



Clackmannanshire & Stirling

**Health & Social Care  
Partnership**

# Short Breaks Services Statement

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## 1. Introduction

Clackmannanshire and Stirling Health and Social Care Partnership, Clackmannanshire Council and Stirling Council are delighted to present this joint Short Breaks Services Statement for local carers and cared for people in the Clackmannanshire and Stirling area.

The Partnership is required under the Carers (Scotland) Act 2016 to publish a Short Break Services Statement, as the Act recognises short breaks and respite to be an area in which carers need a more robust, reliable and accessible framework. In developing the Statement, the Partnership has relied heavily on the thoughts and opinions of adult and young carers who have responded to our consultation process. The Partnership has also produced a local Carers Strategy due to be published by the end of March 2019. The Strategy can be viewed as a complementary document to this Statement.

Although the Short Break Services Statement is a formal document required by law, the Partnership is aiming for the Statement to be a genuinely useful and accessible document that can be relied upon by carers and cared-for persons.

The area of Clackmannanshire and Stirling offers a range of short break opportunities to carers in which innovative and creative services can be provided. Indeed, it is the aim of the Carers (Scotland) Act 2016 that short breaks are viewed more holistically than before – for example, short breaks are not solely traditional respite services in a care home, but can be a wide range of community-based breaks and activities which may help alleviate the strain and pressures which often accompany the caring role.

As this is the first statement of its kind adopted by health and social care services in the area, it is important to acknowledge that the Short Break Services Statement can and will be continuously reviewed and improved upon as time passes and feedback is received.

Ultimately, the Partnership's Short Break Services Statement seeks to offer clarity, assurances, and accessibility to carers and young carers so that they can receive a break from the regular caring role that is often needed.

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Clackmannanshire and Stirling Health and Social Care Partnership

## 2. Background

### Carers Act and Unpaid Carers

The overarching aim of the Carers (Scotland) Act 2016 is to ensure better and more consistent support for unpaid carers across Scotland, ultimately making their caring role easier and improving their quality of life. To do this the Act enhances the rights of unpaid carers to support them in continuing to care, if they are able and willing to do so, and to allow them to 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 Services 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 opportunities are available
- 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 is also the aim that this statement will 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. Purpose

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 Services 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 a positive experience of short break provision.

The Clackmannanshire and Stirling Health and Social Care Partnership (HSCP) and Clackmannanshire and Stirling Councils 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.

While the Short Break Services Statement cannot remove all of the barriers which may prevent carers from getting the break they are looking for, it is designed to help carers and cared-for people to have a better understanding of their rights, and know what opportunities are available to them.

### 4. Definition of a 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 wellbeing 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 the carer 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.

## 5. Outcomes

**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.

During our consultation process, carers told us how they had benefited from their short break:

*“The biggest benefit of a short break is that it gives me the opportunity to recharge my batteries”*

*“A good short break means that you go away to do ‘normal’ things without the anxieties of caring”*

*“Sometimes, it is just about getting out the house on your own to attend meetings, appointments, and to have some time on your own for a few hours knowing that care is in place. I think there is value in getting away for a weekend break, as it enables you to carry on caring”*

*“Even a few hours a week can help. You go back refreshed, with a new perspective on things”*

*“Having Short Breaks enables me to be a successful carers - a few days away can be good for my health and wellbeing”*

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. Arranging a Short Break**

Short breaks should be planned after an outcome focussed conversation, which may result in an Adult Carers Support Plan or Young Carers Statement being produced.

Carers can contact the Carers Centre<sup>3</sup> for an Adult Carers Support Plan/Young Carers Statement, or they may ask their support worker, community care worker, school or GP to make a referral on their behalf.

The Clackmannanshire and Stirling 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 Stirling Council, Clackmannanshire Council and the Clackmannanshire and Stirling HSCP.

