



# London Borough of Waltham Forest Short Breaks Services

A Guide to Completing the  
Short Break Self-Referral Form

# Please read this guide before completing the Short Break Self-Referral form as it will answer many of your questions

This is a step by step guide which will take you through each section of the Short Break Self-Referral form and will enable you to understand and answer each question.

Whilst completing the self-referral form please bear in mind your child/young person's needs and requirements when answering each question. The more information that you provide the easier it will be for the short break panel when considering your request.

The Short Break self-referral form is for parents/carers of children or young people who have a disability who would like their children to receive a short break service from Waltham Forest.

You do not need to fill in this form if your child/family has a social worker or is receiving support from the Early Help Service. They will discuss your child's service with the Short Break Panel.

For further information on the Short Breaks services available please read the **London Borough of Waltham Forest Short Break Statement 2016 – 2018.**

## What Is a Short Break?

A short break provides a chance for disabled children to spend time away from their carers, try out new things, have fun and make new friends. Short breaks can also provide families with a chance to have a break from their caring responsibilities and to do ordinary things together.

A short break can last from a few hours to a few days, evening, overnight, weekend, and school holiday daytime activities.

It can take place in your own home, at a carer's home or in a number of other settings, for example:

- Overnight residential short breaks
- Holiday play schemes
- After school clubs and sessions
- Adventure play
- Buddying and befriending
- Disability specific services
- Support to access inclusive mainstream services

## What is the Eligibility for a Short Break?

All parents and children need to have a break and need to know what services they can have according to their level of need. Our eligibility for services is based on the need to be fair and open, treating everyone equally. We are committed to making sure disabled children and young people are healthy and well and preventing family crisis by providing the right level of support at the right time.

## Short Breaks services in Waltham Forest

There are 4 levels of short breaks support, as detailed below. Children are eligible for all Universal services.

Universal	Targeted	Complex	Acute
<b>What is it?</b>			
<p>These services are open to everyone and no assessment is required.</p> <p><b>Examples of services:</b>            Children's centre            Nursery            Holiday play scheme            After school club</p>	<p>These services are for a child who requires support for their health or development to stay at a manageable level and to prevent stress in the family.</p> <p>Early Help Short Break Services are targeted support for children and young people provided by the Early Help Service.</p> <p>You can still access Universal services.</p> <p><b>Examples of services:</b>            Leisure clubs and activities, Holiday and/or specialist playschemes.</p> <p>Support from specialist outreach services helping you to use Universal activities.</p>	<p>These services are for a child who may be vulnerable and at risk of their health or development suffering.</p> <p>Your child has a lead professional i.e. a social worker or someone else who is offering additional support to you/your child.</p> <p>You can still access Universal and Early Help services if these are appropriate.</p> <p><b>Examples of services:</b>            Overnight Short Breaks</p> <p>Your child may be able to stay overnight to give you and your family a break from caring.</p> <p>Domiciliary Care This is support for your child's personal care needs.</p> <p>Direct Payments may be applicable/preferable.</p>	<p>These services are for a child who may be extremely vulnerable and at immediate risk of their health or development suffering.</p> <p>Your child may currently be living in residential care or be at risk of being placed into residential care.</p> <p>Your child has a lead professional/social worker and a significant package of support in place which may include other services.</p> <p><b>Examples of services:</b>            Overnight Short Breaks</p> <p>Your child may be able to stay overnight to give you and your family a break from caring.</p> <p>Domiciliary Care. This is support for your child's personal care needs.</p> <p>Direct Payments may be applicable/preferable.</p>
<b>Your child's needs</b>			
<p>Your child needs limited support and may be unable to join in with some community activities and benefit from additional social /leisure activities.</p>	<p>Your child may need a manageable level of support and not being able to join in with community activities would affect their development and cause social isolation.</p> <p>Your child may be receiving Special Educational Needs support and may be known to service providers i.e. Early Help Services.</p>	<p>Your child's disability affects them in a way that they need regular support from social and health care services.</p> <p>Your child is attending a special school or a specialist provision in a mainstream school and is registered with SEN support services with an Education Health Care plan or statement in place.</p> <p>Your child has had or needs a Continuing Healthcare Assessment from Health and support may be in place.</p>	<p>Your child's care and/or medical needs are related to their disability and they need high levels of lifetime specialist support from social and health care services.</p> <p>Your child is attending a special or residential school and is registered with SEN support services with an Education Health Care plan or statement in place.</p> <p>Your child has had or needs a Continuing Healthcare Assessment from Health and support may be in place.</p> <p>Your child is allocated to the Safeguarding Team or any other social work team.</p>

