

Additional Requirements Service Specification

Name of the Service: Children and Young People with a Disability

1	Additional Legislation Requirements
	<ul style="list-style-type: none"> • Children Act 1989 amended in 2004 (and accompanying regulations and guidance) • Children and Families Act 2014 • Short Breaks *statutory guidance on how to safeguarding and promote the welfare of disabled children using short breaks DCSF 2010 • The Breaks for Carers of Disabled Children Regulations 2011 • The Children (Leaving Care) Act 2000 • SEND Code of Practice 2015 • Any of relevant legislation regulations or best practice guidance produced by the Department of Education & Skills, The Department of Health, Department for Education
2	Service Requirements
	<p>Provider's delivering services to Children and Young People with a Disability in Cambridgeshire are required to do so throughout Cambridgeshire and neighbouring authorities where Cambridgeshire have responsibility for securing provision for the child or young person.</p> <p>The Provider shall work with the Council to meet priorities for children and young people;</p> <ol style="list-style-type: none"> a) To help children and young people feel safe in their communities b) To narrow the gap in outcomes for children and young people in some areas and with specific needs. c) To improve outcomes for children and young people with disabilities, learning difficulties and complex needs d) To meet the needs of children and young people in areas of growth or demographic change <p>In addition to the requirements outlined in the "Generic Specification" of this contract, such as personal care requirements, Providers will be expected to work with children and young people in the following categories:</p> <ol style="list-style-type: none"> a) Spending time with children and young people in their homes to enable their families to go out b) Supporting children and young people to take part in activities on their own or with their families and siblings

- c) Provide support to families to help them implement plans to address different needs, for example sleep and behaviour.
- d) Help children and young people learn new skills, specifically to gain further independence and confidence
- e) Provide support to children and young people in education and holiday club settings

The Provider will work with young people who are identified as eligible. This shall include children and young people who;

- a) Have multiple and complex learning and/or physical disabilities
- b) Young people who require delegated health tasks, in line with the “delegated health task” specification.
- c) Have Autistic Spectrum Condition/Disorder
- d) Have a sensory impairment
- e) Have challenging communication and behaviour needs
- f) Are entering the transition process

It is expected that young people who have learning and physical disabilities and requirement personal care in the home, will be supported by packages that are commissioned from the generic specification within this contract and subsequent pricing arrangements.

However, it is also recognised that Home and Community Support Services for Children and Young People incur additional charges that are above that of the ceiling for “Generic Support”. This is found to be due to a number of reasons, including but not limited to:

- a) Providers are expected to work within the Short Breaks Duty, of which a feature represents a positive opportunity for the Children and Young Person in parallel with offering a break from caring for the carer.
- b) Consequently, often admission and other associated costs which would not be present within a personal care context or if the support providers was purely to enable an adult to meet their direct support needs.
- c) The Provider is expected to meet enhanced Child Safeguarding and legislative expectations to follow including:
 - a. Requirements as outlined in the Children Act 1989 & 2004
 - b. attendance at safeguarding and child protection meetings
 - c. statutory meetings such as Child in Need and Looked After Child processes, including working to very specific identified outcomes, regular attendance at reviews and producing progress or outcome reports to be presented at the above meetings.
 - d. Reduced economies of scale for Providers due to the limited volume of purchased work. This may or may not incur a larger proportion of overheads that are attributed to a much smaller volume of work, as well as a greater demand of the Provider for a smaller package of support (as described above).
- d) The support that is offered on this contract can at times be very much around ensuring that children and young people can remain at home, offering a significant level of support to ensure young people to not enter the care system

	<p>prematurely and that there is not a significant impact of other members of the household.</p> <p>e) Providers are expected to adhere to an enhanced level of monitoring and performance requirements, as outlined in “Monitoring” section of the specification.</p> <p>f) Whilst support is commissioned to meet the needs of the disabled child, Providers are often required to interact with the wider family group, including siblings, which attracts greater administration costs in terms of managing risk</p> <p>g) Children and young people living at home often have a significant amount of complex needs and support requirements that may be met by a 24 hour setting if support was not delivered at home or moving in to their adult life.</p>
2.0	Special Training or Knowledge Requirements
2.1	Training staff to deliver competency based healthcare tasks. This will be delivered in partnership with the Council and fully funded by Social Care. It is not expected that this will incur an additional cost to the Provider.
2.2	Clear links in policy and practice to the Local Safeguarding Children’s Board and specific training in relation to supporting disabled children.
2.3	Training should be offered to staff in:
	2.3.1 Safeguarding and Child Protection training that includes, Child Protection, FGM training requirements, Children Sexual Exploitation and Female Genital Mutilation
	2.3.2 E- Safety Training
	2.3.3 Staff being trained in PROACTSCIP or an alternative accredited approach to Behaviour Management, Physical Intervention and Restraint. An Introductory level course should be delivered to all Staff working with children and young people and additional training will be delivered should the individual behaviour support plans required.
3.0	Additional Requirements to meet the needs of Children and Young People
3.1	Ensure there is an on call system with a qualified manager who is appropriately experienced in Children’s Social Care Services available to respond to out of office hours calls. In the event of an emergency the Council’s Community Support Service out of hours Duty Manager must be called. Information needs to be available to include Staff and family contact details at all times.
3.2	The Provider shall inform the Contracts Manager, Commissioning Manager and responsible Community Support Co-ordinator of any Child Protection concerns, allegations, and serious incidents within twelve (12) hours of any incident. For the purpose of this contract the Lead Commissioning Manager is the Community Support Team Manager. The Provider shall ensure that Staff factually record the detail of every visit/support package including, activities, behaviours, emotions and changes in circumstances. The format of any recording shall be in line with the Council’s expectations (Appendix 1 of this specification). A copy of this record shall be sent to the Council after each visit/support package, ideally via email within agreed secure protocols and within one (1) month unless a significant change in circumstance or concern is raised. In this instance the Council should be informed immediately. The record must be signed by the family and child/young person (where possible) and then signed off by an appropriate manager.
3.3	Staff will be trained and able to use technology based communication aids.

3.4	Welfare benefits training where appropriate and knowing where to signpost
3.5	Support Children and Young People to use public transport. Staff access should be included within the hourly rate identified in the pricing schedule. Children and Young People are expected to pay their own expenses.
3.6	Understanding of the "Self-directed Support Agenda and how this is implemented and utilised in Cambridgeshire
3.7	Additional Policies and Procedures need to be in place as per CYP list
3.8	Provide representation and information to the following forums:
be	3.8.1 Quarterly Provider Forums
	3.8.2 Quarterly Provider Monitoring Meetings
	3.8.3 Annual Contract Monitoring Visits

NOTE:

May need additions re Health Tasks and training if the workforce development and Dom Care policies are not made in time for the tender launch