

# Falkirk Short Breaks Services Statement



Falkirk  
Health and Social Care  
Partnership



**Falkirk Council**

## **Contents**

## **Page**

1. Introduction	3
2. Background to the Statement	4
3. Reason for the Statement	5
4. What is meant by "Short Break"?	5
5. Carer Outcomes for Short Breaks	6
6. Types of Support Available	6
7. How can I get a Short Break? (Eligibility Criteria)	10
8. Will I need to contribute to my Short Break (Local Charging Policy)	15
9. How can I access further information?	16
10. Feedback, Monitoring & Review	17
11. Appendices	18

## **1. Introduction**

We are pleased to present the first Joint Short Breaks Services Statement in line with Falkirk carers. As part of our joint work to enhance our support for carers this statement outlines our current range of services. We are working with carers to develop an easy ready version of this statement.

Falkirk has a wealth of opportunities for short breaks for carers, ranging from our Respite service to a voucher system and residential short breaks. The Carers (Scotland) Act 2016 has strengthened opportunities for imaginative and flexible provision of short breaks, using main stream, community based opportunities and enhancing dedicated short break options. We are committed to continue to improve our support for carers and will work together to review and update our provision.

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Chief Officer,  
Health and Social Care Partnership

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Service Children's Services

September 2018

## 2. Background to the Statement

### Carers Act and Unpaid Carers

The Carers (Scotland) Act 2016 is to ensure better and more consistent support for unpaid carers across Scotland. To do this the Act enhances the rights of unpaid carers in order that they can continue to care, if they are able and willing to do so, and can have a life alongside caring.

Carers are people who provide care and support to family members, other relatives, friends and neighbours. The people they care for may be affected by disability, physical or mental health issues (often long-term), frailty, substance misuse or some other condition. Some carers care intensively while others care for shorter periods. Some carers are life-long carers, while others may care for shorter periods of time. A carer does not need to be living with the person they care for to be considered a carer. Anybody can become a carer at any time in their life and sometimes for more than one person at a time.<sup>1</sup>

### Short Break Statement

The Carers (Scotland) Act 2016 requires local authorities to prepare and publish a statement setting out information about short breaks services available for local carers and those that are cared for<sup>2</sup>.

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

- What Short Breaks are
- Who can access them
- What Short Break opportunities are available to carers
- How carers can access Short Breaks and find further information

The statement will continue to be reviewed in light of feedback and ongoing development.

The statement will provide information to carers and the cared for person on what we expect to be available locally. There will be a range of options and knowing what is available gives individuals more choice and more control over what support is right for them.

It will also be useful to professionals and organisations involved in delivering short break options for carers, or supporting carers to access short breaks.

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<sup>1</sup> Who are carers? <http://centralcarers.org/about-us/>

<sup>2</sup> Section 35 Carers (Scotland) Act 2016  
[http://www.legislation.gov.uk/asp/2016/9/pdfs/asp\\_20160009\\_en.pdf](http://www.legislation.gov.uk/asp/2016/9/pdfs/asp_20160009_en.pdf)

### 3. Reason for the Statement

The purpose of this Short Break Services Statement is to provide information to carers and cared for people so that they

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

The Short Breaks Service Statement acknowledges that short breaks are of benefit to both the carer and the cared for person and are an opportunity to support carers to continue in their caring role and have a life outside of caring. Evidence tells us that better outcomes are achieved if both the carer and the cared for person have positive experience of short break provision.

Falkirk Health and Social Care Partnership (HSCP)<sup>3</sup> and Falkirk Council<sup>4</sup> will continue to explore opportunities for short breaks with carers and encourage development of and access to different options based on carer preferences and need.

### 4. What is meant by “Short Break”?

A Short Break is any form of service or assistance which enables the carer(s) to have periods away from their caring routines or responsibilities. This was previously referred to as respite.

The purpose is to support the caring relationship and promote the health and well-being of the carer, the cared-for person, and other family members affected by the caring situation.

*Breaks from caring may:*

- *be for short or extended periods*
- *take place during the day or overnight*
- *involve the person with support needs having a break away from home allowing carers time for themselves*
- *allow the carer a break away with replacement care, if required, in place*
- *take the form of the carer and the person they care for having a break together, with assistance if necessary, providing a break from the demands of their daily caring routines.*

Examples of support that is available can be found in Appendix 1.

<sup>3</sup>Falkirk Health & Social Care Partnership is responsible for the delivery of Social Work Services to adults.

<sup>4</sup>Falkirk Council is responsible for the delivery of social work to children and young people.

