



SERVICE SPECIFICATION

FRAMEWORK TO PROVIDE SHORT BREAKS FOR CHILDREN WHO ARE DISABLED

FROM 1ST APRIL 2020

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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 Family Partnership Zone 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 intervention 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 and the reduction of social isolation.

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 like, 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 relax and recharge their batteries, to spend time with each other and their other children and to reduce family stress.

A Short Break can be:

- a few hours a week
- 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's own home
- the home of an approved short break carer, or

- in a residential setting.

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:

www.dorsetcouncil.gov.uk/children-who-are-disabled

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 in particular support the following aims:

- 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 increased capacity to cope in their caring role improving their health, wellbeing and quality of life.
- 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 be 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 need extra support and this tender is in relation to:

Targeted Services – 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.

Specialist Services – 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.

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.

Disabled children and young people and their parents and carers may choose to purchase short breaks from any of the above service levels in order to meet their assessed needs. This may be from their own funds or through the use of Direct Payments or voucher schemes.

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">• families with children who are disabled the opportunity for time apart• for the child to have an enjoyable experience and• for the carer to have a break from their caring role	
PLUS		
2	The activity must take place outside school hours e.g.: <ul style="list-style-type: none">• during an evening or• on a Saturday or Sunday or• after school or• during school holidays or• overnight	<i>Usually, these will take place outside of the child's home.</i>

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</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 2600 children, young people and young adults aged 0 – 25 years have an Education, Health and Care Plan.

Data below relates to children and young people aged 0 – 18 years as this is the cohort that has previously been offered Short Breaks. The updated age range reflects the changes in legislation including the SEND Code of Practice and the Children's and Families Act.

Dorset Council has approximately 1500 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 16/17	560	17720
Year End 17/18	481	15723
Year End 18/19	513	16985

The 2018-19 data breaks down as follows:

<i>Children</i>	<i>Hours</i>
513	16985

¹ 2017 estimates of population from ONS data 0-24 years inclusive 90,028. Average of 7% of child population have a disability: DLF Sep 2017 <https://www.dlf.org.uk/content/key-facts> and papworth trust disability facts 2018 <https://www.papworthtrust.org.uk/about-us/publications/papworth-trust-disability-facts-and-figures-2018.pdf>

Primary Need/Disability	Number of Children
ADD	1
ADHD	8
ASC	183
BESD	1
Cerebral Palsy	18
Down's Syndrome	18
GDD	2
Genetic & Chromosomal Disorders	9
Hearing Impairment	8
Medical	10
MLD	53
Multi-Sensory Impairment	1
None	5
Other Difficulty/Disability	1
PMLD	5
SEMH	28
sensory processing disorder	2
SLCN	53
SLD	20
SpLD	9
Unknown	9
VI	4
PD	19
Siblings	46
Total	513

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

Specialist Short Breaks

	<i>No. of Children</i>	<i>Hours of Day Time Short Breaks</i>
Year End 16/17	271	54449
Year End 17/18	294	55552
Year End 18/19	308	55362

	<i>No. of Children</i>	<i>No. of Nights</i>
Year End 16/17	69	2363
Year End 17/18	80	2258
Year End 18/19	52	1854

The 2018-19 data breaks down as follows:

<i>No of Children receiving day time short breaks</i>	<i>Hours</i>
308	55362

<i>No. of Children receiving Overnight Short Breaks</i>	<i>No. of Nights</i>
52	1854

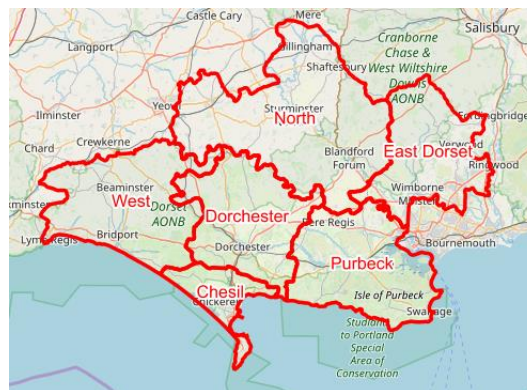
<i>Individual Children receiving a social care short break (day or night)</i>
309

Primary Need/Disability	Number Of Children
ADHD	1
ASC	148
BESD	2
Cerebral Palsy	28
complex health needs	3
Down's Syndrome	21
GDD	9
Genetic & Chromosomal Disorders	23
Hearing Impairment	6
Medical	17
Moderate learning difficulties	8
Multi-Sensory Impairment	1
Physical Difficulties	10
PMLD	3
SLCN	4
SLD	16
Social, Emotional And Mental Health	3
SpLD	2
Unknown	3
Visual Impairment	1
Total	309

3.2 Location of breaks

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.

