart • for the child to have an enjoyable experience which contributes to their development and progress 	
PLUS		
2	The activity must take place outside school hours e.g.: <ul style="list-style-type: none"> • during an evening or 	<i>Usually, these will take place outside of the child’s home.</i>

	<ul style="list-style-type: none"> • on a Saturday or Sunday or • after school or • during school holidays or • overnight 	
PLUS		
3	There must be a level of support needed and provided for the child that falls within the support level definitions low, medium or high	<i>Support level definitions as set out in Section 3.7 & 3.8</i>
PLUS		
4	The parent/carer does not have to take responsibility for the care of the child during the activity	<i>NB: Although not ideal, a short break can include an activity where the parent may need to remain in near proximity.</i>

Section 3: Service Information

How many children and young people need Short Breaks in Dorset?

3.1 Potential demand and previous take-up

The potential demand is for up to 6302 children who have a disability in Dorset.¹

Approximately 3828 children, young people and young adults aged 0 – 25 years have an Education, Health and Care Plan.

Dorset Council has approximately 1480 children and young people registered on the voluntary disability register.

The following is an indication of take-up of short break services:

Targeted Short Breaks

	<i>Children</i>	<i>Hours</i>
Year End 18/19	513	16985
Year End 19/20	496	16976
Year End 20/21	306	9909
Year End 21/22	406	13993
Year End 22/23	452	13685

The 2022/23 data breaks down as follows:

<i>Children</i>	<i>Hours</i>
452	13685

Primary Need/Disability	Number of Children

¹ 2022 estimates from ONS data. Average of 11% of child population have a disability: Family Resources Survey March 2023 [Family Resources Survey: financial year 2021 to 2022 - GOV.UK \(www.gov.uk\)](https://www.gov.uk) and papworth trust disability facts 2018 <https://www.papworthtrust.org.uk/about-us/publications/papworth-trust-disability-facts-and-figures-2018.pdf>

ADHD	12
Anxiety	1
ASC	158
Cerebral Palsy	6
Complex Health Needs	2
Down's Syndrome	10
Epilepsy	3
GDD	4
Genetic & Chromosomal Disorders	5
Hearing Impairment	7
Learning Disability	2
Medical	7
MLD	29
Other Difficulty/Disability	10
PMLD	3
SEMH	45
SLCD	59
SLD	11
SpLD	9
Unknown	6
VI	4
PD	23
Siblings	33
SEN Support	2
Sibling Carer	1
<i>Total</i>	<i>452</i>

A list of activities that children and young people attend is appended.

Specialist Short Breaks

	<i>No. of Children who Attended a Short Break</i>	<i>Hours of Day Time Short Breaks</i>	<i>No. of Nights</i>
Year End 18/19	89	7678	2384
Year End 19/20	63	5523	1492
Year End 20/21	44	926	1293
Year End 21/22	30	777	1382
Year End 22/23	27	621	1299

Individual Children receiving a 1:1 support short break (day or night)

1:1 Support

Total number of Children/Young People (0-17) receiving Direct Payments Packages 2021/22	298
Total Number of Children/Young People (0-17) receiving Direct Payments Packages 2022/23	326
Total number of young people (18-25) receiving Direct Payment packages 2022/23	113
Total number of young people (18-25) receiving support through Adult Services (Supported Living, Home Care, ISF) 2022/23	92

The 2022-23 data breaks down as follows:

Primary Need/Disability	Number Of Children
ASC	14
Cerebral Palsy	1
Down's Syndrome	2
GDD	2
Genetic & Chromosomal Disorders	2
Moderate learning difficulties	2
Physical Difficulties	1
SLD	3
<i>Total</i>	<i>27</i>

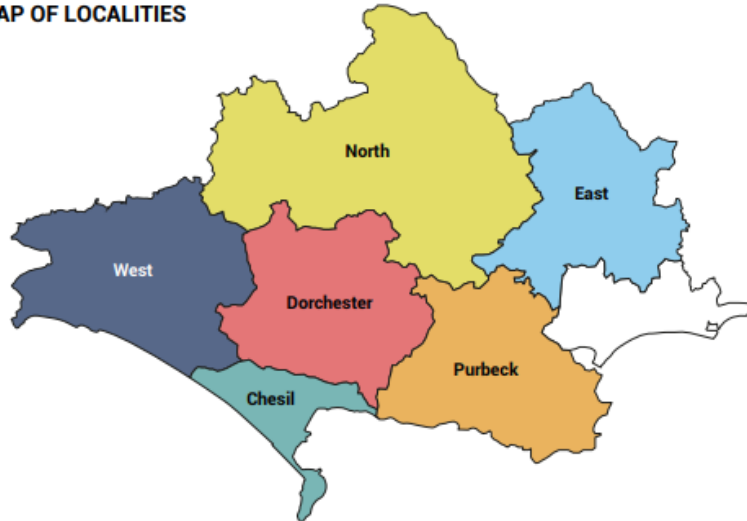
3.2 Location of breaks

We have six integrated locality teams across Dorset, supported by a central team of specialist services. The locality teams include early help, children's social care, special educational needs and disability (SEND) services – a full list of the services and further information can be found [here](#). Our locality model has been recognised by Ofsted as making a difference to the lives of children, young people and their families in Dorset.

