

INSPIRING BREAKS TOOLKIT



SUPPORTING CARERS TO ACCESS THE RIGHT BREAK FOR THEM

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Supporting carers to access the right break for them

This toolkit is for those who support adult and young carers to access short breaks. It is designed to enable you to use specific elements at different times and in different situations on a 'dip in and out' basis. You may use and customise it as much or as little as you wish. The toolkit is structured around the four-stage support process outlined in section 2.



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NEGOTIATE

Helps carers to **prioritise breaks** that are achievable for them.

- Flowchart of negotiation process
- Prompts to guide conversations
- Examples of funding – monetary and in-kind
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- Template 4: My Budget
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AGREE

Helps carers to take **practical steps** to access the break.

- Flowchart of agreeing/action planning process
- Prompts to guide conversations
- Examples of action planning (and recording) in practice
- Template 7: My Potential Actions
- Template 8: My Short Break Action Plan
- Questions to support templates 7 and 8
- Signposts to additional resources and examples

Online resources

- Additional copies of the toolkit can be downloaded from www.sharedcarescotland.org.uk/resources/tools/inspiring-breaks-toolkit/
- To print or customise the templates, PDF or Word versions can be downloaded from www.sharedcarescotland.org.uk/resources/tools/inspiring-breaks-toolkit/
- The signposts can be accessed as weblinks at www.sharedcarescotland.org.uk/resources/tools/inspiring-breaks-toolkit/
- Some of the carer support agencies provided additional documents to illustrate their examples. These are referenced in the 'in practice' examples within the toolkit and can be downloaded from www.sharedcarescotland.org.uk/resources/tools/inspiring-breaks-toolkit/

INTRODUCTION

What is an 'inspiring break'?

An inspiring break is a short break from caring that promotes the **health and wellbeing** of the carer. It can take many forms and could include anything that enables a carer to have a life outwith or alongside their caring role.

A break from caring may:

- be for short or extended periods
- be at home, in the local community or further afield
- take place during the day, in the evening or overnight
- allow the carer time away from the cared-for person, with replacement care in place
- involve the cared-for person having a break to allow the carer time for themselves
- allow the carer and cared-for person a break together, with assistance if necessary, to provide a break from their daily routines.

An inspiring break is **designed around the carer**: it reflects their individual goals. Choice and flexibility are central to inspiring breaks.

Why do we need a toolkit?

The Carers (Scotland) Act, which became law in Scotland in April 2018, put increasing emphasis on short breaks as one of the key forms of support needed to help carers maintain their own health and wellbeing. However, many carers put the needs of the person they care for before their own and can struggle to identify what might be a good short break option for themselves. This toolkit has been developed by carer-support professionals to reflect and build on **existing good practice**, helping carer-support staff across Scotland to **share resources**. It is designed to be used with anyone who identifies as a carer, including both adult carers and young carers.

The toolkit reflects the **person-centred approach** in social care and adopts a personal outcomes approach. This acknowledges individuals' strengths and interests, not just problems, and establishes a shared sense of purpose between carers and support staff. It recognises **self-directed support**, which enables carers to use their budgets flexibly.

The toolkit uses a **process that puts the carer at the heart**. It supports staff to guide carers through this process towards their desired outcomes – their personal goals. It recognises that replacement care may be needed to facilitate the carer's break, but it does not focus on how that replacement care is provided. (However, the same process could be used with the cared-for person to identify replacement care.)

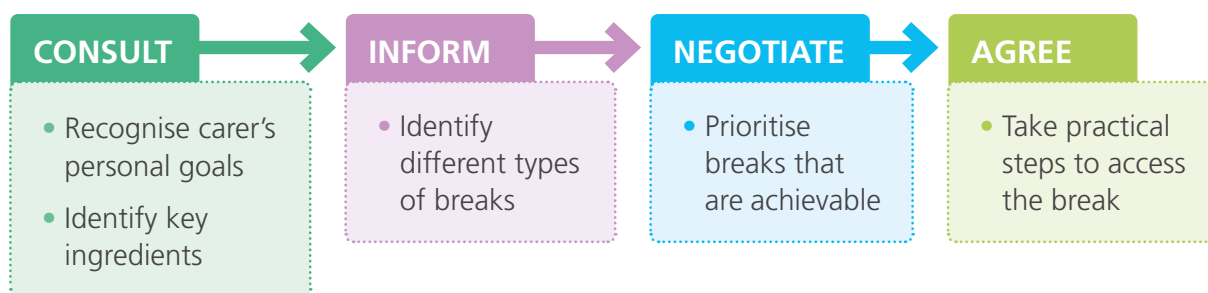
How might we use the toolkit?

The toolkit is primarily aimed at **staff and volunteers** who support carers to access short breaks. It supports you to support carers through an empowering process. It may complement an adult care support plan or a young carers statement or be used as a stand-alone tool. Parts of the toolkit might also be **shared directly with carers** who have – or who develop over time – the confidence and skills to use it independently.

The toolkit can be used **flexibly**. You may select and adapt tools to suit the carers and the setting. You may use it in a concentrated session or over a longer time. Vitally, the toolkit is a work in progress: we hope you will contribute to its **ongoing development** by submitting your own examples and resources.

What does the toolkit contain?

The toolkit is arranged in **stages**, to reflect the process:

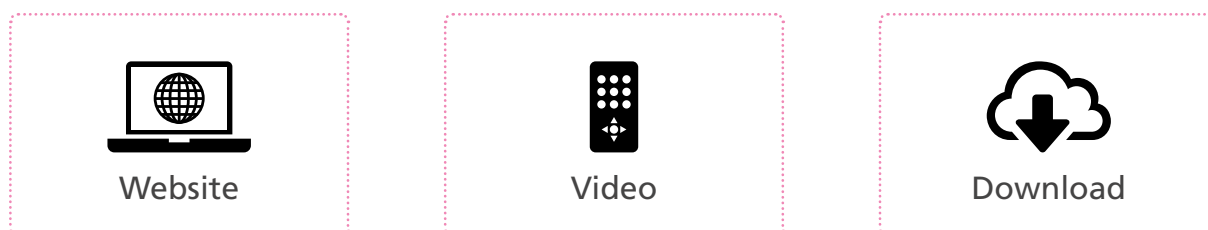


For each stage there are:

- **flowcharts** – showing the steps to take
- **prompts** – providing guidance
- **examples** – sharing ideas and practice
- **templates** – providing adaptable forms
- **signposts** – linking to additional tools.

This part of the toolkit has been provided as a printed guide.

Some of the tools are **online**. They are indicated by the following icons:



We hope you and the carers you support find the toolkit helpful.