The map below indicates the boundaries of each of the [Family Partnership Zones](#): Purbeck, East Dorset, North Dorset, West Dorset, Dorchester and Chesil (Weymouth and Portland).



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.

3.5 When are Short Breaks needed?

Short Breaks must take place outside 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.

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:

- Autistic Spectrum Disorder/Condition
- Severe Learning Disabilities
- Challenging behaviour associated with other impairments such as severe learning disabilities.

Children and young people with multiple needs such as:

- complex physical disabilities
- 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](#).

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

- All children 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.

G. 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.

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. The framework will run from April 2020 to 31st March 2023 with the option to extend for a further year.

The Short Break Framework may be opened as a whole or in part by individual category 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 Categories

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 categories detailed below.

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

Framework Categories Overview:

Category	Category Details
Category A:	Specialist Services This is likely to include, but is not limited to, the following: <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
Category B:	Targeted Services Services required are likely to include, but is not limited to, the following: <ul style="list-style-type: none">- Outreach one to one services including befriending/buddy/PA schemes (at home or in the community)- 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

Category A: Specialist Services

	Requirement	Access	Availability	Providers
Residential overnight short breaks	<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, life, 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 and/or between 16 years and up to the young adult's 25th 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 the 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, 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 three providers and services will be required to predominantly serve either or both the West and East of the Dorset County.</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> <p>Service is likely to be taken up on a combination of block contracting and spot purchasing. See section 5 for more details.</p>

	Requirement	Access	Availability	Providers
Weekend, after school and holiday short break sessions	<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>There is specific need for services to take place in a setting(s) within 5 miles of Weymouth. The service is likely to be required for:</p> <ul style="list-style-type: none"> • fifty Saturdays of the year • three sessions per week during the school holidays • after school sessions 	<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>The total Weymouth area service will likely be to provide:</p> <ul style="list-style-type: none"> • fifty Saturdays of the year for approximately 6 hours per session • three sessions per week during the school holidays for 6 hours per session • regular after school sessions lasting 2-3 hours per session 	<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 category to discuss an indication of anticipated need.</p> <p>Service may be taken up on a call off or on a block funded basis agreed, ideally at the start of each year.</p>

	Requirement	Access	Availability	Providers
Personal Assistant, in-home and community support work	<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>In 2014/15 Dorset Council supported approx. 30,000 hours of individual support within the child's home and through a personal assistant or other outreach outside of the child's home.</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 will be referrals direct from Dorset Council. Referrals may occasionally 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 can access the provision also.</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>It is anticipated that there will be one or more providers.</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> <p>At the start of each year Dorset Council will work with Providers in this framework category to discuss an indication of anticipated need and the required service details.</p> <p>The expectation is that the service will be undertaken as required on an individual call off basis.</p>