Our six localities

MAP OF LOCALITIES

- Chesil (Weymouth and Portland)
- North Dorset
- West Dorset
- Dorchester
- East Dorset
- Purbeck

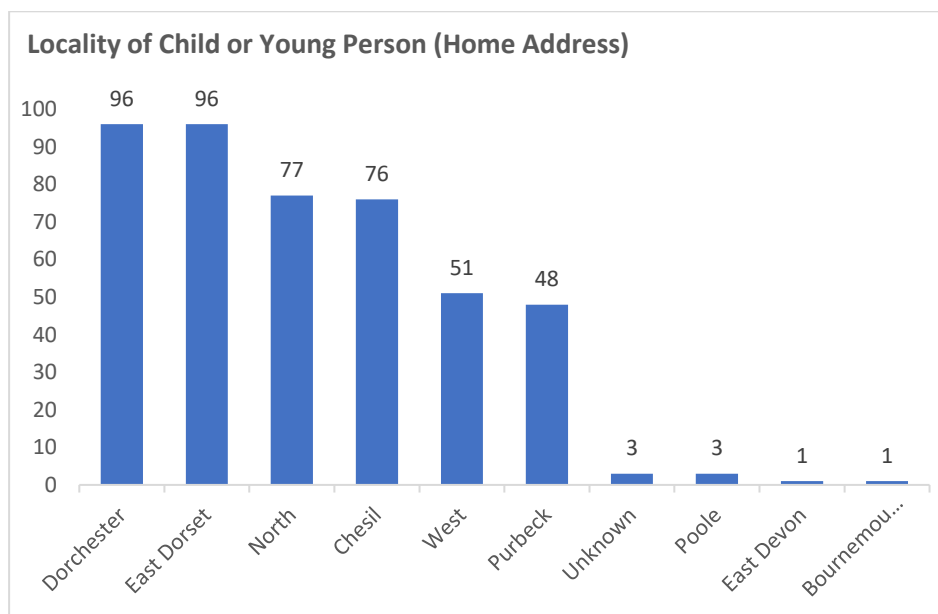


The spread of families with children who are disabled is across the whole County. It is important that sufficient, varied and high-quality short break provision takes place across the whole County. Short Break providers will therefore be expected to indicate clearly in which locality their activities will take place. This requirement does not apply to residential short breaks.

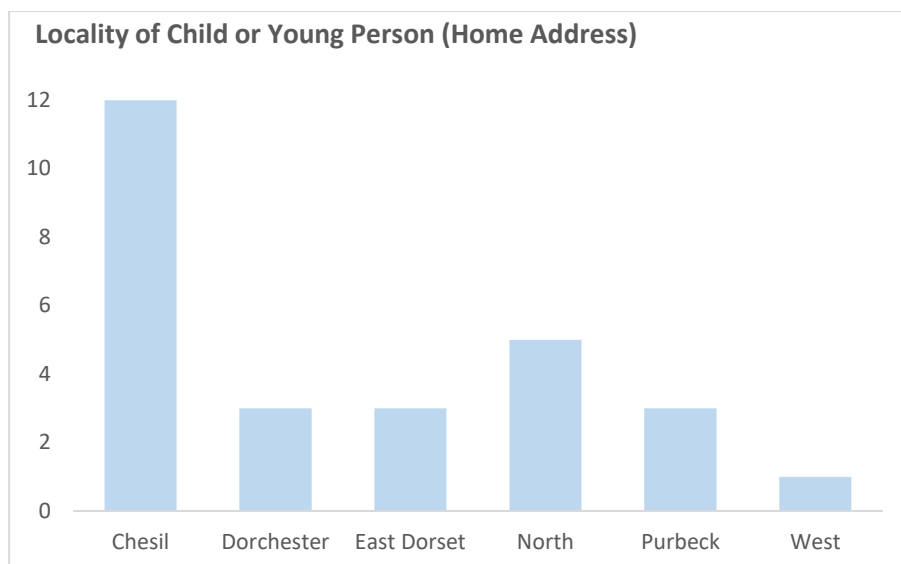
Potential Demand in Each Locality

Data below indicates the current geographical usage for Short Breaks provision in each locality and providers will be expected to consider this when deciding where to offer their services.