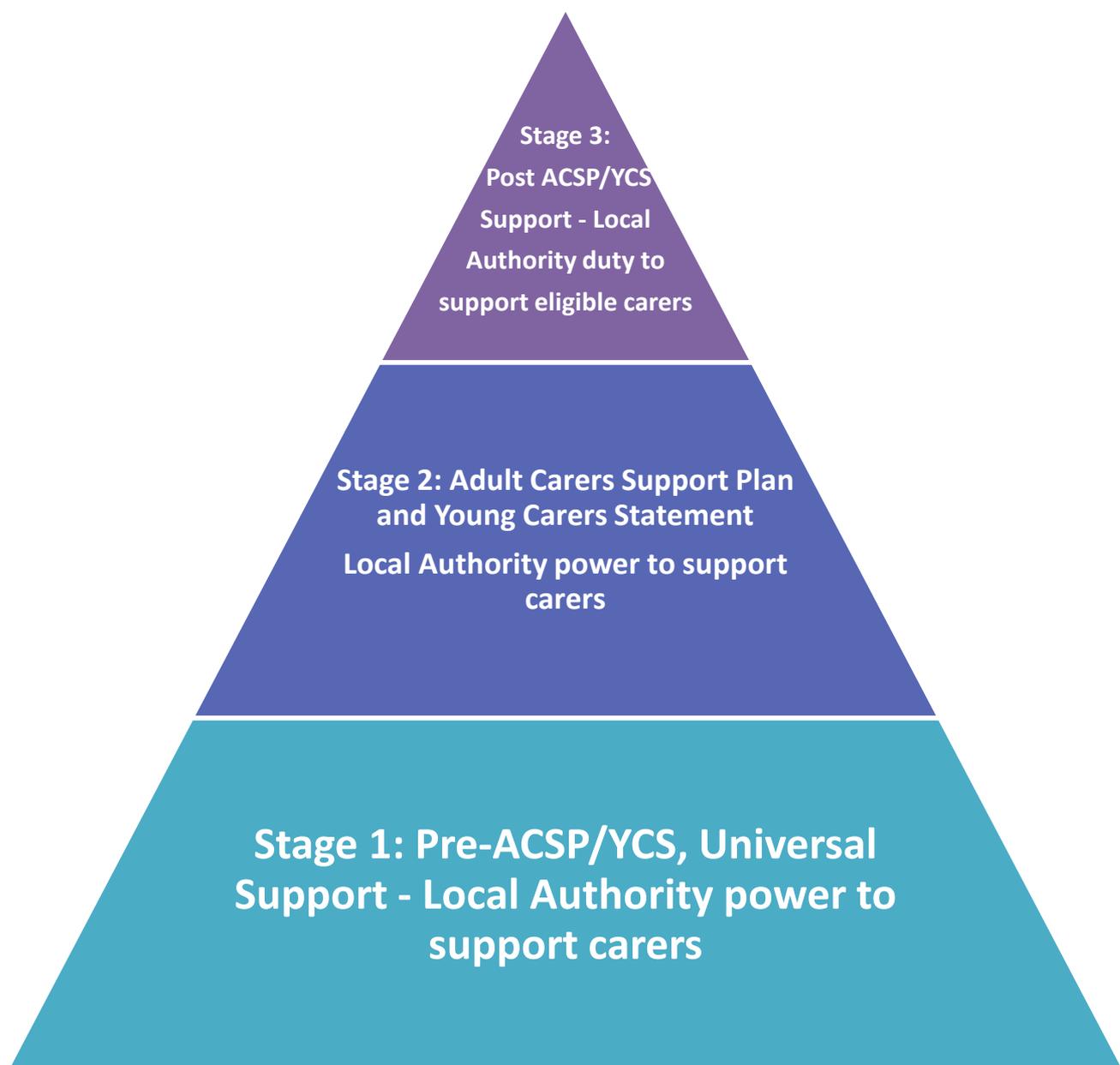
Details on Eligibility Criteria can be found within the Partnership's local Carers Strategy, which has been developed alongside this Statement and is due to be published by the end of March 2019. More details can also be found by contacting your local Carers Centre.

Although some outcomes may be achieved through accessing universal services (community services such as local clubs, sports teams etc.), 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 assessment will be offered to them. The diagram below illustrates the different thresholds for accessing carers support.

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<sup>3</sup> Clackmannanshire and Stirling HSCP work with both the Stirling Carers Centre, and the Falkirk and Clackmannanshire Carers Centre.



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

**Stage 1: Pre-Adult Carer Support Plan/Young Carers Statement** - 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: 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-Adult Carer Support Plan/Young Carers Statement Support -**

Specialist services and support would include the range of specialist short break services and support which can cater for the carer with more intensive caring role requirements. These people might not be able to access the more universal or inclusive type short breaks.