## 5. Carer Outcomes for Short Breaks

Outcome means the impact that having a short break can have in supporting carers. They are a way of describing what is important to people and what they are trying to achieve. Some examples of outcomes are:

- I feel valued and listened to.
- I feel less stressed.
- I am able to spend more time with my friends and grandchildren.

Carers told us how they had benefited from their short break:

“It gave me space away from my caring role which made me feel less stressed and a lot happier. I was then able to do my caring feeling less tired and it gave me something else to think about.”

“My health is much improved by being less anxious and stressed. Before, I was very isolated, now I feel supported and uplifted.”

“It certainly did me the world of good, I felt refreshed and more able to cope. My son benefitted knowing that he doesn’t need mum around all the time.”

Carers will be supported to identify the need for and potential benefit of a Short Break. The outcomes of a break will be personal to each carer and cared for person, but may include:

- Carers having more opportunities to enjoy a life outside/alongside of their caring role
- Carers feeling better supported
- Improved confidence as a carer
- Increased ability to cope
- Reduced social isolation and loneliness
- Increased ability to support the caring relationship
- Improved health and wellbeing
- Improved quality of life
- Reduced likelihood of breakdown of the caring role

## 6. Types of Support Available

There is a range of short break opportunities that can meet carers’ outcomes. The purpose is for the carer to have a life outside, or alongside, their caring role, supporting their health and wellbeing. This can also benefit the cared-for person and can help to sustain the caring relationship.

Increasingly, carers are finding creative ways to take a break that don’t necessarily involve external services. For example, they might use leisure equipment, computers, gardens or something else that provides a break from routine.

Carers who wish to have a break, may be able to meet their personal outcomes by accessing universal (community) services. These are services which are provided to the public generally (for example, local leisure centres, clubs, or libraries). In such cases, a formal funded break for the carer may not be needed; however, support may be required to allow this to happen. The following are examples of local support options available to carers:

### Carer Support Groups

Local carer groups provide an opportunity for carers to meet up, share information and have a short break from caring. Falkirk & Clackmannanshire Carers Centre provides a range of regular support groups and one-off activities for carers both at the Centre in Falkirk and in community locations including Bo'ness, Polmont and Larbert.

The Young Carers Project provides monthly group support to young carers aged 8 to 18, to provide them with a break from their caring role, and the opportunity to meet other young carers of a similar age who can understand how they feel. Activities and support can help reduce social isolation, increase confidence and self-esteem. The project also provides short residential breaks through partnerships with organisations such as Ocean Youth Trust Scotland.

The Carers Centre also provides specialised support groups, for example, groups for parent carers or young adult carers and groups for carers of individuals with particular conditions. Other local and national organisations offer support groups for carers and/or the person they care for including, but not limited to, Falkirk & District Association of Mental Health (FDAMH), Alzheimer Scotland and Headway Falkirk. The Carers Centre can signpost carers to local and national carer support groups.

Below are some examples of short break opportunities for carers.

### Universal (Community) Services

These are services that anyone in our community would be able to access, for example, clubs, cafes, leisure facilities, etc.

### Time to Live (TTL) Grants

'Time to Live' is part of the Creative Breaks funding programme operated by Shared Care Scotland on behalf of the Scottish Government. The purpose of the fund is to increase the range, availability and choice of short breaks for carers and those they care for across Scotland. Carers who meet the criteria of the TTL fund can apply through the Carers Centre for grants of up to £300 to fund a flexible short break of their choosing.

Previous grants have been used for short breaks away (for the carer themselves, or with the person they care for), pampering sessions, cinema passes, gym membership as well as a range of more creative requests such as piano lessons and equipment for gold-panning, gardening or cooking. Activities must be designed

to enable both adult and young carers to have a life outside or alongside their caring role, and to support their health and wellbeing.

### Respitality

‘Respitality’ (Respite + Hospitality) provides a unique way for Carers Centres and the Scottish Hospitality sector to work together to provide short breaks for carers.

The hospitality sector gifts short breaks to carers through the Carers Centre. Gifts may include overnight stays, dinner reservations, spa days, beauty treatments – whatever gift the business chooses to donate. These breaks tend to be during quieter periods, when the participating businesses have more availability. This enables a carer plus a companion to have a break away from their usual caring responsibilities.

Examples of breaks that have been offered previously are afternoon tea at Callendar House, overnight stays in St Andrews and Pitlochry, swimming sessions at the Mariner centre, and Gala Bingo sessions.

### Replacement care providers

The table below lists locally available, dedicated residential respite options. These respite resources allow respite to be planned and booked in advance throughout the year, subject to availability. Falkirk Short Breaks Bureau (SBB) manages all the bookings for adults and provides information on many different break options.