Category B: Targeted Services

	Requirement	Access	Availability	Providers
Outreach one to one services, including befriending/buddy/PA schemes (at home or in the community)	<p>Service 1. Provision of sessional 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>Service 2. A dedicated service to provide 'Buddies/Befrienders' (trained support workers) who can enable young people aged 11-18 years, or 18 – 25 years, to experience a Short Break away from their family, access facilities and experience activities which might otherwise be difficult for them to enjoy or which they might enjoy more in the company of a Buddy/Befriender through an ongoing, supportive 1:1 relationship. A designated Buddy/Befriender will be close in age to the young person and skill matched according to hobbies, interests and area of residence.</p>	<p>1. Recipients of Service 1 will be children and young people, aged between 5 years and up to the young person's 18th birthday, or the young adult's 25th birthday. The service will be required to cover both specialist referral users (as below) and also those with less complex needs who will access the service through self referral and providers can offer both or either service.</p> <p>Specialist referral users will predominantly be 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 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). These recipients will be referrals direct from the Dorset Council. Those with less complex needs are likely to be in receipt of a direct payment or self-funding.</p> <p>2. Recipients of service 2 will be young people, aged between 11 years and up to the young person's 18th birthday, or up to the young</p>	Each service will need to be available throughout the year and service cover will be required across the whole of Dorset.	<p>Providers will be expected to 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 or otherwise.</p> <p>It is anticipated that at the start of each year Dorset Council will work with Providers in this framework category to ascertain an indication of anticipated need and the required service details. The expectation is that annual contracts will be awarded early each year following a mini competition, although the specialist referral users for Service 1 may be undertaken as required on an individual call off basis.</p>

		adult's 25 th birthday. Access to the service will mainly be by self-referral.		
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 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 offer several opportunities with associated cost benefits.</p> <p>At the start of each year Dorset Council will work with Providers to discuss an indication of anticipated need, the required service details and available budget.</p> <p>Annual contracts will be awarded early each year following a mini competition between Category B providers.</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>

<p>Activity, day and evening sessions for young people aged 15 - 18 years and/or 18 – 25 years.</p>	<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 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 	<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 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>The service will need to be available throughout the year and provide the service across the whole of Dorset</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>Preference will be given to providers who offer several opportunities with associated cost benefits.</p> <p>At the start of each year Dorset Council will work with Providers in this framework category to ascertain and discuss anticipated need, the required service details and available budget.</p> <p>Annual contracts will be awarded early each year following a mini competition between Category B providers.</p> <p>Providers will be expected to 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>

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

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

However, if there is a single provider awarded in either category 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 category 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.

2) if the services offered category 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 category who are capable of meeting the need.

For Category A

At the start of each year Dorset Council will work with Providers in this category to discuss an indication of anticipated need. Service may be taken up on a call off or on a block funded basis, ideally agreed at the start of each year.

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 Category B

Subject to the section 'multiple providers' above, it is anticipated that at the start of each year mini competitions will be run to ensure sessions and services are agreed and made available throughout the County.

Section 6: Outcomes and Monitoring

The Short Break programme has outcome expectations at several levels (as detailed in 1.16):

- 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.

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 plan.

In addition, to ensure that providers do not restrict or market their service to a core group of established service users only, monitoring may 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.

Section 7: Dorset Short Break Grant Scheme

To run in conjunction with the Short Break Framework, and in response to feedback from the parent carer survey Dorset Council intends to continue with the annual Short Break Grant scheme.

This means Framework members, and other providers, may be able to apply under a Short Break Grant to expand on their core offer in a particular year or to develop and pilot new ideas to meet identified needs in particular geographical areas, age groups or nature of activities.

The scheme will allow Dorset Council to support additional schemes to meet short term needs in particular areas or for particular groups and to allow for testing of the market, trialling of new providers and to encourage and support successful providers to apply to join the Flexible Framework at a later date.

Full details of the scheme have not yet been determined and may not be finalised until early 2021. The total amount of funds available each year is liable to fluctuate.

The current expectation (although this may vary) is that the scheme may include all or some of the following requirements:

- that an annual sum will be allocated and made available for providers on and off the Framework to bid for small funding to offer additional and creative short break opportunities where a need has been identified.
- bids can be submitted on an approved official form only
- opportunity to bid will be available at varying times of the year although providers will be able to submit ideas for consideration in principle throughout the year
- all bids will be evaluated by a panel with members to be determined by time to time by Dorset Council
- there will be no limit on the number of bids per provider per year
- grant schemes will be subject to agreed outcomes and monitoring
- additional weighting may be given to projects that:
 - demonstrate that the views of children and young people have been taken into account in creating and developing the project
 - work to remove barriers for children and young people in accessing short break opportunities
 - work to break down barriers between young people who are disabled and those who are non-disabled
 - are innovative and look to extend and widen the experiences of children and young people who are disabled

Further details of the scheme will be published in due course.

Appendix 1

What activities do children and young people currently use?

A range of activities from 2018/19 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