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

Carers who are eligible for support funded by the local authority can choose how to access that support using any of the 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.

There is also what is sometimes referred to as a 4<sup>th</sup> option – a mixed option. This is where the person chooses more than one of the above options for different parts of their support.

## **7. Support Available**

There are 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. There is a range of regular support groups and one-off activities for carers in the Clackmannanshire and Stirling area, in both urban locations and in rural areas.

The Young Carers Project, in the Stirling urban area, provides fortnightly group support to young carers aged 7 to 18. There are also rural, monthly support groups. 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 and increase confidence and self-esteem. The project also provides short residential breaks through partnerships with organisations.

Where a situation is more complex, they are also able to provide 1:1 individual support.

The carers centres also provide specialised support groups – for example, young adult carers or male carers. They also provide short breaks through carer events, complimentary therapy and carers training. The Carers Centre can signpost carers to local and national carer support groups. There are more opportunities available, and further details can be found by contacting your local carers centre.

### *Universal (Community) Services*

These are services which, among other things, are available to assist carers within the local community. These can be very wide-ranging, such as local clubs, gyms, sports organisations, community groups, classes etc. These types of services may allow a carer a short break for as little as an hour or two, allowing them to get out the house and enjoy an activity away from their caring role.

### *Time to Live (TTL) Grants (Stirling)*

Time to Live is a funding programme of the Short Breaks Fund, operated by Shared Care Scotland on behalf of the National Carers Organisations and the Scottish Government. The project enables Stirling Carers Centre to provide local carers with funds and support to help them take a short break that meets their needs.

Carers who meet the criteria of the TTL fund can apply through the Carers Centre for grants of up to £250 for a 12 month period to fund a flexible short break of their choosing. The criteria for TTL funding insists that the applicant must be found by contacting Stirling Carers Centre.

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.

### *Creative Breaks/Better Breaks (Clackmannanshire)*

Creative Breaks and Better Breaks are initiatives offered through the Clackmannanshire and Falkirk Carers Centre, and like Time to Live in Stirling, are also funded through the Short Breaks Fund.

The Creative Breaks programme is designed to benefit carers caring for adults. Carers can apply for an individual grants of up to £300 to fund a break of their choice.

Likewise, the Better Breaks programme aims to provide short breaks for children and young people with care and support needs, along with their carers.

More information on opportunities available under Creative Breaks/Better Breaks can be found by contacting the Falkirk and Clackmannanshire Carers Centre.

### *Respitality (Clackmannanshire)*

Respitality is a way in which hospitality services can help local communities. The idea of Respitality (respite + hospitality) is that hotels, leisure clubs, restaurants etc. can offer services by way of a 'gift' – offering short breaks away at their premises. There are many groups and organisations who have signed up to Respitality Scotland, and the offers are always changing, so find out what is available by contacting Clackmannanshire Carers Centre.

### *Replacement Care*

When a carer is taking a short break, there is often need for 'replacement care' to be provided for the cared-for person. This replacement care can take many different forms, and may include family or friends providing assistance and allowing the carer to have some time off.

However, as support from family and friends is not always available, 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 an assessment (with their agreement) to determine what kind and level of replacement care is needed and eligibility criteria will apply.

### *Short Breaks/Replacement Care Options*

*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.

Replacement care for children is more varied, and may include residential breaks, 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>4</sup>, or Creative Breaks, a set of small funds available in every Local Authority area, along with a [database of funding sources](#)<sup>5</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.

**Alzheimer Scotland** <https://www.alzscot.org/>

Alzheimer Scotland are a Scottish charity focusing on supporting and informing those who suffer from dementia and dementia-related illnesses, as well as family and friends looking for support.

**FROG.net** <https://stirling.frog.net/indexes/stirling/46/supportforcarers>

An online directory known as FROG.net has recently went live which, among other things, acts as resource for services available which may be of help to carers. The service currently caters only to Stirling, although is continuously expanding. It is hoped that Clackmannanshire services will be added in the future.