<u>Respite Resource / Organisation</u>	<u>What they offer</u>	<u>More information</u>
Grahamston, Falkirk H&SC Partnership	Residential care home for people with dementia and aged over 65	<a href="http://www.falkirk.gov.uk/places/care-homes/grahamston-house.aspx">http://www.falkirk.gov.uk/places/care-homes/grahamston-house.aspx</a>
Thornton Gardens, Falkirk H&SC Partnership	Residential respite care for adults with learning disabilities	
Haining, ION Care Services	Nursing care home for people aged over 65	<a href="http://www.ioncareandsupport.com/the-haining-care-home/">http://www.ioncareandsupport.com/the-haining-care-home/</a>
Newcarron, Advinia Health Care	Nursing care home for people aged over 65. One room for people with dementia and the other for frail older people.	<a href="https://advinia.co.uk/newcarron-home-page/">https://advinia.co.uk/newcarron-home-page/</a>

March Glen, Caring Homes	Nursing care home for adults aged over 18. Specialising in complex care	<a href="https://www.caringhomes.org/find-a-home/marchglen-in-alloa/">https://www.caringhomes.org/find-a-home/marchglen-in-alloa/</a>
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Replacement care for children is more varied, and may include residential breaks at Tayavalla respite unit, activity holidays for children with additional needs or support to access local youth clubs.

National Short Break websites and databases:

**Shared Care Scotland** <https://www.sharedcarescotland.org.uk/>

This website also provides information on [‘Time to Live’](#)<sup>5</sup>, or Creative Breaks, a set of small funds available in every Local Authority area, along with a [database of funding sources](#)<sup>6</sup> for Short Breaks.

**The Take a Break website** <http://takeabreakscotland.org.uk/>

Take a Break is Scotland’s short breaks fund for carers of disabled children, young people and their families. Take a Break grants can be used for a break away, towards leisure activities or outings; sports equipment and more.

**Euan’s Guide** <https://www.euansguide.com/>

Euan’s Guide is the disabled access review website that aims to ‘remove the fear of the unknown’ and inspire people to try new places. The cornerstone of Euan’s Guide is its community of independent reviewers, who share their photos and experiences of restaurants, hotels, train stations, attractions and anywhere else they may have visited.

**ALISS** <https://www.aliss.org/>

ALISS (A Local Information System for Scotland) aims to increase the availability of health and wellbeing information for people living with long term conditions, disabled people and unpaid carers. It supports people, communities, professionals and organisations that have information to share.

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<sup>5</sup> <https://www.sharedcarescotland.org.uk/shortbreaksfund/timetolive/>

<sup>6</sup> <https://www.sharedcarescotland.org.uk/funding-your-break/>

## Replacement Care

When a carer is taking a short break, there may be a need for some *replacement care* to be provided for the cared for person. This can be arranged in a number of ways, including friends or family members stepping in to provide support to enable the carer to have some time off.

Where this kind of family support is not available to the carer, the local authority may have a duty to provide replacement care. This could be anything from a few hours of support to 24 hour care home support, at agreed times throughout the year. The cared for person will need a social work assessment (with their agreement) to determine what kind and level of replacement care is needed and eligibility criteria (see Section 6) may apply.

*Appendix 1* lists different types of short breaks/replacement care options for the cared-for person which may also provide a short break for the carer. These examples can be accessed through the various **Self-Directed Support** options for support.

### **7. How can I get a Short Break? (Eligibility Criteria)**

Short breaks should be planned after an outcome focussed conversation has taken place. This may result in an Adult Carers Support Plan or Young Carers Statement being produced with a recommendation that short breaks are part of the support offered. Adult Carer Support Plans and Young Carers Statements will normally be produced by the Falkirk Carers Centre with the carer.