Universal	Targeted	Complex	Acute
<b>Parent and family's needs</b>			
<p>You and your family can manage your child's needs and can access services in the community.</p> <p>Your child's needs may be having a limited impact on you and your family's personal or social life.</p>	<p>You need to care for other children or family members and if you were unable to do this it would place them at risk.</p> <p>OR</p> <p>The child's needs are affecting parent's personal or social lives.</p> <p>You may need to have a Carers Assessment to see what other support is needed.</p>	<p>Your child's needs are met but their physical or mental health or your ability to manage their challenging behaviour may suffer if they do not receive additional support.</p> <p>OR</p> <p>There is a risk of family breakdown AND you need support to continue to provide care to your disabled child and other children in the family.</p> <p>You may need to have a Carers Assessment to see what other support is needed.</p>	<p>Your child's essential needs are not being met and their physical or mental health may suffer if they do not receive additional support.</p> <p>OR</p> <p>There is a risk of family breakdown AND you need support to continue to provide care to your disabled child and other children in the family.</p> <p>You may have already had a Carers Assessment and may be receiving additional support.</p> <p>OR</p> <p>You may need to have a Carers Assessment to see what other support is needed.</p>
<b>How can I access this?</b>			
<p>You can access support directly for this.</p> <p>Information for all the organisations who supply universal services can be found at <b>www.walthamforest.gov.uk/localoffer</b> under the heading for Universal Services and the Local Offer.</p> <p>You will need to check with individual providers about whether the activity is still running, and for more information about dates, times and costs.</p>	<p>An Early Help Assessment will be undertaken to look at the needs of your child/family and what Short Breaks support you can get.</p> <p>You can call the Single Front Door on 020 8496 2310 Mon–Fri 9am–5pm.</p> <p><b>www.walthamforest.gov.uk/mash-professionals</b></p> <p>OR</p> <p>You can complete and send the Short Break Self-Referral form to the Single Front Door and this will be sent to the Early Help Service for assessment.</p> <p><b>MASHrequests@walthamforest.gov.uk</b></p>	<p>You will need to have an assessment by a Social Worker or other health professional assessment.</p> <p>Referrals can be to the Single Front Door on 020 8496 2310 Mon–Fri 9am–5pm.</p> <p><b>www.walthamforest.gov.uk/mash-professionals</b></p> <p>And ask for an assessment.</p>	<p>You will need to have an assessment by a Social Worker or other health professional assessment.</p> <p>Referrals can be made to the Single Front Door on 020 8496 2310 Mon–Fri 9am–5pm.</p> <p><b>www.walthamforest.gov.uk/mash-professionals</b></p> <p>And ask for an assessment.</p>

## How Can I Get a Short Break?

You can access a short break in the following ways:

1. Through the Local Offer and universal services
2. Referral to the Single Front Door into Early Help and Children's Social Care
3. Complete a self-referral form and send this to the Single Front Door

Parents/carers can complete the form and send this directly to MASH Hub (Single Front Door) **MASHrequests@walthamforest.gov.uk**

Or you can send it directly to the Short Break Coordinator who will send it to the MASH unit.

Please ensure that the form is signed by a parent or guardian and that you send a copy of your child's DLA/PIP letter (which tells you what level of Disability Living Allowance has been given to your child/young person) or a letter from the consultant detailing your child/young person's diagnosis.