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<sup>4</sup> <https://www.sharedcarescotland.org.uk/shortbreaksfund/timetolive/>

<sup>5</sup> <https://www.sharedcarescotland.org.uk/funding-your-break/>

## 8. Charging Policy

The Scottish Government has published guidance to accompany the Carers Act which, among other things, outlined the local authority's duty to waive charges for replacement care where the care is provided in order to give the carer a break.

As a general rule, charges for supporting carers must be waived by the local authority, whereas support for the cared-for person may be charged for in some circumstances. Therefore, it is essential to establish whether the support is being provided for the carer, or for the cared-for person.

Under the Carers Act, charges must be waived for all support that aims to meet an individual carer's identified needs as set out in their Adult Carer Support Plan, or Young Carer Statement. This includes not only support which impacts the carer only, such as counselling or training, but also breaks from caring that enable the carer to meet their personal outcomes. This may include charges associated with a leisure activity, or replacement care services (i.e. care which is designed to take the place of the usual care provided by the carer).

While in most cases it is straightforward determining whether support is designed to meet the carer's needs or the cared-for person's needs, in instances where 'replacement care' is being sought, it can be unclear. How this type of care is categorised by the local authority is important, as it determines whether the care can be charged for or not.

Below are some examples which have been created by the Scottish Government. These examples may change in due course, but for now may help clarify the position in relation to charges:

### *Example 1:*

**Karen lives with and cares for her mother, Alison, who is 70. Alison cannot be left alone overnight due to night terrors and other mental health symptoms and has not left her home for 20 years other than to go to hospital. Alison is unable to leave her home to go to a residential care setting. Alison has had her support needs assessed and Karen has accepted the offer of an adult carer support plan.**

#### *Caring role to be reduced:*

In the event that Karen feels she is not coping well and needs to reduce the amount of care she provides, the local authority may agree to provide a few nights of care per week to allow Karen to get more sleep.

Although this would benefit Karen, the care itself is designed for Alison on a permanent basis, and therefore would form part of Alison's care package. In other words, normal charging rates would apply.

*Carer needs a break:*

However, if Karen feels she is able to care for Alison, but needs an occasional break from time to time, the local authority may be able to offer (for example) 20 nights a year of overnight care at a local care home, allowing Karen to have a break from her usual caring duties. This would likely form part of Karen's support plan, and any charges would be waived.

*Example 2:*

**Marko cares for, and lives with his 45 year old son, Manuel, who has to be cared for in bed. Manuel has previously had his social care needs assessed and Marko has had an adult carer support plan. Marko receives a budget to enable him to take breaks from his intense caring role as and when he needs them. Because this budget is for carer support, the local authority has previously concluded that the rules on waiving of charges apply.**

**Marko is subsequently diagnosed with a health problem which requires him to undertake a number of outpatient appointments followed by a short hospital stay and recuperation during which time he will be unable to continue in his caring role.**

**Following a joint home visit to update Marko's adult carer support plan and the assessment of Manuel's support needs it is agreed to put in place:**

- **additional care and support at home for Manuel to enable Marko to attend his outpatient appointments;**
- **short term residential care for Manuel while Marko is in hospital and while he starts his recuperation;**
- **further care and support at home for Manuel while Marko continues to recover at home and becomes able to re-establish some less strenuous aspects of his caring role.**

*Local authority charges for additional support for cared-for person:*

The local authority may decide that the additional care for Manuel, although needed to allow Marko to attend appointments, forms part of Manuel's care plan and therefore chargeable.

*Local authority does not charge for additional support:*

Alternatively, the local authority may use its discretion and waive the charges, as the additional care allows Marko to continue as a carer.

*Example 3:*

**Declan and Carol are both in their late 60s and live together in a rural community. Carol helps Declan with a lot of tasks, including toileting, washing, preparing food and eating, although Declan always does as much as he can for himself. Carol is able to help him around the home but cannot manage to take him out without additional help. There is no suitable club or day-care centre for Declan in the area.**

**Following an adult carer support plan for Carol and an assessment of Declan's support needs, it is agreed they would benefit from a weekly 2½ hour visit from a local agency who can match Declan and Carol with a regular care worker to chat with Declan and provide the care and support he needs while Carol has time to herself.**

**The following scenarios illustrate three alternative interpretations of how.**

**The waiving of charges rules might apply, depending on the circumstances.**

*Support allowing the carer to have a break:*

Charges for care would be waived if the purpose of the care is to allow Carol to have some time to herself. Even if Declan has friends/family who visit him, if they are unable/unwilling to provide the care, then additional care would be provided to allow Carol a break and charges would be waived.