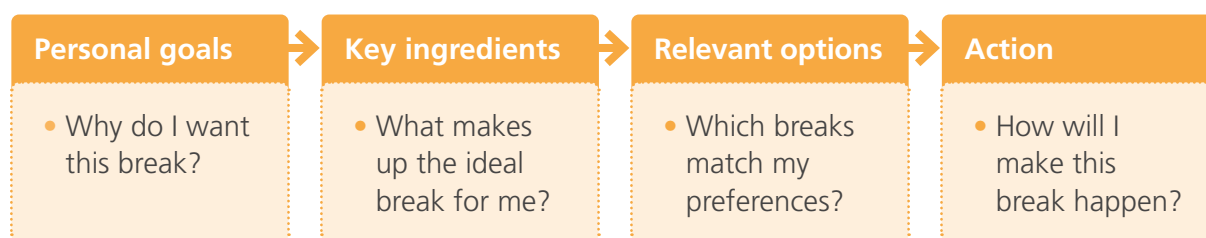
PROCESS

The Inspiring Breaks Toolkit uses a **process that seeks to empower carers**; it enables carers to have choice and control when identifying the best break for them at this point in their lives. It recognises there may be constraints on those choices – time, budget and replacement care – but starts with an open mind. Overcoming challenges is part of the empowering process and carers will bring their own strengths and solutions.

This process is the important part of the toolkit. The tools support it but are options and examples only. It may be part of a wider carer support process and used over varying timescales. It may be adapted to suit the carer and the support context.

The process for carers

This reflects the **principles** that support behaviour change.

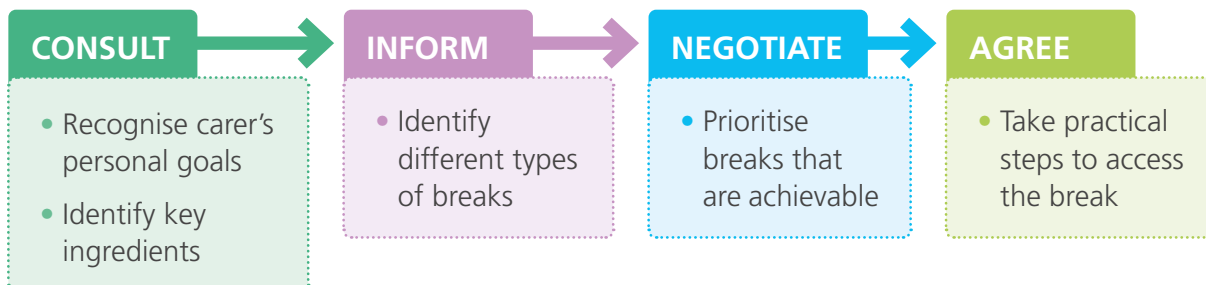


For example:

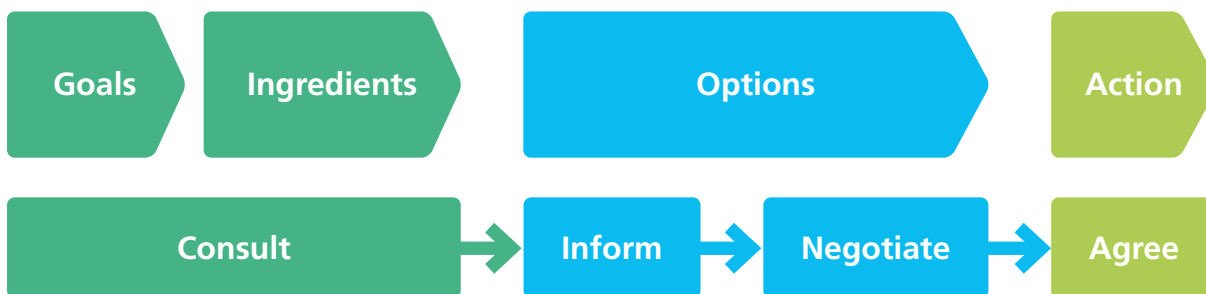
	Sam	Chris
Personal goals	We want to have fun together as a family	I need some time on my own to unwind
Key ingredients	Activities to suit different ages Time for us all to get together Space for noise and laughter Accessible accommodation	Peace and quiet Gentle walks or exercise Indoor space for relaxing Meals provided
Relevant options	Weekend at an activity centre Day at a safari park Evening at an inclusive multi-sports club	Weekend at a country house hotel Day at a spa Evening at a yoga session
Action	Tomorrow I will look at X and Y websites	I will research some sources of funding by the end of the month

The process for staff

This uses the following stages to support carers through the above process.



In practice, they work in tandem:



For example:

Goals	Consult	In a 'safe' space, the staff member uses 'magic carpet' – a visioning exercise – to support the carer to recognise what they need and want.
Ingredients		The carer considers this goal in more detail and 'fills the mixing bowl' template with drawings and words of what is important to them.
Options	Inform	Using local and national directories, the staff member researches potential breaks that match the carer's preferences.
	Negotiate	The carer and staff member use a checklist to discuss the logistics (budget, replacement care etc.) and prioritise the achievable breaks.
Action	Agree	The carer and staff member use the action plan template to highlight the next steps and agree who will do what to put the break into action.

The process **may not be linear**: you may need to revisit stages according to carers' needs.