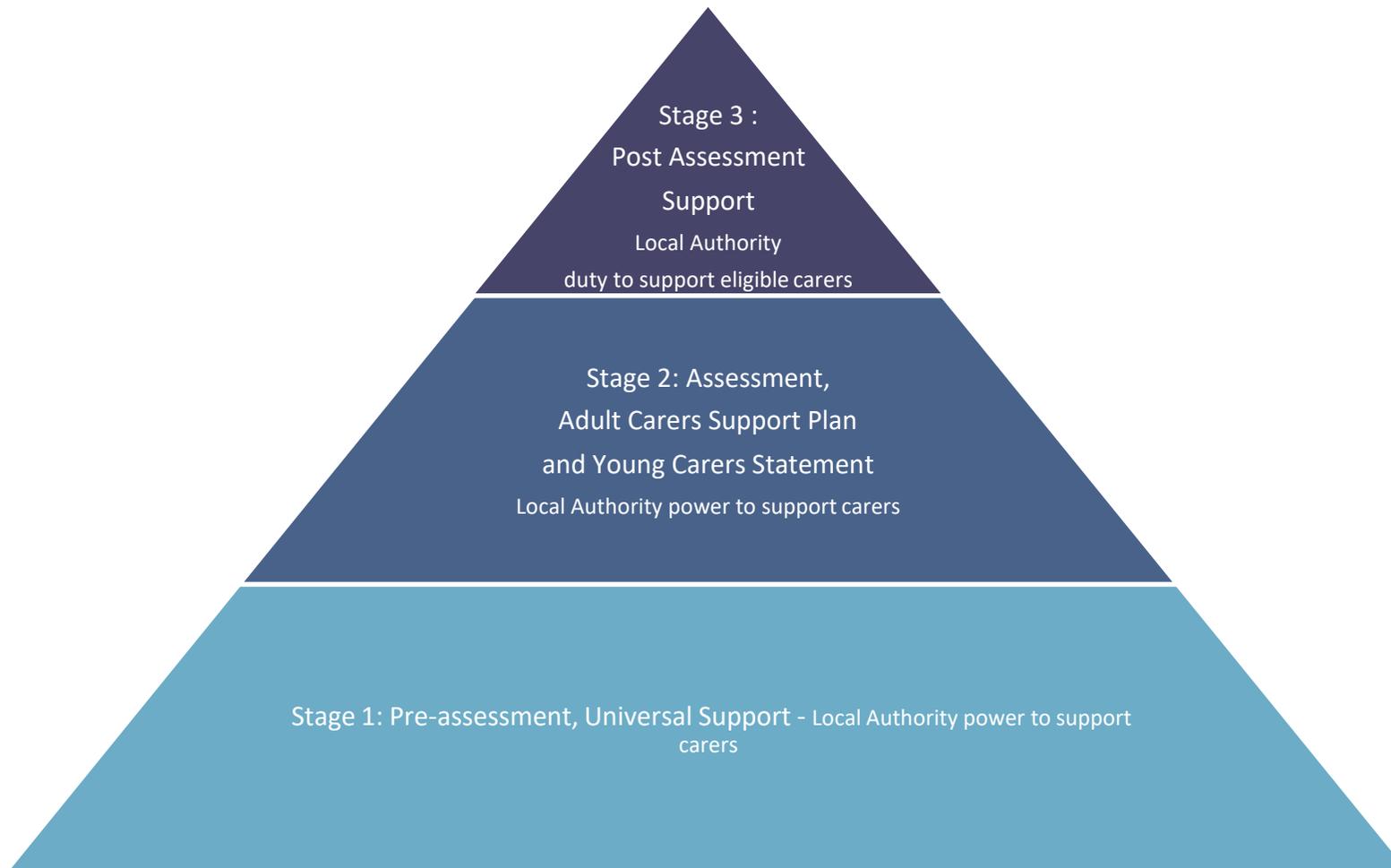
Carers can contact the Falkirk Carers Centre for an Adult Carers Support Plan / Young Carers Statement or, if they prefer, they may ask their support worker, community care worker or GP to make a referral to the Carers Centre on their behalf.

The Falkirk Health and Social Care Partnership Framework for Eligibility Criteria For Unpaid Carers was produced in partnership with local carers, and outlines the levels of access to support including funding for short breaks from Falkirk Council and Falkirk HSCP.

The Eligibility Criteria is explained briefly in this section and the full document can be found at [here](#)

Some outcomes may be achieved through accessing universal services (community services), where this is not possible or appropriate funding may be offered to provide access to short breaks and/or replacement care.

If as a result of the Adult Carers Support Plan or Young Carers Statement it appears that the cared for person may have social care needs then a referral for a separate social work assessment will be offered for them. The diagram below illustrates the different thresholds for carers support.



Specialist services and support (top tier of triangle) are likely to require local authority funded services.

Stage 1 and 2 (middle and bottom) are designed to support a preventative approach, to ensure carers are supported to maintain a caring role.

**Stage 1: Pre-assessment** - Universal services and support are those generally provided to the public at large (e.g. leisure and recreation facilities, support groups, neighbourhood networks). Universal services can help carers enjoy the same opportunities as everyone else.

**Stage 2: Assessment, Adult Carers Support Plan/Young Carers Statement** - Targeted services and support are usually provided in the community where people need additional support to enable them to access a break. They may be specially commissioned and designed to meet local needs.