*Support for the cared-for person:*

If, however, Declan had very few visitors and his mental wellbeing suffered as a result, then the care provided would likely be designed to give him some companionship. Even if this simultaneously gave Carol a break, the additional care would form part of Declan's care plan. Therefore, waiving of charges policy would not apply.

*Support for both cared-for and the carer:*

It is possible in this scenario that both Declan and Carol are suffering emotionally due to the inability to get out the house. Here, the local authority may decide to apportion the costs of the care equally, with the waiving of charges policy only applying to Carol's 'portion' of support.

As the examples show, the waiving of charges policy can be dependent on the individual circumstances, the needs of the carer and the cared-for person. The important thing to remember is that generally speaking, notwithstanding areas where the authority has discretion, the waiving of charges policy applies where the support is arranged to give the carer a break. Where this is not the case, the normal charging policy is applicable.

## **9. Local Case Study**

*This case study is anonymous, using placeholder names.*

Mr and Mrs McDonald are a couple in their late 80s living in a rural area. Marie McDonald is suffering from dementia, which is at a very advanced stage. Jim McDonald on the other hand, while mentally healthy, has some health issues of his own which have impacted him physically, resulting in reduced mobility. Jim is also the primary carer for his wife. Jim is assisted in caring by his daughter, Alison, but

due to full-time work commitments and raising two young children of her own, is limited in the care she is able to provide.

Jim has noted in the past that he struggles at times to care for his wife, although he and Alison are determined the care for Marie in her home for as long as they possibly can. Moreover, due to the rural location in which they live, opportunities for support within the community are more limited.

After a needs assessment was carried out, ways of allowing Marie to stay at home while giving Jim assistance were established. It was agreed that Marie was to stay at a local Care Home for one week out of six, to allow for her to be cared for, and to give Jim a break.

Local care provider nursing staff also assisted. Once a fortnight, the staff attended the McDonald's home to provide care for Alison, which allowed Jim to get out of the house and perform some errands, notably the food shopping. Upon seeing the success of this care plan, the use of a local care provider's staff was increased to once per week. Jim continued to do the shopping once a fortnight, while every other week he would visit his daughter's house, which allowed him time to relax, read the newspaper, have a nap, and see his grandchildren.

## 10. How to access further information

HSCP Carers Policy documentation – the Carers Strategy is still under development, and is due to be published by the end of March 2019.

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

Stirling Carers Centre  
Unit 49A  
John Player Building  
Stirling Enterprise Park  
Stirling  
FK7 7RP  
Tel: 01786 447003 Web: <http://www.stirlingcarers.org/>

Falkirk & Clackmannanshire Carers Centre  
Ludgate House  
Mar Place  
Alloa  
FK10 2AD  
Tel: 01259 226839 Web: <http://centralcarers.org/>

Forth Valley Self Directed Support  
Dundas Resource Centre

Oxgang Road  
Grangemouth FK3 9EF

Children's Services  
Wolfcraig Building  
Dumbarton Rd  
Stirling  
FK8 2LQ

Tel: 01786 471177 Web: <https://my.stirling.gov.uk/services/social-care-and-health>

Social Work Adult Services  
Wolfcraig  
Dumbarton Rd  
Stirling  
FK8 2LQ

Tel: 01786 471177 Web: <https://my.stirling.gov.uk/services/social-care-and-health>

Social Services  
Kilncraigs  
Greenside Street  
Alloa  
FK10 1EB

Tel: 01259 452498/450000 Web: <https://my.stirling.gov.uk/services/social-care-and-health>

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

Clackmannanshire and Stirling Health and Social Care Partnership, along with Children's Services from both Clackmannanshire Council and Stirling Council, are responsible for this Short Breaks Statement. If you have any queries regarding the statement please contact one of the contact numbers above.

The Clackmannanshire and Stirling HSCP Short Breaks Services Statement will be reviewed as the 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 Services 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 examples of 'Short Break Stories' on the Shared Care Scotland website at <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.