**By signing the self-referral form you are giving your consent to the Waltham Forest MASH Team to share information with Waltham Forest agencies and professionals from children's services, health, education, early intervention and prevention service.**

For more information please see the MASH section on the Waltham Forest website at **<https://www.walthamforest.gov.uk/content/mash-information-parents>**

Any decision regarding the allocation of a Short Break will be made by the Short Break Panel.

## The Short Breaks Panel

The Panel is made up from managers from different services and a representative from the Parent Forum and is chaired by a senior member of staff. The panel will ensure that the amount of short breaks hours and support is based on assessed need and will meet the needs of the child or young person. The panel meets monthly to assess new referrals and also to regularly review what individual families receive.

No short breaks hours can be provided until the request has been presented to the Short Break Panel unless the Social Work or Early Help Assessment results in a recommendation that the needs of the child can be met through universal services.

When the Panel have agreed the number of short breaks hours and any other support that is needed, the family can mix and match services from the directory which suits them best. All the specialist short breaks services available in Waltham Forest can be found online at **[www.walthamforest.gov.uk/localoffer](http://www.walthamforest.gov.uk/localoffer)**.

The short break package you may receive is usually Short Break hours or Direct Payments.

However overnight Short Breaks at the council's specialist provision at Leyton Green Road will only be provided after a social work assessment of your child's needs and family circumstances.

## Direct Payments

The aim of a Direct Payment is to give more flexibility in how services are provided to people/families that are assessed as needing social services support. The Direct Payment is a sum of money that is paid to the family of a child/young person with a disability so the parents can buy short breaks and is an alternative to using the service providers that the local authority has a contract with to provide services (commissioned services).

Therefore, you either receive a direct payment or a short break allocation but not BOTH.

By giving money instead of social care services people have greater choice and control over their lives, and are able to make their own decisions about how their care is provided.

An assessment will need to be undertaken and the case will have to be presented to the Short Break panel before the Direct Payment service is agreed.

For further information on the Short Breaks services available please read the **London Borough of Waltham Forest Short Break Statement 2016 - 2018**.

For any queries about the Short Breaks Panel or process, then please contact:

Tony Connole  
Short Breaks Coordinator  
London Borough of Waltham Forest  
Wood Street Health Centre  
6 Linford Road  
London  
E17 3LA

Tel: 020 8496 3515

E-mail: [anthony.connole@walthamforest.gov.uk](mailto:anthony.connole@walthamforest.gov.uk)

### **Top tips when applying for a Short Break:**

- Keep a photocopy or electronic copy of the Short Break self-referral and any other documents that you send form that you send to Waltham Forest. That way, if the Short Break self-referral form is lost, you have another copy available. Also, it is useful to keep should you ever have to apply for a short break again and having the original to hand makes the process easier.
- Please send copies of the DLA/PIP, consultants' letter, etc. **do not send the originals.**
- Keep a copy of all correspondence between you and the council.
- The form consists of a number of tick boxes with space for you to describe the needs of your child/young person more clearly. However, if there is not sufficient space on the form, please attach a separate piece of paper.
- Please ensure that you **sign the self-referral form**. If the form is not signed it cannot be presented to the Short Break Panel and will be returned to you. Your signature is your consent for the information on the self-referral form to be shared with partner agencies.

## Part 1: Child/Young Person's Personal Information

### **Child/young person's name**

Please ensure that you use your child's legal name as displayed on their birth certificate/passport. Please do not use nicknames, family names, etc.

### **Disability Living Allowance**

Please tick one box in each section only and send copies of the DLA/PIP letter as proof of entitlement of your child/young person.

If you do not claim DLA or are in the process of submitting a claim please tick the corresponding box.

### **Disability/Additional Needs**

Please choose from the list of disabilities that are listed on the form.

Your child/young person may have more than one disability so please tick the boxes that relate to their need.

If the disability that your child/young person suffers from is not on the list please tick the box marked as "Other" and specify the disability.

### **Communication Needs**

Please be clear about the communication needs of your child/young person.