Targeted Short Breaks – Location Data 2022-23



Specialist Short Breaks – Location Data 2022-23



3.3 Available Infrastructure

- a. **Leisure and Tourism:** Artz+ Sportz+, which is now part of the Dorset Council Leisure and Tourism Directorate, has provided short break opportunities in Dorset for many years. Providers, particularly those new to the area or this type of service, may wish to consider investigating opportunities with Artz+ Sportz+ to draw on their experience, access their support services, or enter into joint arrangements with them. (This is of course not a formal requirement of any Contract which recognises that the choice of partner organisations is a matter for individual providers own discretion).
- b. **Location related:** Dorset Council has several exciting and varied locations across the County which can be used by providers for Short Break activities. These include [Dorset Council Outdoor Education Service](#) and [Country Parks](#). In addition, there are other Dorset Council premises such as learning centres, children's centres and special schools which may provide suitable venues, equipment or facilities to be the setting for a range of activities.

Please note though that where, for example, a short break opportunity takes place in a special school, then attendance should not be restricted to pupils at that setting only. It is important that children and young people from all over Dorset are given the opportunity to be included wherever possible particularly to access opportunities that are close to home or particularly suit their needs and as such are not dependent upon attendance at a particular school or other setting.

3.4 Travel Considerations

Dorset is a rural County. This means families can encounter difficulties in reaching activity venues. Lengthy travel to a short break lasting only, for example 2 hours, can mean the carer is unable to return home or to feel that they are not having a break themselves.

Providers are expected to make all efforts to schedule and deliver services to ensure children and young people and their families gain the maximum benefit from the provision.

In our 2019 survey, travel was one of the most significant barriers encountered by families and innovative solutions to this challenge are welcomed from Providers. A more recent 2022 survey of parents receiving Direct Payments identified that most parents would prefer not to

travel more than 30 minutes so this Framework will endeavour to include provision covering all localities.

3.5 When are Short Breaks needed?

Short Breaks must take place outside of school hours, for example:

- during an evening or
- on a Saturday or Sunday or
- after school or
- during school holidays or overnight

3.6 Eligibility Criteria

Dorset Council require short break services available for children and young people who:

- are disabled* and/or have complex health or other needs, and
- are aged between 0 - 25 years (up to the young person's 25th birthday), and
- live within the Dorset Council area (for the avoidance of doubt these exclude Bournemouth Christchurch and Poole Council area), and
- require support to access age appropriate social, play and leisure opportunities when apart from their main carer, and
- fall within the Priority Groups defined in Section 3.7
- Have been unable to access universal services including leisure, recreation and sports facilities.

**Disabled is defined under the Equality Act 2010 as having a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.*

All eligibility will vary according to the service being called-off.

3.7 Priority groups

The Short Breaks service is designed to promote wider access and provision for children and young people in the following priority groups and Providers (particularly those delivering services for self-referral opportunities) will be expected to ensure that members of the groups listed below receive priority.

Children and young people with:

- Learning Disability (medical term or diagnosis) or severe learning difficulty (educational term).
- Autistic Spectrum Disorder/Condition
- Challenging behaviour, or behaviour which is challenging for caregivers to manage, caused by or associated with impairments such as learning disabilities.

Children and young people with multiple needs such as:

- complex physical disabilities requiring reasonable environmental access adjustments
- health needs with a disability
- including those with life-limiting conditions, and/or who have moving and handling needs and/or require specialist equipment and adaptations.

3.8 Short Break Children and Young People Support Levels

Children and young people who access Short Breaks have a variety of support needs and providers are to consider that there will be need at low, medium and high levels of need. The support levels are outlined below:

Short Break Support Level definitions	
LOW LEVEL: The activity/event has sufficient number of staff with the skills to:	
<ul style="list-style-type: none"> ▪ Communicate with most children who are disabled. ▪ Encourage and support the child to use appropriate behaviour. ▪ Encourage and support the child to move safely throughout any activities they undertake. ▪ Maintain a safe environment at all times. 	
Staff ratio expected: usually around one carer to three or four children.	
MEDIUM LEVEL: The activity/event has sufficient number of staff with the skills to:	
<ul style="list-style-type: none"> ▪ Use specific communication systems, i.e. AAC, Signing, PECS, Cueing, Communication Aids, etc if required. ▪ Respond appropriately to medical conditions that are not immediately life threatening and some medical emergencies. ▪ Remind the child to attend to their own toileting and hygiene or follow a continence programme if required. ▪ Attend to the lifting and moving needs of the child. ▪ Establish how risks to the child and others can be managed and avoided and recognise the pattern of behaviour the child expresses and any behaviour triggers or cues. 	
Staff ratio expected: usually around one carer to two children.	
HIGH LEVEL: The activity/event has sufficient number of staff with the skills to:	
<ul style="list-style-type: none"> ▪ Use specific communication systems alongside interpreting complex body language, gesture, behaviour and facial expression to communicate with the child. ▪ Respond to specific life threatening medical/health requirements, administering essential medication. ▪ Support children that need their food cutting and/or eat or drink using an adapted cup, plate or cutlery and ensure the child has enough food and drink. ▪ Recognise when children require to be changed, understand infection control and respect the modesty of children while changing them. ▪ Undertake the safe lifting and handling of children using the equipment provided. ▪ Follow the appropriate use of techniques that ensure the safety of the child and other people if the behaviour of the child becomes difficult to manage and will recognise the pattern of behaviour the child expresses and any behaviour triggers or cues. 	
Staff ratio expected: usually around one carer (or more) to one child.	