STAGE 1: CONSULT

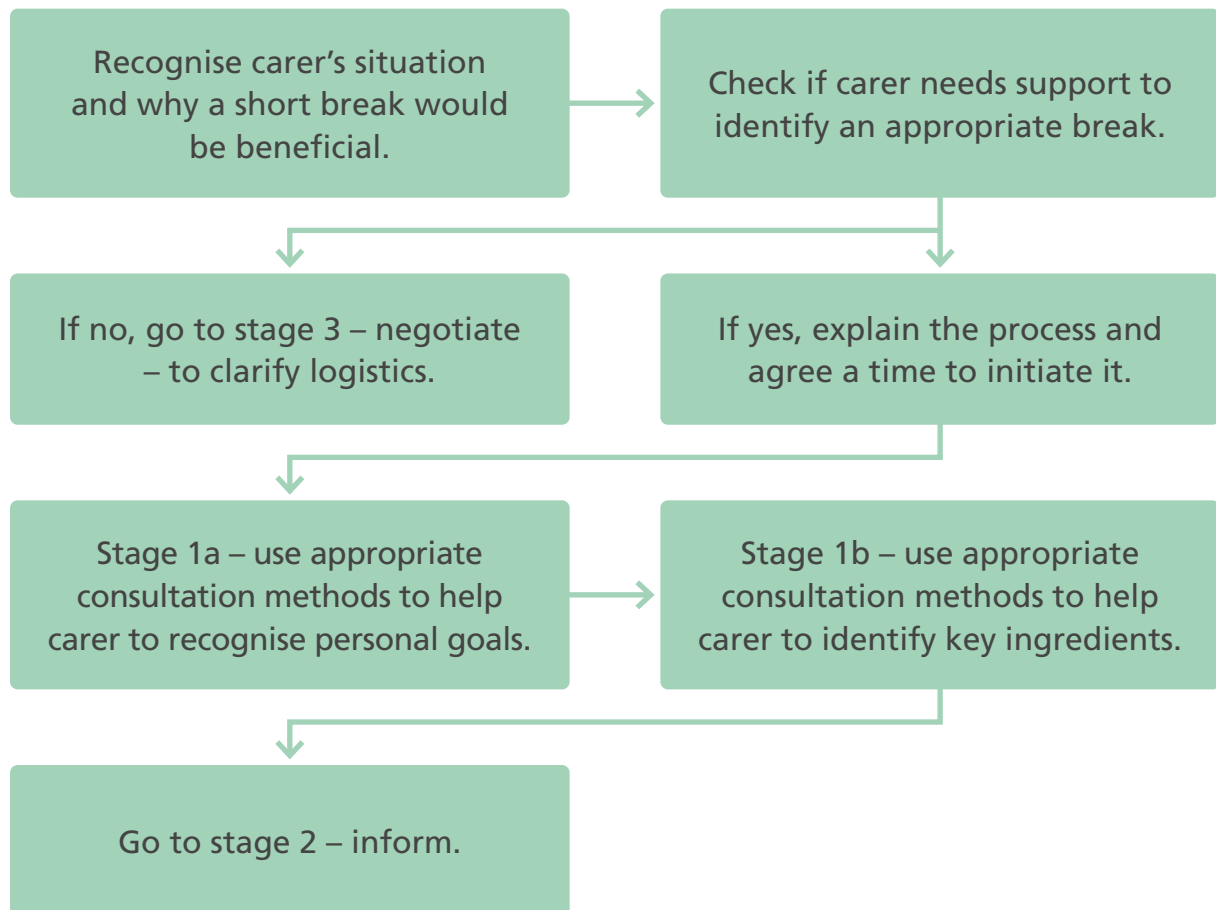
Purpose

This stage helps carers to:

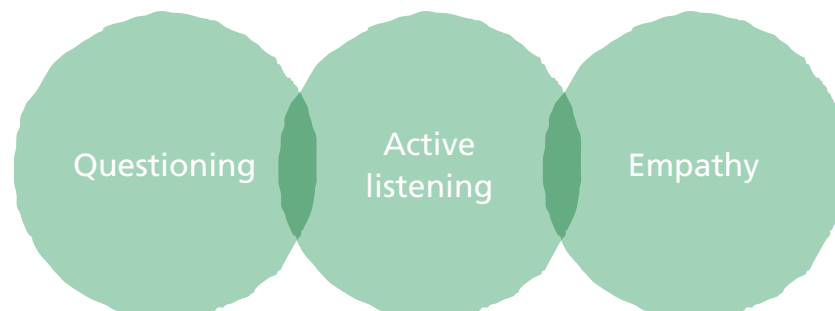
- c) recognise their **personal goals**
- d) identify the **key ingredients** of those goals.



Flowchart



Key skills



Prompts

This is **not** intended as a script but may guide staff and carers through the process.

Set the scene	<ul style="list-style-type: none"> Everyone deserves a break – a chance to relax and have time away from routines and responsibilities. We want to support you to find the right break for you. We want to explore what you need and want, what would make a break right for you, then find something that matches. That ‘right break’ might be anything from being away on holiday to having time for a regular hobby or getting some time alone. We appreciate you will have concerns about <i>[the cared-for person]</i> and how you will manage a break, but we want to start with an open mind. We know there will be practical things to consider – like time, money and replacement care – but let’s start by focusing on what would benefit you.
Share the benefits	<ul style="list-style-type: none"> We know you tend to put your own needs and interests last, but let’s start with what the benefits of a short break are – for you and <i>[the cared-for person]</i> and <i>[your wider family]</i>. <p>→ Use the examples of benefits and personal stories.</p> <p>→ See the signposts to additional case studies.</p> <p>Which, if any, of these benefits seem relevant to you? Why?</p>
Recognise personal goals	<ul style="list-style-type: none"> When we want change in our lives – even if it’s temporary – we often focus on things we don’t want or things we want to escape from. If it’s helpful, let’s explore what you <i>need</i> a break <i>from</i>. [Optional: some carers may be ready to focus on ‘wants’.] <p>→ Use the examples of consultation methods.</p> <ul style="list-style-type: none"> What can be more helpful is to have personal goals: something we do want, something we can aim for, something that makes us feel positive, something to keep us going when times are tough. Let’s explore now what you <i>want</i> a break for. <p>→ Use the examples of consultation methods and templates 1/2.</p>
Identify key ingredients	<ul style="list-style-type: none"> Now we have a sense of your goals, we want to break those down into ‘ingredients’ – the details that make up your ideal break. Then, when we start to look at options, we can test them against your preferences to make sure they’re right for you. <p>→ Use the examples of consultation methods and templates 1/2.</p>

Examples of benefits

Physical health	Emotional wellbeing
<ul style="list-style-type: none"> More energy Sleep better Time to exercise Eat healthily 	<ul style="list-style-type: none"> More resilient More relaxed More confident Feel happier
Social health	Mental health
<ul style="list-style-type: none"> Feel cared for Feel valued Sense of belonging New friends 	<ul style="list-style-type: none"> More alert Concentrate better More adaptable More decisive
Practicalities	
<ul style="list-style-type: none"> New skills New knowledge 	<ul style="list-style-type: none"> Have help More time



Examples of personal stories

Video examples

Listen to Roseann's story at: vimeo.com/340219747

Listen to some young carers: vimeo.com/340219865



Helen cares full time for her husband and was exhausted. Taking part in a four-day group trip gave both a chance to visit new places in the company of people with similar needs. This helped Helen and her husband to relax and socialise during the break and have an ongoing support network afterwards.

Caitlyn is a 10-year-old girl who helps to care for her dad who has Huntington's Disease. Her mum works full time and Caitlyn has become an important part of her dad's care. She got a grant to attend dance classes and sports activities, which gave her a chance to relax, have fun and get a break from looking after her dad. This is crucial to her social development. Caitlyn's mum says she had benefited enormously from the opportunity to take part in regular activities and is now attending weekly classes.