How does your child/young person communicate? Do they use signs or symbols? How do they communicate with the person who looks after them, and at school?

Please tick the boxes that relate to their needs but ensure that the information is accurate as if you tick every box this will confuse the issue and will delay the decision of the Short Break Panel.

## Part 2: Information to help us understand your child's need

### **Mobility**

Please provide details about your child/young person mobility. In the section where you are asked about their mobility please tick one box only. In the adjacent section please provide details about your child/young person's mobility.

#### **Consider the following questions when completing this section:**

Can your child walk? Yes or no

Do they require a wheelchair?

Does it take them a long time to get from A to B?

Do they walk quickly or slowly?

Do they have a medical problem that affects their walking (breathing, heart condition, feet turned inwards, etc.?)

Do they refuse to walk because of behavioural issues, changes to routine or anxieties?

Does your child/young person have any other aids that they require, i.e. walking stick, walking frame, etc.

If there are no issues with you child/young person's mobility you do not need to complete this section.

### **Personal care**

This covers three sections feeding, dressing and toileting. In the section on the left of the form please tick one box in each section. In the adjacent section please provide details about your child/young person's needs.

Consider the following questions when completing this section:

#### **Feeding**

Can they feed themselves?

Do they need help?

Do they need to have their food cut for them?

Can they hold cutlery (if they are an infant please don't answer this question)

Can they eat solid food?

Does your child have problems chewing, swallowing, etc.?

## **Dressing**

Can your child fasten buttons/zips?

Can they tie their own shoe laces?

Does your child require support choosing appropriate clothing?

Does your child get undressed at inappropriate times and places?

## **Toileting**

Does your child require encouragement, prompting, supervision or physical help to go to or use the toilet?

Do they need support when dressing or undressing, include when going to the toilet, when managing nappies, pads, etc. Or changing/cleaning clothes after accidents?

Does your child require help to clean themselves after going to the toilet? Do they need supervision with this?

Do they need support to wash and dry their hands?

## **Sleep**

Please detail the time that your child//young person goes to sleep and wakes up. Also please consider the following questions when completing this section:

Does your child sleep well?

If not how often do they get up during the night?

Do you have to get up with them?

Can they get in and out of the bed without support?

Do they have a bedtime routine?

Do you have to get up at night to turn them/support them?

Do you have to get up in the night to change their bedding, pads, clothes etc.?

If there are no issues with your child/young person's sleeping patterns you do not need to complete this section.

## **Effect on the family**

Does your child/young person behave in a way that has an impact on you and your family?

How does this affect the family? Please explain.

Does your child/young person present with challenging behaviour?

Do you deal with the behaviour in a particular way?

Does your child/young person disability/additional needs affect any other family members? Please explain how.

Do the siblings act out? Is there jealousy?

Are the siblings isolated?

Do the siblings receive significantly less attention?

Do the parents fight?

Who is the main provider of support?

Do you have a support network (extended family, organisations, etc.?)

## **Sensory needs**

If there are no sensory needs you do not need to complete this section. However if your child/young person has sensory needs please consider the following when completing the form.

What are your child's sensory needs?

Do they have a problem with sight/hearing?

Does your child have severe sight impairment/hearing impairment?

If yes please send proof (Certificate of Vision Impairment/audiology report)

Your child require support with their sensory needs to prevent them from coming to harm.

## **Awareness of dangers**

If awareness of danger is not an issue you do not need to complete this section. However if your child/young person has sensory needs please consider the following when completing the form.

Does your child need extra help/support to prevent them from coming to harm and to ensure their needs are met?

Do they need someone with them at all times in an unfamiliar setting?

Does your child/young person prefer to be in a large or small group?

Do they have road awareness?

How do they react in the community?

## **Therapies**

Does your child/young person currently receive any therapies (either at home, school, clinics, hospitals etc.?). For example:

Speech & language therapy

Occupational therapy

Physiotherapy

Or any therapy that has not been mention above.