**Stage 3: Post Assessment Support** - Specialist services and support would include the range of specialist short break services and support which can cater for cared-for people with more complex care requirements. These people might not be able to access the more universal or inclusive type short breaks.

This is part of the Local Carers Strategy, which is currently being revised, and will be published in Spring 2019.

Carers who are eligible for support funded by the local authority can choose how to access that support using any of the 4 Self-Directed Support Options. These are:

1. Direct Payment – this is a cash payment to enable the person to purchase the support they need. The person must be willing and able to manage the payment and provide appropriate information relating to expenditure and support.
2. Individual Service Fund – this is where the person directs the use of the available budget by choosing the services to be purchased. Payment is made directly to the provider(s) on behalf of the person.
3. Arranged services – this is where the person instructs Social Work Services to make arrangements for service provision to meet the agreed outcomes. These services will be purchased using any existing contractual arrangements.
4. Mixed option – this is where the person chooses more than one of the above options for different parts of their support.

## **Local case studies and examples**

### **Case Study 1 – Bill**

Bill is 70 and cares for his mother Phyllis. Phyllis is 92 and is frail and elderly but lives independently. She manages fairly well and Bill visits daily to help her with housework, shopping, getting out and about. She receives some help from the social work department to cook her meals and has a community alarm for emergencies. Bill asks for an Adult Carer Support Plan. Overall he is managing his caring role well and his health and wellbeing are generally good. However, he identifies that he has some concerns about the future (if anything was to happen to him) and he is a bit lonely as he doesn't really have anyone to talk to about his caring role.

### **Using the local eligibility criteria**

All of Bill's needs fall into universal or preventative support, which could be provided by a local carer support worker at Carers Centre. For example, they arranged for him to join their male carers group to meet fellow carers and give him a break from caring. In addition, the person responsible for the Adult Carer Support Plan helped him develop an emergency plan so that if anything happened to Bill, the plan would take effect

### **Case Study 2 – Amanda**

Amanda is 20 and cares for her mum who has cancer. She provides continuous care, although they have some help from the local hospice. She had to give up her college course and has no income. She is exhausted and depressed and has no idea how she will continue to cope. The hospital support worker contacts the Carers Centre to arrange for her to have an Adult Carer Support Plan which identifies that:

- Caring is causing significant impacts on her mental health.
- She is exhausted and wants to be able to have a break from caring and spend time with her friends.
- She wants to return to education but does not know how she will be able to manage education and caring.
- She is really worried about finances. Although her Mum gets ESA, she does not receive any other benefits.

### **Using the local eligibility criteria**

- Amanda's health is at significant risk of breaking down.
- She has few opportunities to have a break.
- She has no opportunities for education.
- Her finances are precarious.

She meets the high threshold on this model across a number of areas and is referred to the local authority for support

- This includes provision of replacement care so that Amanda can have a regular short break to spend time with her friends,
- A benefits check which resulted in maximising her income including Carers Allowance
- Helping her plan to return to education with planned support for her Mum when she is out during the day

### **Case Study 3 – Joe**

Joe cares for his mother who lives with him and his family. She has dementia as well as a physical disability which means that she needs personal care. She is really very frail now and although there is some paid care in place, it doesn't always work out because of her dementia as this makes her anxious around strangers. This meant that Joe and his wife were providing the vast majority of the care and support. As a family they hadn't had a break for some time and Joe, in particular, was feeling really tired and run down. There was a significant chance that the caring relationship could break down. Family has always been very important to Joe's mother and the

prospect of his mother being in a care home while the family had a break did not appeal.

### **Using the local eligibility criteria**

Joe meets the high threshold for support in relation to needing a break.

- Joe was given a budget for a short break which he used to rent an adapted cottage on the coast which had a ramped entrance and an accessible shower room. The cottage was close to other family members who did not live close enough to Joe to visit regularly.
- Joe invited the rest of the family to spend time with them during the break. This included 2 grandchildren which delighted his mother as she loves spending time with children.
- This meant that Joe and his family were able to have a break supported by other family members. His mother was able to enjoy time with people she hadn't seen for some time and especially enjoyed time with the children.
- Joe's Adult Carer Support Plan includes short breaks funding so that Joe can plan ahead and ensure he and his wife receive the breaks they need.

### **Young Carers Moderate Impact Example**

Jack is in primary seven at a local school and lives with his Mum and his older brother, Ryan, aged twenty two. Ryan has a full-time job . Jack did not attend school for two days and efforts to contact home by telephone had no success. There were previous concerns about Jack's attendance.

On the third day Jack arrived at school to inform his class teacher that his Mum had been taken to hospital in an ambulance. Jack was upset but able to inform his teacher that Mum had had a stroke and that she would be in hospital for another three weeks. Jack said that his Mum may need a wheelchair for a little while. Ryan has been granted short term leave by his employer.