Linda is a lone parent with a 5-year-old son who is on the autism spectrum. She receives support through a short breaks fund that allows her son to participate in a range of social and recreational activities on a one-to-one basis with a support worker. This enables Linda to go out for a relaxed lunch with her mum and spend some quality time with her daughter. There have been benefits for both: Linda feels more relaxed and less isolated in her caring role while there has been a significant improvement in her son's speech and behaviour.

Michael cares for his wife who has depression and post-traumatic stress disorder. He is also the primary carer for his two young children. Money is tight. Michael was struggling mentally to care for his wife. He felt that connecting with other people in a similar situation would benefit his own wellbeing but couldn't afford the bus fares to attend the social outings organised by a local group. He received an all-day travel ticket, which enables him to attend. As a result, he has fun, is less stressed and feels supported. His wife is also happier that he can take a break.

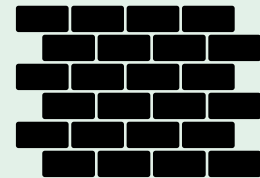
See the signposts for more stories.

Examples of consultation methods

Some carers will struggle to articulate their needs and wants, or you may wish to support carers in groups. These methods may help you to engage carers in focused conversations.

Brick wall

Use brick-patterned wallpaper or stick brick-shaped cards to a wall or flipchart. Each brick represents something that is a barrier or difficulty in carers' lives. After building the wall, ask carers to select or highlight the 'bricks' they most want to lose or escape from. Ask them to consider what the opposite of or the absence of that 'brick' might look like. This starts to identify their positive 'wants'.



Wishing well

Give the carers a set of 'coins' – post-it notes or round cards. Set up a container as a 'wishing well'. Ask carers to write or draw their wishes on the 'coins'. If they had three (or more) wishes, what would they wish for? Emphasise that they can't wish things away; they can only wish for 'extra' things. These are their positive 'wants'.



Magic carpet (visualisation)

Sitting in a calm and comfortable space, with peaceful music if appropriate, guide carers to relax – physically – so their bodies feel loose and 'floating'. Ask them to imagine they are on a magic carpet, which can take them wherever they wish to go. Guide them through their 'flight', asking them to imagine places they want to visit or things they want to see en route. Where will their carpet take them?



Personal postcards

Give each carer a postcard. On the front, ask them to draw the 'view' of their ideal break. What do they see if they picture themselves on the break? It might be one picture or many. On the back, ask carers to note what makes them 'wish they were here'. Where are they? What's going on? What are they doing? Who are they with?



See the signposts for additional consultation tools.

Examples of consulting in practice

Dundee Carers Centre uses the principles of support brokerage to have a wide-ranging conversation with carers about the outcomes they would like to achieve. Sometimes the process is completed in one conversation but sometimes it takes several conversations and a lot of research to find a break which meets the carer's outcomes and circumstances. An outcomes and risk factors framework is used to support conversations (example 1). The centre also uses a standard template in which notes are logged (example 2). If the risk is high, staff refer to the Health and Social Care Partnership.

See Dundee Carers Centre examples 1 and 2 at:

www.sharedcarescotland.org.uk/resources/tools/inspiring-breaks-toolkit/

In **PKAVS Carers Centre**, consultation takes place when carers are chatting to the support staff in the hub, including support workers, telephone support workers and the hospital link worker. When carers request support, they are offered either an Adult Carers Support Plan (example 1) or a Young Carers Statement (examples 2 and 3). These prompt workers to cover all the important topics and categorise needs such as physical and mental health and emotional wellbeing, relationships, employment or education, finances, the living/caring environment, life balance, and emergency and future planning. Carers' time for themselves is often discussed as part of life balance. Workers are trained to prompt conversations by asking questions such as: What do you like to do in your spare time? What are your hobbies, interests, hopes and dreams? Do you feel you have a good life balance? Are you able to take time for breaks?

See PKAVS examples 1, 2 and 3 at:

www.sharedcarescotland.org.uk/resources/tools/inspiring-breaks-toolkit/

VOCAL Midlothian holds short break surgeries in different parts of the community to allow individual carers to engage in conversation and explore their options in relation to short breaks. It uses Adult Carer Support Plans to identify carers' personal goals.



Lanarkshire Carers Centre has developed a tool called the Carers' Cake which helps carers to identify what they want to achieve. It starts with a conversation to build a picture of the carer's lives, needs and wants. The 'ingredients' represent a cake comprising three types of slices, which combine to make the whole cake:

- Blue slices: the carer – what skills the carer has already or that can be developed to maintain, change or improve their current situation.
- Yellow slices: Lanarkshire Carers Centre – which of the centre's services would support the carer in achieving their personal outcomes.
- Pink slices: other services – what other universal or community-based support services could help them to achieve their outcomes.

An action plan is created with the carer and reviewed to ensure the outcomes have been met. If they are not met, the 'ingredients' of their cake can be adjusted.

See Lanarkshire Carers Centre examples 1 and 2 at:

www.sharedcarescotland.org.uk/resources/tools/inspiring-breaks-toolkit/



TEMPLATE 1: MY SHORT BREAK GOAL

I am imagining my break. What do I wish for myself?

Draw or write around the cake. Think generally.



E.g. Time with
other people



My personal goals for this break are:

TEMPLATE 2: MY SHORT BREAK INGREDIENTS

I am creating my break. What will it contain?

Draw or write around the mixing bowl. Focus on details.



E.g. Easy walks



These are the ingredients of your ideal break.

Questions to support templates 1 and 2

These are food for thought. You don't need to ask or answer them all!

Personal goals











- What difference do you want a break to make?
- If you picture yourself during or after a break, what would you like to see?
- What would make you feel good about yourself or your life?

Key ingredients

- What makes you feel happy?
- What do you like doing when you do have time to yourself?
- What helps you to switch off?
- What makes you feel energised?
- What challenges do you like to tackle?
- What gives you a sense of satisfaction?
- Who do you like to spend time with?
- Where do you like to go if given the chance?
- Which of these things are most important to you?