3.9 Provider Obligations

All providers are expected to:

A. Actively encourage and promote the use the [Short Break Care Passport](#) as part of their booking process for any activity and to refer to this in any promotional material. Use of the passport by providers in this way will be monitored at contract reviews.

B. Register, complete and update as required the appropriate records on the [Family Information Service](#) which is part of the [Dorset Local Offer](#). As digital developments take place at Dorset Council, providers will be expected to adapt accordingly so that families are able to access and book sessions in the most convenient manner.

C. Share all details of activities and promotional materials with the [Xchange](#) team.

D. Become part of the Short Break provider group, take an active part and regularly attend the meetings.

E. Ensure that the views of young people who attend Short Break activities and their families are systematically collected after an event in a suitably agreed method that provides and records information regarding the activity, in relation to stated outcomes and which also records the benefits to the family. This information shall be collected in an impartial way and when analysed shall clearly show the views of all of the children attending, and their families.

F. Comply with the Dorset Council [Short Breaks Service Statement](#)

G. Adopt and adhere to the inclusion vision of Dorset Council which includes:

- All children and young people who are disabled and their families shall be empowered to live the lives they choose to live and shall be supported to achieve their full potential within the communities they live.
- To achieve this vision Dorset Council works towards removing the barriers to inclusion imposed by society which may prevent families and children who are disabled in achieving their full potential.
- All Providers shall have clearly defined working practices and goals that effectively work to break down the barriers to inclusion experienced by children and young people who are disabled and their families.

H. Develop their service delivery with the input of service users who shall be encouraged and enabled to participate in the planning and development of their short breaks. Providers will be expected to adhere to the following principles:

- Provide a range of effective opportunities (as agreed in the Service Specification) for children and young people, parents and carers to become involved in; service planning, design and delivery, to readily access and influence the decision-making structures of the service/organisation and to ensure that their contributions are fully recognised, valued and celebrated.
- Provide and promote effective and timely training and development opportunities where relevant at all levels of the Provider's organisation, to develop staff skills around the active and influential participation of children and young people, parents and carers.
- Ensure that consultation data and information is made available to Dorset Council and other partners.
- Produce and share case studies of what has occurred as a result of the implementation of the principles and the participation of children and young people, parents and carers with nominated officers.

I. Ensure that their Short break provision is culturally appropriate so that it meets the racial, cultural, linguistic and religious needs of disabled children and their families.

Section 4: Short Breaks Framework

4.1 Introduction

To ensure that a range of Short Breaks services are made available across the County to meet the diverse range of needs and circumstances of children and young people who are disabled and their families, this Dorset Council tender is to establish a framework of Short Break providers across a range of services and localities. The framework will run from July 2024 to 30th June 2027 with the option to extend for a further 2 years.

The Short Break Framework may be opened as a whole or in part by individual Lot at intervals during each year - frequency to be determined. This will:

- Allow new providers who are able to meet the initial criteria to join those already accepted.
- Ensure that families continue to benefit from new opportunities, from the entry of new providers and have an evolving and wide range of choice to meet their needs.
- Allow services to develop and change as required.

Existing framework members will remain on the framework until it expires, they leave or are removed under the provisions of their individual contract and they will not need to re-join each year.

4.2 Framework Lots

To simplify the application process to join the new framework and the commissioning of services from it, the services required under the framework are now divided into the two Lots detailed below.

Providers are invited to apply at the outset for entry onto the framework to deliver one or two Lots of service. If applying for only one Lot the provider can also apply again on the re-opening of the framework to be accepted for delivery of services under the other Lot. This will allow providers to benefit from upskilling, new staff or premises, or by extending the nature of the service they can offer.

Framework Lots Overview:

Lot	Lot Details
Lot A:	<p>Specialist Services</p> <p>This is likely to include, but is not limited to, the following:</p> <ul style="list-style-type: none"> - Residential overnight short breaks - Weekend, after school and holiday short break sessions - Personal Assistant, in-home and community support work
Lot B:	<p>Targeted Services</p> <p>Services required are likely to include, but is not limited to, the following:</p> <ul style="list-style-type: none"> - After school, holiday and weekend play, sports and activity sessions for all ages - Activity, day and evening sessions for young people aged 15-18 and/or 18 – 25 years