#### **Steps taken:**

The Class Teacher provided reassurance and informed Jack that help would be available for all of the family. The Head Teacher was informed. It was agreed that the situation would likely result in Jack and Ryan having caring responsibilities, particularly when Mum returned home.

The Head Teacher arranged a 'team around the child' meeting which included the Class Teacher the Project Worker, Young Carers, Schools Nurse, Social Work Adult Services worker and Ryan. Jack did not wish to attend the meeting but his views were shared by his Class Teacher. An age appropriate well-being tool was used prior to the meeting.

It was agreed that the Head Teacher be the Lead Professional and coordinate Jack's action plan. The Young Carers Project Worker made arrangements for Ryan to engage with the Adult's Carers Project to support the assessment process and preparation of an Adult Carers Support Plan. Jack agreed that the Project Worker support him to prepare a Young Carer's Statement.

## Using the local eligibility criteria

- His class teacher provided Jack with an opportunity to discuss his worries. Enhanced transition arrangements also commenced.
- School has made arrangements for Jack to arrive early and have breakfast. This gives Jack a chance to spend some time with his friends.
- The support provided to mum at home, by Social Work, reassured Jack and Ryan that their mum was safe and being cared for.
- The family was discussing moving nearer to Jack's Gran so that she could help.
- It was agreed that some short breaks funding would be used to enable Jack to attend a local club with his friends to prevent him becoming isolated.

An Adult Social Work representative established contact with Mum in hospital. A Care Manager and Occupational Therapist carried out a home visit with the Carers Centre project worker to explore mechanisms of support for the family.

**Once Mum returned home the 'team around the child' members met on a regular basis and the assessment and Young Carer's statement informed the outcomes which were detailed in the Child's plan. It was agreed that the level of need was moderate.**

## 8. Will I need to contribute to my Short Break? (Local Charging Policy)

The Act was accompanied by Guidance outlining the local authority duty to waive charges for replacement care where the care is provided in order to give the carer a break.

### Charging and replacement care

To help illustrate the ways decisions can be made, a Scottish Government led Carers Act Implementation Group (Waiving Charges) is developing case studies during 2018. The Policy in Falkirk will be reviewed when these become available nationally.

Currently the following will apply:

- All care home breaks for respite will have charges waived where the break is specifically to support a carer.
- Where Social Work support is provided to the cared-for person on a weekly basis, as a result of their assessed care needs, and they pay a contribution for this support, this will continue to be made. This is because this element of support would be provided by the Council whether the person is at home or in a care home for the purposes of respite. The replacement care element is the additional support received to enable the carer to have a break.
- Where a break in a care home is arranged to meet the cared-for person's outcomes e.g. to improve their health and wellbeing, this will be chargeable.
- Where the carer and the cared-for person are accessing a break together i.e. a holiday type break, the cared-for person will continue to be charged. This is because the break is facilitated to meet both the person's and the carer's

outcomes and therefore constitutes a community care service to the person as well as a break for the carer.

***Waiving charges only applies to breaks which are arranged to give a carer a break. Charges will still apply to all other circumstances requiring admission to a care home. Currently no charges apply for children.***

## 9. How can I access further information?

HSCP Carers Policy documentation – this is under development

Eligibility Criteria available [here](#)

Carers Charter <https://www.gov.scot/Resource/0053/00533199.pdf>

Falkirk and Clackmannanshire Carers Centre  
1A Bank Street  
Falkirk  
FK1 1NB  
Tel: 01324 611510  
Email: [centre@centralcarers.co.uk](mailto:centre@centralcarers.co.uk)

Short Breaks Bureau  
Dundas Resource Centre  
Oxgang Road  
Grangemouth FK3 9EF  
Tel: 01324 504309  
Email: [sbb@falkirk.gov.uk](mailto:sbb@falkirk.gov.uk)

Forth Valley Self Directed Support  
Dundas Resource Centre  
Oxgang Road  
Grangemouth FK3 9EF  
Tel: 01324 508794  
Email: [info@sdsforthvalley.co.uk](mailto:info@sdsforthvalley.co.uk) Falkirk Health and Social Care Partnership

Falkirk Health and Social Care Partnership  
Denny Town House  
23 Glasgow Road  
Denny  
FK6 5DL  
Tel: 01324 504137  
Email: [integration@falkirk.gov.uk](mailto:integration@falkirk.gov.uk)

Children's Services  
Sealock House  
2 Inchyra Road  
Grangemouth  
FK3 9XB  
Tel: 01324 506600