Signposts

	Download more short breaks case studies from: www.sharedcarescotland.org.uk/wp-content/uploads/2015/02/Information-leaflet-Case-Studies.pdf	
	To read more about the benefits of short breaks, visit: shortbreakstories.org.uk	
	For more consultation methods, download the Shared Care Scotland Easy Consultation Toolkit: www.sharedcarescotland.org.uk/resources/tools/consultation-toolkit/	
	Shared Care Scotland's Easy Evaluation Toolkit also includes consultation methods and tools: www.sharedcarescotland.org.uk/resources/tools/evaluation-toolkit/	
	Talking Mats is a social enterprise that has developed picture communication symbols to aid communication with adults and young people of all ages and abilities: www.talkingmats.com	
	Developed by a youth worker, Chateez uses emoji cards and posters to help young people to communicate their feelings: chateezcards.com	

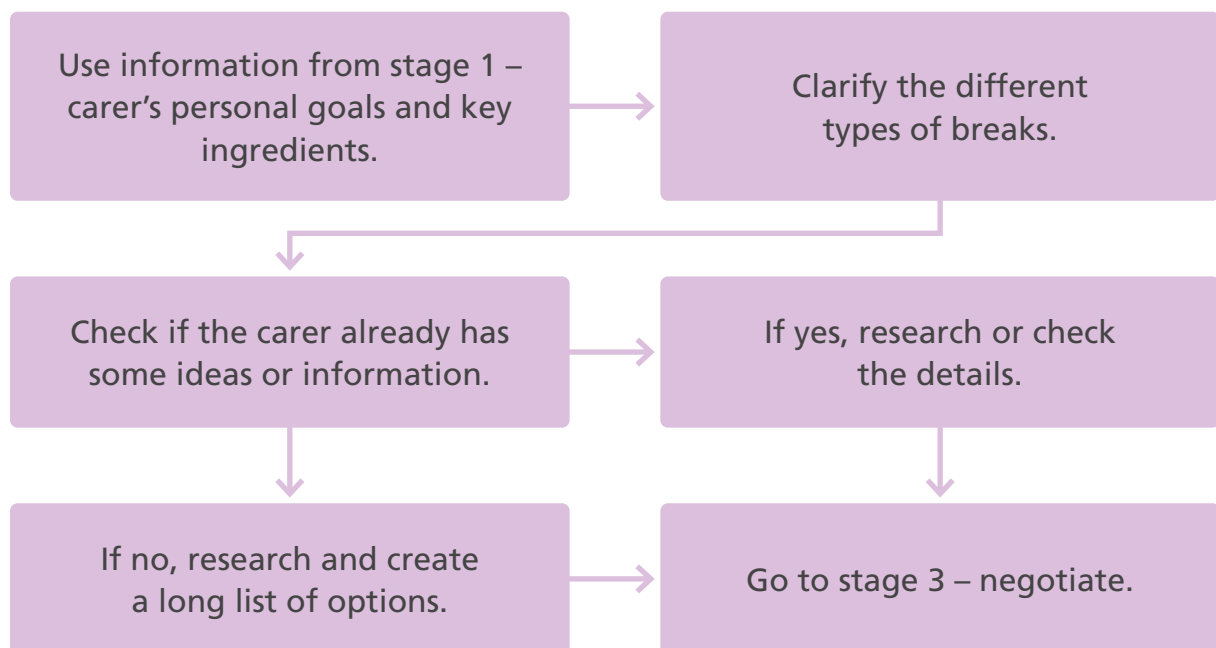


STAGE 2: INFORM

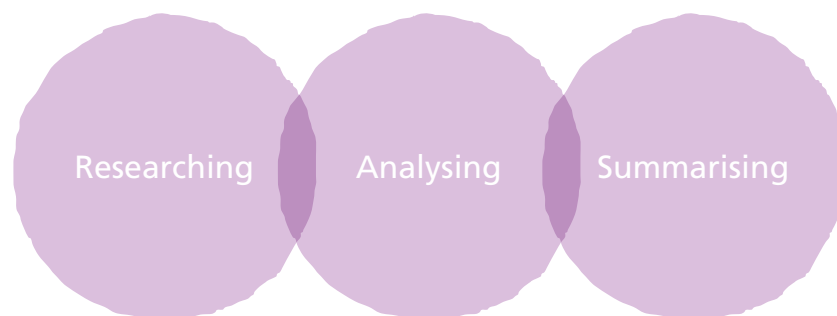
Purpose

This stage helps carers to identify different types of breaks.

Flowchart



Key skills



Prompts

This is **not** intended as a script but may guide staff and carers through the process.

Set the scene	<ul style="list-style-type: none"> • Now we know what you want from a break – your personal goals and the key ingredients that are important to you – we will find out which breaks might match your preferences. • We will start by creating a long list of anything that fits. That will help you to consider options you might not have thought of yet. • Later we can start to look at what is most realistic and achievable for you.
Clarify the possibilities	<ul style="list-style-type: none"> • Before we look at the options, it's worth remembering that a break can mean different things. It doesn't just mean a holiday away from home. There are different types of breaks. <p>→ Use the examples of types of short breaks.</p> <ul style="list-style-type: none"> • Are there any types that appeal to you? If so, which and why? • Are there any that you don't want to consider? If so, what is putting you off at the moment? • Remember, you are not committing to anything yet. We are just looking at possibilities.
Research the options	<ul style="list-style-type: none"> • Have you already considered some options? If so, what? • How much do you know about these? Would you like to find out more about them? • If you don't have any options in mind, let's do some research to see what matches your preferences. <p>→ Use the examples of research methods and/or signposts.</p> <p>→ Use the examples of how other organisations inform carers.</p> <ul style="list-style-type: none"> • If you're not sure what these options might look like practically, let's look at some examples of what other carers have chosen. <p>→ Use the examples of carers' stories and/or signposts.</p>
Create a long list of options	<ul style="list-style-type: none"> • Now we have some different options, let's check they do meet your preferences (your goals and ingredients) and that they give you the benefits you want, during the break and afterwards. <p>→ Use template 3.</p> <ul style="list-style-type: none"> • Now we have your long list, let's look at what is realistic and achievable for you.