Lot A: Specialist Services

	Requirement	Access	Availability	Providers
<p>Residential overnight short breaks</p>	<p>The provision of overnight short breaks lasting a weekend, a single night, a 24-hour period or longer as agreed with the family and the referrer.</p> <p>The provision will take place in a homelike environment that is friendly, homely, safe, secure, comfortable, caring, stimulating, fun and nurturing. It should have available single rooms dependent on individual needs and have access to a wide range of stimulating activities both within the residential environment and the wider community. It will provide opportunity for interaction with others and the development of friendships, independence and communication skills.</p> <p>The service should provide access (including appropriate transport) to activities, organised leisure, sport and outings that are age appropriate or appropriate to the child or young person's developmental functioning and that are planned in conjunction with the young person and their family.</p> <p>The service will also need to provide for the safe handling and administration of medicines in accordance with legislation and guidance and individual requirements and deal with intimate and personal care in accordance with the young person's individual needs.</p> <p>The provision will be registered with Ofsted and/or CQC as appropriate.</p>	<p>Recipients of the services will be children and young people, aged between 7 years and up to the young person's 18th birthday, with a severe learning disability or behaviour which is challenging for carers to manage, including behaviour that poses a risk of harm to the child or others, complex health needs, and/or profound or multiple learning difficulties (including additional physical disabilities and complex health needs).</p> <p>All recipients will be referrals direct from Dorset Council. Providers are also to make similar provision available to families meeting the criteria of need but in receipt of a direct payment or self funding.</p> <p>There is an expectation that on occasion there may need to be opportunity to access emergency respite at very short notice in the event of family emergency or crisis situations e.g. in the event of a child's main carer being ill or other crisis situation.</p>	<p>Dorset Council are likely to need the service to be available:</p> <ul style="list-style-type: none"> ○ 24 hours a day for 13 weeks per annum during school holiday times and every weekend ○ From 16:00 to 09:00 for 39 weeks in school term time with the flexibility to cover limited periods either side of these times in the event of an unexpected interruption to normal routine, e.g. school closure, delay in school transport. 	<p>It is anticipated there will be a minimum of two providers, and services will be required to predominantly serve either or both the West and East of the Dorset County.</p> <p>Service will be taken up on a call off to meet individual service user need; service may, on occasion, be taken up on a block funded basis, ideally agreed at the start of the contract.</p> <p>Call off preference may be given to providers offering opportunities during term times which are close to Dorset special schools to minimise travel times for individual service users.</p>

	Requirement	Access	Availability	Providers
<p>Weekend, after school and holiday short break sessions</p>	<p>One or more providers are required to supply a range of specialist daytime short break sessions for up to 12 children per session to take place in locations across Dorset providing regular planned weekend, after school or school holidays sessions or a combination of these.</p> <p>The service should provide access to a range of activities, organised leisure, sport and outings that are age appropriate or appropriate to the child or young person's developmental functioning and of the child/young person's choice.</p> <p>●—</p>	<p>Recipients of the services will be children and young people, aged between 7 years and up to the young person's 18th birthday, or 16 years and up to the young adult's 25th birthday, with complex health needs, a severe learning disability or behaviour which is challenging for carers to manage, including behaviour that poses a risk of harm to the child or others, and/or profound or multiple learning difficulties (including additional physical disabilities and complex health needs).</p> <p>All recipients will be referrals direct from the Dorset Council. Providers are also to make similar provision available to families meeting the criteria of need but in receipt of a direct payments or self-funding.</p> <p>There is an expectation that on occasion there may need to be opportunity to access emergency respite at very short notice in the event of family emergency or crisis situations e.g. in the event of a child's main carer being ill or other crisis situation.</p>	<p>These specialist services will be expected to offer a range of opportunities during the periods required.</p> <p>Flexibility is expected to cover limited periods either side of these times in the event of an unexpected interruption to normal routine, e.g. school closure, delay in school transport.</p> <p>●—</p>	<p>It is anticipated there will be several providers appointed for this particular service.</p> <p>At the start of each year Dorset Council will work with Providers in this framework Lot to discuss an indication of anticipated need.</p> <p>Service will be taken up on a call off to meet individual service user need. Service may, on occasion, be taken up on a block funded basis and will be based on need and best value and will be subject to relevant local authority budget restrictions.</p>

	Requirement	Access	Availability	Providers
<p>Individual Support, in-home and community support work</p>	<p>Provision of personal support services to develop and support disabled children and young people as individuals at home or in the community, to minimise the barriers they face and to provide opportunities for their inclusion into mainstream and universal activities of their choice within their local communities.</p> <p>Individual workers or personal assistants will provide sole care and support to individual children and young people without the immediate supervision of the parent or person with parental responsibility.</p> <p>Workers will need to be able to provide safe care to children who require use of positive behaviour management strategies and / or direct personal care including toileting, moving and transfer assistance ('moving and handling').</p> <p>Workers will need to be able to follow individual care plans for children and young people.</p> <p>Workers will need to communicate effectively with children and young people, parent carers and Dorset Council staff, and maintain effective working relationships.</p>	<p>Recipients will be children and young people, aged between 4 years and up to the young person's 18th birthday, or up to the young adult's 25th birthday.</p> <p>Predominantly children and young people, aged between 8 years and up to the young person's 18th birthday, or up to the young adult's 25th birthday, with a learning disability, social interaction and communication impairment or behaviour which is challenging for carers to manage, including behaviour that poses a risk of harm to the child or others, complex health needs, and/or profound or multiple learning difficulties (including additional physical / sensory disabilities and complex health needs).</p> <p>These recipients may be referred direct from Dorset Council and are likely to include young children with particularly complex needs.</p> <p>Those with less complex needs are likely to be in receipt of a direct payment or self funding and it is expected that these children and young people will also access the provision.</p>	<p>Each service will need to be available throughout the year and service cover will be required across the whole of Dorset.</p>	<p>Service will be taken up on a call off to meet individual service user need. Service may, on occasion, be taken up on a block funded basis and will be based on need and best value and will be subject to relevant local authority budget restrictions.</p> <p>Providers will be expected to be flexible in the manner of funding and charging which may consist of full or part contributions from service users through cash or direct payments or through a voucher scheme.</p>