Social Work Adult Services  
Denny Town House  
23 Glasgow Road  
Denny  
FK6 5DL  
Tel: 01324 506400

## **10. Feedback, monitoring and review**

Falkirk Health and Social Care Partnership (Social Work Adult Services) and Falkirk Council (Children's Services) are responsible for the Short Breaks Statement. If you have any queries regarding the statement please contact:

Policy and Development Officer  
Carers (Scotland) Act 2016 Implementation  
Dundas Resource Centre,  
Oxgang Road,  
Grangemouth  
FK3 9EF  
Tel: 01324 504310  
Email: [annette.kerr@falkirk.gov.uk](mailto:annette.kerr@falkirk.gov.uk)

The Falkirk Short Breaks Statement will be reviewed as implementation of the Carers (Scotland) Act 2016 progresses. This is because local policy developments will continue and the Statement will be updated to reflect these. The Short Breaks Service Statement should be reviewed at least annually to make sure information and links it contains are kept up to date.

## **Appendix 1**

### **Examples of Support Available**

These examples can be accessed through the various Self Directed Support options, and you can search the Shared Care Scotland Directory for ways of accessing these. The directory can be found here:

<https://www.sharedcarescotland.org.uk/directory>

#### **Breaks in specialist/dedicated respite accommodation**

These breaks are based in accommodation which is used only for short breaks. The accommodation might be guest houses, community flats, purpose-built or adapted accommodation. Depending on the group catered for, facilities may be able to offer specialist care.

#### **Breaks in care homes (with or without nursing care)**

Some care homes may have a small number of places set aside specifically for short breaks. Rather than simply offering a 'spare bed' the home will provide separate facilities with a carefully planned programme of activities for short-term guests to suit individual needs and interests.

#### **Breaks in the home of another individual or family**

These involve overnight breaks provided by paid or volunteer carers in their own home. These are sometimes referred to as shared care, family based or adult placement schemes. Families or individuals offering this support are carefully recruited and registered – normally by the local authority or through voluntary sector organisations.

#### **Breaks provided at home through a care attendant or sitting service**

This includes individual support provided in the home of the cared-for person for periods of a few hours or overnight. The purpose may be to provide support while the carer is away, or to support the carer in other ways, e.g. by enabling the carer to have an undisturbed night's sleep.

#### **Supported access to clubs, interest or activity groups**

These opportunities might focus on a particular activity (e.g. sports clubs, leisure activities) and may be based in a community building. These generally take place over a few hours perhaps once or twice a week or, in the case of disabled children, they may be planned over the school holidays. The availability of adapted equipment or trained workers can help people with support needs to enjoy these activities.

#### **Holiday breaks**

These include opportunities for people to have a short break together, or independently. These breaks can be supported in different ways – through an agency specialising in breaks for people with particular needs; in adapted accommodation; or in ordinary hotels and guest houses, perhaps with additional equipment. More mainstream breaks may also be possible with the support of a paid carer or companion.

### Befriending schemes where volunteers provide short breaks

Befriending normally involves a paid worker or volunteer assisting someone with care and support needs to have access to activities, for example going to the cinema, meeting friends, shopping, swimming and other such leisure pursuits. Befriending can be on a one-to-one basis or as part of a group.

### Day care

Day care is typically based in a community building and provided by a local authority or voluntary organisation. The degree of flexibility varies; most are characterised by fixed opening hours on particular days; some offer a drop-in service whereby people can attend for part of the day only. Day care is not generally provided for short break or respite purposes but services which offer more flexible arrangements, designed around the needs of both the client and carer, can achieve this purpose.

### Hospice based respite

This type of break is for people who need medical supervision because of complex or intense health care needs. Some facilities are designed in such a way to create a more homely environment with guest bedrooms, lounges and activity programmes.

### Alternative breaks

Increasingly, with the development of Self-directed Support, more people are finding creative ways to take a break that don't necessarily involve external services. For example, they might use leisure equipment, computers, gardens or anything else that provides a break from routine.

You can read some example 'Short Break Stories' on the Shared Care Scotland website here: <https://www.sharedcarescotland.org.uk/shortbreaksfund/short-break-stories/>

### **Emergency respite breaks.**

We recognise that in some circumstances people need to have access to emergency support. Where possible, an emergency plan will be completed to ensure that carers and the cared for person can access emergency support or breaks in a way that minimises stress in an already difficult situation. In some circumstances an emergency break may be needed when there has been no previous contact with social work services and, in those circumstances, the most appropriate break available will be sought.