Examples of types of short breaks

TYPE OF BREAK		EXAMPLES
LOCAL	Hobbies at home	<ul style="list-style-type: none"> Buy a greenhouse to spend an hour each day in the garden. Buy a musical instrument to learn a new skill.
	Clubs or groups	<ul style="list-style-type: none"> Use a travel allowance to access a weekly book group. Buy materials to take part in a weekly craft class.
	Leisure facilities	<ul style="list-style-type: none"> Pay for gym membership to go for an hour a few times a week. Pay for cinema tickets and bus fares to get out at the weekend.
	Out and about	<ul style="list-style-type: none"> Join a local walking group. Pay a carer to cover regular shopping/café time with friends.
AWAY DAYS	Visits	<ul style="list-style-type: none"> Buy joint membership to visit heritage sites once a month. Cover train fares for a relative to visit a few times a year.
	Events	<ul style="list-style-type: none"> Hire an adapted bike to involve everyone in a charity bike ride. Pay for care to cover attendance at fortnightly rugby matches.
	Leisure facilities	<ul style="list-style-type: none"> Cover the cost of a spa day three times a year. Cover travel and entry costs for a family trip to a safari park.
	Out and about	<ul style="list-style-type: none"> Buy tackle and a permit to spend occasional Saturdays fishing. Pay a carer to cover time to go hiking once a month with friends.
STAY AWAY	Overnight stay	<ul style="list-style-type: none"> Pay for overnight care to get time to visit a distant relative. Share a meal and night in a hotel as a break from home routines.
	Weekend break	<ul style="list-style-type: none"> Book a B&B to enable a relative to stay and provide some care. Cover the costs of going to a music festival with friends.
	Holiday in the UK	<ul style="list-style-type: none"> Book a break for the cared-for person to get 'home alone' time. Pay for a family holiday at an accessible outdoor activity centre.
	Holiday abroad	<ul style="list-style-type: none"> Cover the costs of additional travel insurance. Hire specialist equipment to make travel abroad easier.

This list is not exhaustive: it offers a range of examples, but short breaks come in all shapes and sizes and mean different things to different carers. Keep an open mind!

Examples of research methods

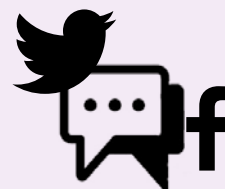
Word of mouth

Ask, or encourage carers to ask, other carers about the breaks they have experienced. This could involve asking individuals directly or having a suggestion box or noticeboard in the setting where carers can post recommendations on an ongoing basis.



Social media

Use the social media sites of relevant charities and support groups to request ideas and information on potential breaks. These may be most helpful when carers wish to arrange breaks with or for the cared-for person.



Websites

Websites can be used to search for everything from things to do and places to visit to hotel breaks and adventure holidays. To narrow the search – and ensure they are relevant – use some of the carer's key ingredients as search words. Develop a bank of websites that are useful and file them by common goals or ingredients.



Directories

Many organisations create their own directories – usually online – according to their focus. The key is to start with the category, e.g. sport, and look for specific directories. Shared Care Scotland has a specific short breaks directory (see signposts).



Agencies

Agencies, such as travel agents or tourist information offices, may support carers who, once they have identified a potential type of break, are confident to research options themselves. Agencies are also a good source of leaflets and brochures to store in a library.



See the signposts for specific research tools.

Examples of informing in practice

At **PKAVS**, workers use the Short Breaks Services Statement that was published in 2019 for both young and adult carers. This gives carers information on how to get support and what types of breaks are available in Perth and Kinross. It includes local sources of information, directories and national short break websites and databases.

Download it from:

www.pkavscarershut.org.uk/Short-Break-Statement



VOCAL Midlothian supports carers to find breaks through the Wee Breaks Midlothian website. It uses an interactive map-based tool to signpost carers to different types of local breaks. It also highlights breaks that are discounted or free.

Visit: www.weebreaks.com



Falkirk Council has established relationships with some companies, such as Haven Holidays, which means it has a specific phone number to use for bookings. It also has arrangements with local care homes where rooms are block-booked for the year to ensure residential breaks can be offered to people with physical or learning disabilities, frail older people and people with dementia. This ensures the cared-for person can go to a familiar place while the carer takes a break.

PKAVS uses social prescribing to help people to find local opportunities. Social prescribers cover a geographic area and signpost carers to make local connections that support their health and wellbeing.

Visit: www.pkavscarershut.org.uk/Social-Prescribing-event



Examples of carers' stories

Local

**My short break was...
creative writing.**

I signed up for a course which ran for six Sundays over a six-month period, which meant friends could cover my caring responsibilities. I used a grant to cover the cost of the course and the taxi fares to get there and back. Now I write to get a break.

**My short break was...
a treadmill.**

I bought a treadmill to use at home because it was too difficult to access a gym regularly. I use it for 30 minutes every day, while listening to music through my headphones.

Away day

**My short break was...
a spa day.**

I go for an occasional spa day with a friend. We have treatments, such as a stone massage or sauna, together then stay for lunch and a chat.

**My short break was...
a senior railcard.**

I bought a senior railcard and some train tickets for my mum and dad, who live 40 miles away. This means they can visit for the day and, as well as helping practically and giving me a rest, I get some emotional support.

Stay away

**My short break was...
a self-catering cottage.**

I used a grant to book a self-catering cottage on the west coast of Scotland. We had time together as a whole family – with family members from across the country – which was wonderful for me and my mum, who has dementia.

My short break was... Respite.

I spent a long weekend at a Respite site in Pitlochry, thanks to The Ben. My sister looked after my mum, for whom I care, and I went away with my husband for a few days of peace and quiet by ourselves.

vimeo.com/340209712

For more examples and to read the full stories, visit www.sharedcarescotland.org.uk/learning-exchange/short-break-short-stories/



TEMPLATE 3: MY LONG LIST

1. Note short break options that appeal to you.
2. Highlight the options that are a good match with your preferences (your goals and ingredients).
3. Add any information you know or want to know.

[illegible]

Questions to support template 3

These are food for thought. You don't need to ask or answer them all!

Ideas from the examples

- Which types of short breaks appeal to you, and why?

Existing ideas

- What ideas for breaks do you have already?
- How much information do you have on these breaks?
- What support do you need to find out more?

Creating the long list

- Which options sound most attractive to you?
- How will they benefit you – in the short and long term?
- How well do these options reflect your preferences (personal goals and key ingredients)?
- What do you know about these options already?
- What more would you like to know about these options?
- Which options don't appeal to you? What is putting you off?

Preparing to negotiate

- Would you like to keep researching options?
- Would you like to look at the practicalities now?