If your child/young person's does not receive any therapies you do not need to complete this section.

## **Medication**

What medication (if any) does your child/young person take?

Are there any specific procedures that need to be followed when administrating the medication?

If your child/young person's does not require any medication you do not need to complete this section.

**Specialist equipment**

This section can be part of the mobility question. Does your child/young person require any form of specialist equipment? Please list specialist equipment that they require for their day to day support such as wheelchairs, PEG feeding systems, standing frames, etc.

If they do not require any specialist equipment you do not need to complete this section.

**Accessing activities out of the home**

What activities does your child take part in outside of the house? Do they attend an after school club etc. Please list the activities and services.

**What does your child/young person like to do? Do they have any specific hobbies/activities, for example?**

Sports

Computers

Games

Dancing/acting

**Any further information**

If there is anything that has not been covered in the self-referral form that relates to you child/young person's needs please add this information in this section.

## Part 3: Parent(s)/Carer Personal Information

**Please provide details for the parents/carers and siblings of the child/young person.  
Please provide details if they have a disability.**

### Disability Register

Please tick yes or no if you would like to join the Disability Register. The information provided is used to plan service for children and young people with disabilities. It can also be used to contact parents with details of services, activities and events that are running in the borough and beyond as soon as we receive the information.

To sign up to The Disability Register please go to the website at

**<https://www.walthamforest.gov.uk/content/sign-childrens-disability-register>**

### Waltham Forest Parents Forum

Please tick yes or no if you would like to join the Waltham Forest Parent Forum?

Waltham Forest Parent Forum is a, voluntary group of parents and carers of disabled children and young people in the London Borough of Waltham Forest and they provide feedback on the development and direction of services for disabled children and young people in the borough to key policy makers and to support families through sharing experience and building networks.

More information can be found on the website at **[www.walthamforestparentforum.com](http://www.walthamforestparentforum.com)** or by emailing **[walthamforestparentforum@live.co.uk](mailto:walthamforestparentforum@live.co.uk)**

## Part 4: Services Requested

This is your opportunity to request the type of service that your child/young person would like to access. You may want to consider a holiday activity, befriending services etc. or if you have a specific service that you would like your child/young person to access.

A full list of the providers is available at **[www.walthamforest.gov.uk/localoffer](http://www.walthamforest.gov.uk/localoffer)**

### Signature

It is important that you sign and date the self-referral form. If you do not sign the form it will be returned to you and this will result in a delay before you can access a Short Break.

**By signing the self-referral form you will give your consent for this information to be shared with partner agencies such as education department, the health service, etc. This information will be held in strictest confidence and will only be used with regard to your child/young person's application for a Short Break.**

### Final Stage

Once you have completed this form please send it with accompanying documents (a copy of your DLA/PIP benefit entitlement letter or evidence of a diagnosed disability) to:

### MASH Referrals

London Borough of Waltham Forest  
Willow House, 869 Forest Road, London, E17 4UH

Tel: 020 8496 2310

E-mail: **[MASHrequests@walthamforest.gov.uk](mailto:MASHrequests@walthamforest.gov.uk)**

## **When your application has been received**

The information you have provided about your child/young person and family will be reviewed by the Short Break Panel who will use it as a guide to allocate a service or make suggestions about other services that your child/young person may like to do.

Other professionals in the borough as well as our short break providers may also use the information to decide on service provision, to track the choices made by families and to enable fair access to short break services.

By submitting this form you are consenting to your information being shared with relevant professionals and the short break providers.

London Borough of Waltham Forest is a registered 'Data Controller' as defined under the Data Protection Act 1998. The information you provide will be held and processed in accordance with the Data Protection Act.

If you have any questions please contact:

Tony Connole  
Short Breaks Coordinator  
London Borough of Waltham Forest  
Wood Street Health Centre  
6 Linford Road  
London  
E17 3LA

Tel: 020 8496 3515

E-mail: **[anthony.connole@walthamforest.gov.uk](mailto:anthony.connole@walthamforest.gov.uk)**