## **Appendix 2**

### **Jargon Buster**

The terminology used in the Act and across health and social care can be difficult to understand for those who are not immersed in it. This jargon buster is designed to put some of the more commonly used terms into plain English.

**The Act:** The Carers (Scotland) Act 2016

**Agency/agencies:** In social care, this term is often used to mean an organisation that is set up to provide care and support

**Adult carer:** An adult carer is defined in the Act as a carer who is at least 18 years of age

**Adult Carer Support Plan (ACSP):** Carers (adults) have the right to be offered/request their own support plan related to their caring role and responsibilities. The plan will be based on an outcome focussed/assessment discussion with the carer and information from people identified by the carer as knowing their circumstances well. (See also *Young Carer Statements*)

**Assessment:** The process of working out what needs a person has and what outcomes a person is working towards, and agreeing what support might be needed to meet those needs and achieve the outcomes (See also *Outcomes*)

**Break from caring:** Any form of support that enables a carer to have time away from their caring responsibilities, this can include a short break or care for the cared-for person that enables the carer to have a break

**Cared-for:** Someone to whom a carer provides support. This is the term used throughout the Carers Act (See also *Cared-for person*)

**Carer:** A person who provides unpaid care to a family member, partner, friend or neighbour, who needs support because of their age, physical or mental illness or disability. The person who provides them with help and support to manage their life is a carer

**Eligibility criteria:** The eligibility criteria sets out the level of need that a carer must have in order to access certain forms of support, including Self-directed Support. The criteria may include things such as whether a carer is likely to be able to meet their desired outcomes through general services, or the impact of their caring role on their wellbeing

**Health and Social Care Partnerships:** Health and Social Care Partnerships, (HSCPs) are the organisations formed as part of the integration of some services provided by Health Boards and local authorities in Scotland

**Outcomes:** An outcome is something a person would like to achieve or need to happen – for example, continuing to live in their own home, or being able to have a break from caring in order to spend time with family members. An assessment should help them identify which outcomes are the most important, and any support that might be needed to achieve them

**Preventative (services/approach):** Working in a way to help avoid crisis by providing effective supports to enable a person to maintain their health and wellbeing and manage their caring role.

**Provider:** The organisation providing supports or services

**Rights:** Human rights are a set of rights and freedoms that every person is entitled to. In the context of the Carers Act there are additional rights which are what a person is entitled to receive. This includes the right to receive an Adult Carer Support Plan, or to be included in the hospital discharge process

**Self-directed Support (SDS):** Self-directed support (SDS) allows people to choose how the support they need is provided. A person can choose to purchase or arrange to meet their health and social care outcomes through a number of options including taking a direct payment to buy services themselves, having the funder pay for a service the person has chosen themselves, or through the local authority arranging for a service

**Short breaks:** A short break can take any number of forms in order to achieve the carer's desired outcomes. The purpose is for carers to have a life outside or alongside their caring role, supporting their health and wellbeing. This also benefits the cared-for person and others (e.g. family members) and sustains the caring relationship

**Short Breaks Services Statement:** A publication each local authority must produce to set out information about short breaks services available in Scotland for carers and cared-for persons.

**Social care:** Social care is a difficult concept to pin down to a simple definition. Broadly speaking it covers a wide range of services provided by local authorities and the independent sector to adults.

**Support plan:** (See *Adult Carer Support Plan* or *Young Carer Statement*)

**Cared-for person:** This can describe people who receive support from carers and/or from care staff, or a combination of both. (See also *Cared-for person*)

**Universal service:** Services, for example libraries, transport, and leisure facilities that are accessible to everyone in a local area and are not dependent on assessment or eligibility to access

**Wellbeing:** Wellbeing is how we feel, think and behave. It is affected by lots of things, such as where we live, whether we feel useful and valued, and the kinds of relationships we have with others. Wellbeing is important for everyone and, as such, the Scottish Government introduced 9 National Health and Wellbeing Outcomes, which are high-level statements of what health and social care partners are attempting to achieve through integration and quality improvements. Outcome 6 is aimed specifically at unpaid carers:

“People who provide unpaid care are supported to look after their own health and wellbeing, including to reduce any negative impact of their caring role on their own health and wellbeing.”

**Young carer:** A child or young person under the age of 18 who has a role in looking after someone and is impacted upon by a situation within the home. This might include when a child has a supportive role or is emotionally or practically affected by a family member’s care needs.

A **young adult carer** usually refers to a carer between 16–24 years of age.

**Young Carer Statement:** The Carers (Scotland) Act 2016 gives young carers who are under 18, or over 18 and still at school the right to be offered/request a Young Carers Statement (YCS). Completing a Young Carer Statement will focus on their needs as a child/young person.