Signposts

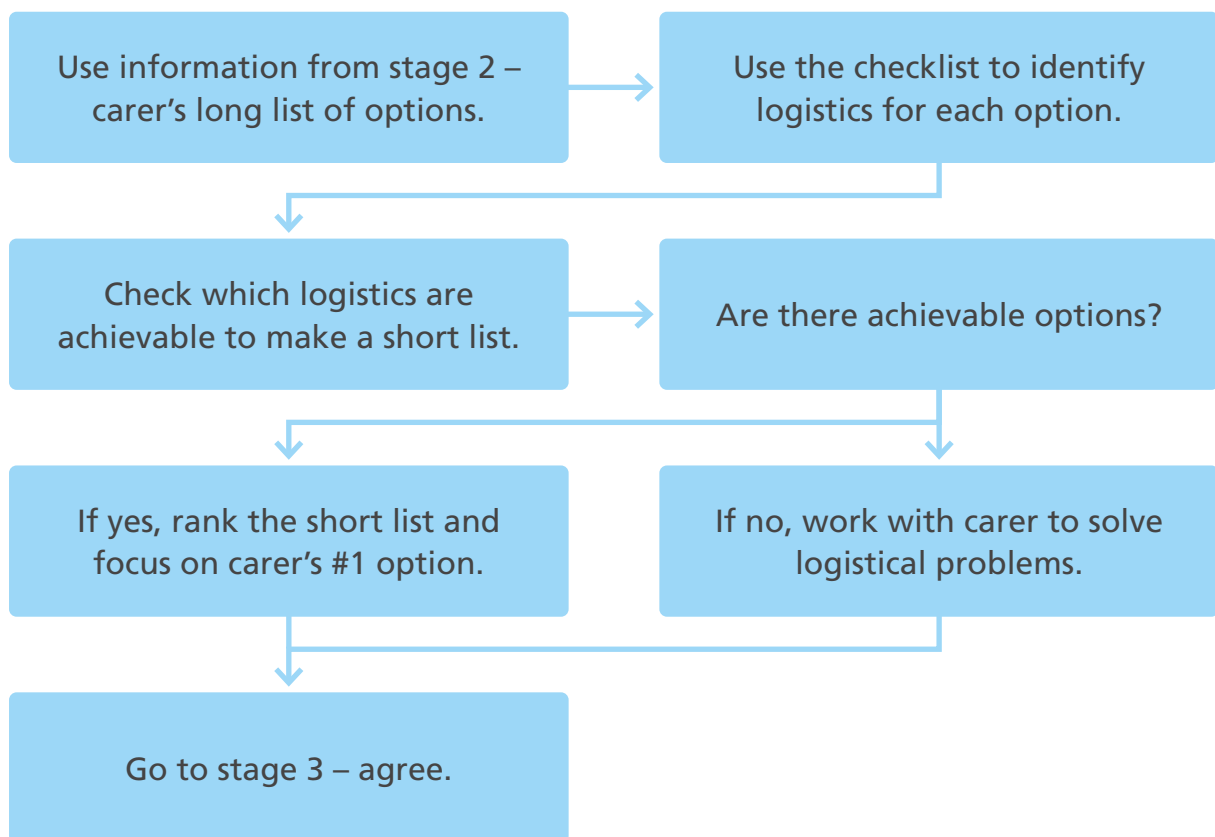
	Access the Shared Care Scotland Short Breaks Directory at: www.sharedcarescotland.org.uk/directory/?action=search	
	Visit the Respite website at: www.sharedcarescotland.org.uk/respitality/	
	Download Shared Care Scotland case studies fact sheet from: www.sharedcarescotland.org.uk/resources/short-break-planner/fact-sheets/	
	Read or download Shared Care Scotland short break stories at: www.sharedcarescotland.org.uk/learning-exchange/short-break-short-stories/	
	Refer carers to short break opportunities at: carefreespace.org	
	For smaller budgets, find good deals on breaks away at: www.ukbreakaways.com	
	Find holidays for families in challenging circumstances at: www.familyholidayassociation.org.uk	
	Find links to other short break opportunities websites (focusing on access for disabled people and their families) at: www.sharedcarescotland.org.uk/resources/useful-links/	
	Download the hft Holiday Information Guide for people with learning disabilities and their carers from: www.hft.org.uk/our-services/family-carer-support-service/fcss-updates/holiday-information-guide/	
	Check reviews by disabled people of accessibility for disabled people at: www.euansguide.com	
	For information and inspection reports on registered services use the Care Inspectorate: www.careinspectorate.com	

STAGE 3: NEGOTIATE

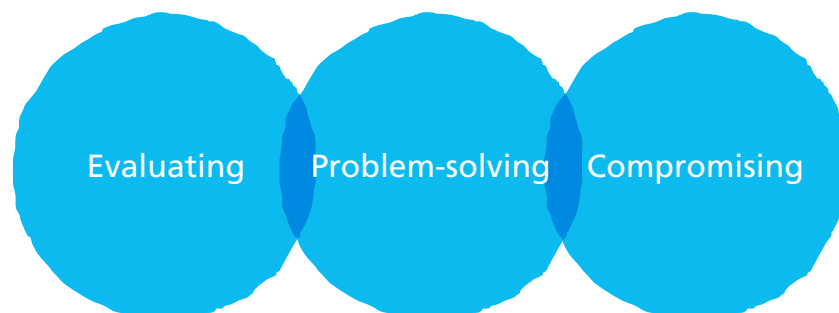
Purpose

This stage helps carers to prioritise breaks that are achievable for them.

Flowchart



Key skills



Prompts

This is not intended as a script but may guide staff and carers through the process.

Set the scene	<ul style="list-style-type: none"> Now we have a long list of options that suit your preferences, we will explore what is realistic and achievable for you. We may find your preferences are easy to organise so will identify the one you want most and focus on that. We may find there are some challenges to overcome first. Don't let that dishearten you: we will explore ways to solve any problems so you can still work towards what you want to do.
Check the logistics to create a short list	<ul style="list-style-type: none"> Let's think about what is needed for you to access these breaks. → Use templates 4/5. Which of these can you manage: <ul style="list-style-type: none"> – on your own? – with our support? (We can...) – with help from another agency? (X might be able to...) – in the short, medium or long term? <p>This shows us which of your preferences are achievable.</p>
EITHER Rank the short list	<ul style="list-style-type: none"> Now we have a short list of achievable options, you need to decide which one you will go for (first). Have you a #1 preference based on what you know now? Do you need to consider them more or consult with other people before deciding? Consider your heart and your head! → Use template 6 – if required. Now we know your #1 priority, we need to agree who will do what by when to put your short break into action.
OR Identify the barriers and potential solutions	<ul style="list-style-type: none"> As we have identified some challenges, we need to see if or how we can work around them. We may be able to find a solution or you may have your own ideas about how to overcome them. → See funding and replacement care examples. → See stories highlighting short breaks logistics. → See examples of negotiating in practice. → See signposts. Now we have some possible solutions, we need to agree who will do what by when to overcome the barriers. When a solution is in place, we can plan to put your short break into action.

Examples of funding – monetary and in-kind

Statutory support

Self-directed support

Personal budgets – direct or through local authorities.

Benefits

E.g. carer's allowance or young carer's grant.

Replacement care

Replacement care for a cared-for person – at home or away.

Grants or trusts

Grants for carers

Funding to support individual carers to access short breaks.