Lot B: Targeted Services

	Requirement	Access	Availability	Providers
After school, holiday and weekend play, sports and activity sessions for all ages	<p>Provision of a wide range of exciting and fun play and leisure activities for individuals and/or groups.</p> <p>Activities could include, but are not limited to:</p> <ul style="list-style-type: none"> • social experiences • learning opportunities • sports e.g. swimming, cycling, football, Boccia etc. • cookery • arts, crafts and design • outdoor pursuits • dance and drama • development of life skills. <p>They will enable participants to have fun, socialise, learn new skills, develop independence and have the same opportunities as non-disabled peers.</p>	<p>Recipients of the services will be young people, aged between 5 years and up to the young person's 18th birthday, or/and between 16 years and up to the young adult's 25th birthday.</p> <p>Access to service will mainly be by self-referral but Providers will be expected to work with the Dorset Council to ensure that those who have the most need benefit from the service.</p>	<p>The service will need to be available throughout the year and offer one or more of; after school, school holiday and weekend provision and deliver the service across the whole of Dorset</p>	<p>It is expected that a number of providers will be chosen to provide a wide range of varied opportunities, at a range of locations and for an array of ages and impairments. Preference will be given to providers who are able to meet more complex needs requiring higher support and offer several opportunities with associated cost benefits, according to location requirements.</p> <p>Providers will be expected to be flexible in the manner of funding and charging which may consist of block funding in whole or in part against agreed outputs, part contributions from service users through cash or direct payments or through a voucher scheme.</p>
Activity, day and evening sessions for young people aged 15 - 18 years and/or 18 – 25 years.	<p>A range of activities that are designed for and meet the specific needs of young people aged 15-18 years, and/or 18 – 25 years, moving toward adulthood and which will provide interesting and exciting age appropriate opportunities to socialise, make friends, increase communication</p>	<p>Recipients of the services will be young people, aged between 15 years and up to the young person's 18th birthday, and/or 18 years up to 25 years. Access to service will mainly be by self-referral but could include referrals from specialist</p>	<p>The service will need to be available throughout the year and provide the service</p>	<p>It is expected that there will be one or more providers chosen to ensure a wide range of varied opportunities, at a range of locations and for a range of impairments.</p>

	<p>skills and help develop confidence, social and independence skills.</p> <p>A range of activities are envisaged that could include, but are not limited to:</p> <ul style="list-style-type: none"> • group outings e.g. cinemas, coffee shops, bowling, theme parks • evening activities e.g. disco's • fun activities for older young people e.g. go-karting, sports • Activities to develop life skills for independence and/or educational activities e.g. cooking, animal care, woodwork, design and other creative enterprises. 	<p>services and Providers will be expected to work with the Dorset Council to ensure that those who have the most need benefit from the service.</p>	<p>across the whole of Dorset</p>	<p>Preference will be given to providers who are able to meet more complex needs requiring higher support and offer several opportunities with associated cost benefits, according to location requirements.</p> <p>Providers will be expected to be flexible in the manner of funding and charging which may consist of block funding in whole or in part against agreed outputs, part contributions from service users through cash or direct payments or through a voucher scheme</p>
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4.3 Access to Short Breaks

Specialist Short Breaks are accessed by referrals from Dorset Council who will make contact with the provider.

Targeted Short Breaks are accessed by self-referral from families who will make direct contact with the provider.

Section 5: Purchasing from the Framework

5.1 Purchasing from each Lot

It is anticipated there will be several providers appointed for each Lot.

However, if there is a single provider awarded in either Lot then Dorset Council can simply call-off the requirement from the successful supplier as and when it is needed at no more than the maximum cost indicated by the provider in the tender bid. Where the provider is unable to offer the services required or seeks to charge at a higher rate Dorset Council is under no obligation to use that provider and may seek the service outside of the framework.

Where there are multiple providers awarded in either Lot call-offs can take place by either:

- 1) Where the services required are detailed and differentiated enough for Dorset Council to be able to clearly identify that only one provider can deliver that particular requirement, then Dorset Council can award the contract(s) without the need for a competition. Dorset Council will identify whether the services are differentiated based on the priority groups stated above, the locality (geography), the kinds of children / young people's needs met, the level of need / support provided for and type of service.
- 2) If the services offered are not specific and differentiated enough for Dorset Council to be able to identify which provider(s) could offer best value for money for that particular requirement, a mini-competition will be held between all the providers on the relevant framework Lot who are capable of meeting the need.

For Lot A – Specialist Short Breaks

At the start of each year Dorset Council will work with Providers in this Lot to discuss an indication of anticipated need. Service will be taken up on a call off to meet individual service user need, purchased by the Council or by parents via Direct Payments; service may be taken up on a block funded basis, ideally agreed at the start of the contract.

Where spot purchased individual cancellation charges are as follows:
Either party may terminate the Short Break for any reason by giving the following Working Days' notice to the other party as stated on the cancellation table below:

Cancellation table	
28 days' notice and over	No fees paid
14 days' notice and over	25% fees paid
7 days' notice and over	50% fees paid
Up to 7 days' notice	100% fees paid

For Lot B – Targeted Short Breaks

At the start of the contract period, Dorset Council will work with Providers in this Lot to ensure sessions and services are agreed and made available throughout the County. Services will be taken up on a block funded basis with additional services commissioned through spot purchase to allow parent-carers of children and young people with the most complex needs to access additional short breaks using their direct payments.

Section 6: Outcomes and Monitoring

6.1 Data Requirements

The Short Break programme has outcome expectations at several levels (as detailed in 1.3):

- Strategic level
- Service Level
- Individual Level

To determine progress toward meeting these outcomes, all contracts and services will be monitored with regular meetings and with regular written returns being obligatory to meet the requirements of the Dorset Council Performance and Monitoring team, as well as the Contracts and Commissioning Team. The returns expected will include both output and outcomes data.

Output data: quantitative information e.g. hours provided, costs
Outcomes data: qualitative data about the impact the short break achieves for individual children and their families.

Output data will be expected to enable comparison with previous years' data, realisation of contracted hours and target numbers, individual users ages, impairment type, location and nature of activities undertaken and additionally comparison of costs between providers.

Dorset Council believe that the use of outcomes monitoring enhances the quality of services by focusing on the difference a service makes to the user not just on the output produced.

The Short Break programme has outcome expectations at several levels:

- Strategic level
- Service Level
- Individual Level

Outcomes are the change we expect to occur because of this Commissioning Strategy.

These are:

For children and young people with SEND:

- Safe and stable relationships and home lives
- Improved emotional health and well-being
- The development of skills and abilities that help growth and transition into adulthood

For parents/carers and families of children and young people with SEND:

- Safe and stable family and home environments

- Improved health and well-being
- Opportunities to participate in leisure, work, and study

For both children and young people with SEND and their parents/carers:

- Increased choice and control over the services received
- Children and young people with SEND being looked after in their families without the need for higher level interventions such as unplanned placements in residential facilities

For the system - providers, partners, professionals, and communities:

- Resources targeted based on need and demand
- A shift in resource and focus across our system to earlier help
- Increased awareness of Short Breaks services
- Increased confidence from mainstream providers in supporting families of children and young people with SEND
- Improved disability awareness and friendliness across communities in Dorset
- Improved multi-agency working across the system resulting in improved alignment of systems and processes
- A strong, vibrant, and innovative provider market

It is expected that framework providers will be required to work with Dorset Council on an individual basis dependent on the particular service(s) commissioned to create and establish agreed outcomes, outcome indicators and workable measurement methods for evidencing achievements. These are likely to change from time to time as Dorset Council data needs change.

As part of the monitoring process under any contract award, providers will be required to demonstrate how the service has achieved the specified outcomes.

Where appropriate, providers will also be expected to meet the agreed outcomes arising from those identified in a young person's Education Health and Care plan or Care and Support Plan.

In addition, to ensure that providers do not restrict or market their service to a core group of established service users only, monitoring will also require evidence of new families making use of the service and the methods used by the provider to publicise available opportunities.

Details of all monitoring requirements will be contained in individual contracts and may vary from time to time to ensure that any service is meeting the needs of children and young people, their families and the requirements of Dorset Council.

Appendix A

What activities do children and young people currently use?

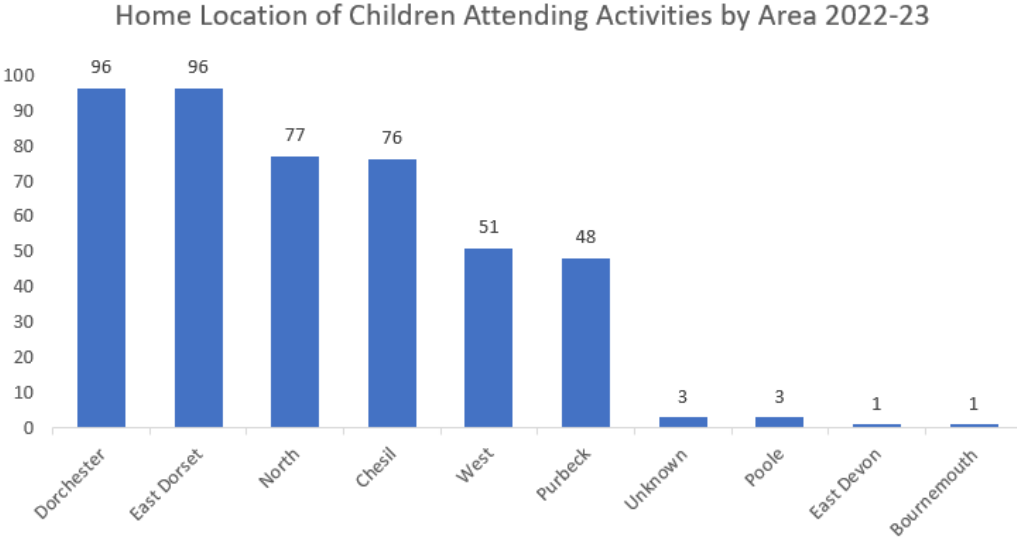
A range of activities from 2022/23 are listed below:

Activity	
Play rehearsal	Sunday Stay and Play session
Performing Arts	Climb and Cave
Afterschool Club	Disability swimming
Holiday arts & crafts	Family day out session
Archery	Fitness session
Pantomime	Pool inflatable
Christmas party	Skateboarding, Archery
Youth club Hang-out	Sports club
Archery & low ropes	Youth club
Forest Segway Teens	Youth Action
Hike and Survival	Singing
Kayaking, Boccia, Rounders	Smugglers Trail
Meet the ancestors	Teens Coasteering
Pony experience	Trampolining
Rock hopping	Evening activity sessions
Curling, Tennis	Weekend Stay and Play
Trampolining	Saturday Club
Bouldering	Evening activity sessions 15-18 year olds
Fitness	Project My Time
Go Ape Junior	Holiday club
Go Wild	Afterschool club
Kayaking	Stargazing
Music workshop	Cinema and meal
Bowling	Pantomime and meal

Appendix B - Lot B Targeted Short Breaks

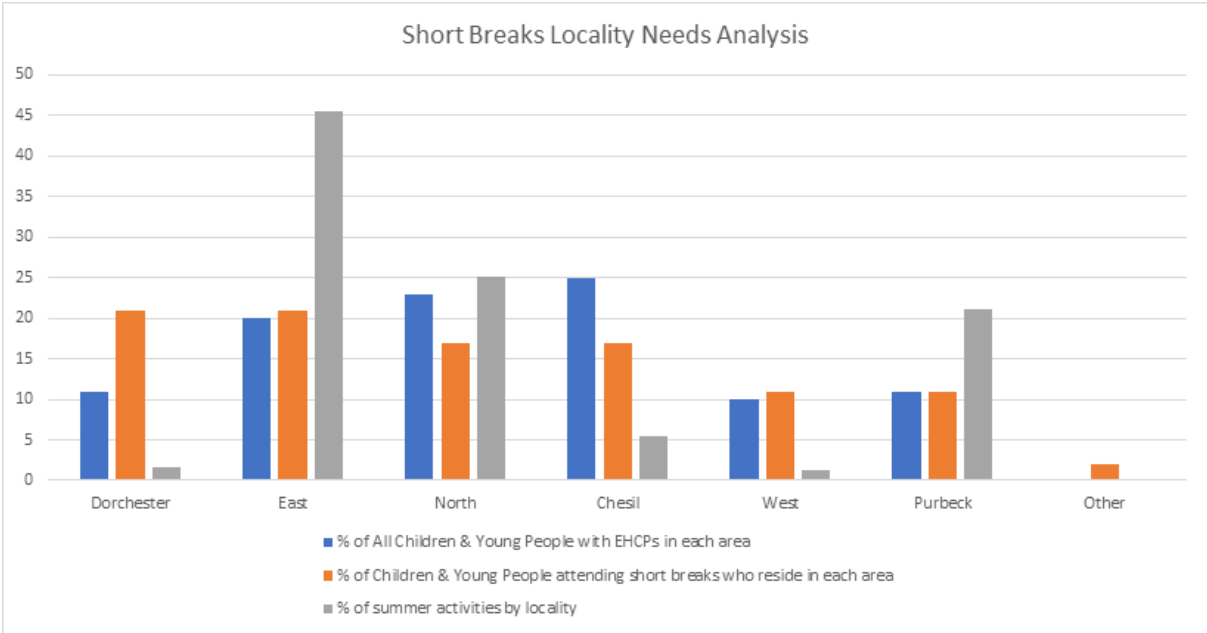
Data to show expected need in each locality.

Fig. 1 – Home location of children attending targeted short breaks 2022-23



A total of 13,685 short break hours were attended in 2022/23 but with provision better distributed and the inclusion of 18-25s there is an expectation that this may rise to a total of 15,000 hours per year over the next 3 years.

Location of Children and Services Comparison



- This suggests substantial unmet need in Chesil, Dorchester and West
- Over-representation of services proportionally in East and Purbeck
- Parity between service user location and service location in North