Community provision

For carers

Free or discounted offers for carers, e.g. sports, arts, ICT, gardening, beauty. Provided by not-for-profits and businesses.

For cared-for people

Free or discounted sessions for different groups of cared-for people, e.g. support, activities, trips, residential.

Respite

A form of respite for carers – with or without the cared-for person.

Volunteering and self-help

Volunteers

Trained and deployed by a range of agencies – for carer and cared-for person support.

Support groups

Trading time, resources and support with people in similar situations.

Family and friends

Getting time, resources and support from family, friends and neighbours.

Personal income

Pay for own short breaks – just need support to get started.

See the signposts for specific sources of funding.

Examples of replacement care

Self-organised care

Carers or cared-for people organise replacement care through family, friends and neighbours to gain a break. They may use a small grant to contribute towards a break or pay for it themselves. This helps carers to access short or regular breaks.

Volunteer befriending

By training and matching volunteer befrienders, either direct to carers or to cared-for people, carers get practical and emotional support. Sometimes this break is as simple as having new company at home; sometimes it enables the carer to access drop-in sessions, support groups and new activities. It helps to reduce carers' isolation and stress.

Supported groups

Enabling a cared-for person to join a supported activity or group helps both that person and their carer to benefit. The cared-for person meets new people and enjoys new activities while the carer gets a break – for a few hours, a day or sometimes a few days. For example, sports clubs for disabled children and young people also give parents a break.

Accessible breaks

Holiday companies that provide accessible accommodation and activities, sometimes with additional support or equipment, enable carers and cared-for people to take a break together. This supports the whole family to get a break from their daily routines and stress.

Shared lives

Some local authorities operate shared lives schemes, where cared-for people can take breaks in the home of another family which has registered as a volunteer shared lives carer. This gives carers a break and can cover a range of timescales, from a few hours to a longer holiday.

Brokering care away

When a cared-for person is away in the UK, the 'away' local authority is contacted and asked to provide a list of local care providers. The 'home' support agency arranges care with one of these providers, enabling families taking a short break away together.

Example 1: a couple (carer and cared-for person) books a break at an accessible cottage in the north of Scotland. A local care provider visits every morning to provide personal care for the cared-for person, giving the carer a break.

Example 2: a cared-for person books into a hotel in England, close to family members who live there; the carer stays at home. The cared-for person likes his own space, so this enables him to visit family safely and comfortably, while the carer gets a break from caring.

Example stories showing short breaks logistics

Direct payment

Eric is a 22-year-old wheelchair user whose mother is his main carer. The family decided that the best short break for them was for Eric to have a five-day break attending a world pool championship in England. This would be enjoyable for Eric whilst giving his family a break from caring. His care was provided by his travelling companion – an existing friend – and his accommodation, travel and reasonable expenses were paid for by the local authority in the form of a direct payment.

Reciprocal agreement

Daniel is a 12-year-old who looks after his mum. As he was missing out on social opportunities, the family wanted Daniel to have a break with people of his own age. After he won a prize to see a musical in another city, his carer support agency contacted a similar support agency in that city and organised for a local worker and two other young carers to meet up with Daniel and support his visit. The two agencies agreed to reciprocate this arrangement for future short breaks for young carers.

Personal payment

Isobel decided a break was essential to her wellbeing and knew she could cover the costs herself. To identify appropriate options, she sought help from the local council's short breaks bureau, which put her in touch with a private sector agency. The agency organised an all-inclusive four-day break. Isobel benefited by someone else sorting the logistics of the break, even though she paid for it herself.

Volunteer support

A volunteer befriending service provides short breaks for carers aged 65 years and above. The volunteers are recruited, trained and deployed by the service and befriend the carers to boost their confidence and help them to regain social connections. Many of the carers move on to accessing group sessions and activities in the local community.

Free activities

A football club foundation provides free football sessions for young people with a visual impairment. Carers can choose to take part in some of the activities and the session ends with social time for carers and the young people. This provides a free short break for all.

Examples of negotiating in practice

PKAVS offers a Time4me fund to cover short breaks for carers. The application form (example 4) covers most of the Inspiring Breaks Toolkit stages, including a form to help carers calculate their short break budget.

See *PKAVS example 4* at:

www.sharedcarescotland.org.uk/resources/tools/inspiring-breaks-toolkit/

At **Falkirk Council**, people with a mental illness or dementia can access vouchers to arrange hours of support to enable carers to have a break. The vouchers are flexible so people can dip in and out of support, by arrangement with the provider. The flexibility means they can arrange support for times when it is needed and don't have to commit to fixed times. The vouchers, which are issued quarterly, enable them to budget their time and are a physical reminder of how many hours they have available. The vouchers are signed over to the provider, for each hour used, and the provider sends them to the council with their invoice for payment. People can also use the vouchers to support activities in the community. For example, a local art studio and an outdoor centre accept the vouchers for classes. This system helps carers to access a variety of short breaks, either by covering the cost of the activity or the replacement care.

In **South Lanarkshire**, carers can access social prescriptions. These can be used independently or alongside Creative Breaks Time to Live grants. The prescription allows carers to trial new activities, such as a sauna, swimming pool or gym, for eight weeks. They can then use the grant to access ongoing provision, such as gym membership, horse riding lessons or a personal trainer. The carer support worker and carer apply for the funding and, if successful, the carer will be awarded a grant towards the ongoing costs.

Respitality is a new and effective way for the hospitality sector to help local communities by recognising and appreciating the contribution made by unpaid carers. Respitality connects local organisations which support carers with hospitality providers, such as hotels, guest houses, leisure clubs and restaurants. The providers 'gift' a short break to carers that enables them, along with a companion, to have time away from their caring responsibilities.

Find out more about Respitality at: www.sharedcarescotland.org.uk/respitality/



TEMPLATE 4: MY BUDGET

Change the headings to suit your break.

TYPE OF COST	SPECIFIC ITEMS	COSTS
Travel		
Accommodation		
Food		
Activity/entry fees		
Equipment		
Clothing		
Insurance		
Permits/licences		
Replacement care		
Other		
TOTAL		

How much funding can others provide? (name sources)	
How much funding can you provide?	
TOTAL	

TEMPLATE 5: MY LOGISTICS

Option	Time needed – amount/ when/ how often	Replacement care needed – amount/ type	Accessibility issues	Other needs, e.g. travel, insurance, equipment etc.	Cost of break	Cost/ source of replacement care

Questions to support template 5

These are food for thought. You don't need to ask or answer them all!

Carer's time

- How much of your time will the break take?
- When will you need or be able to take the break? How often will it be?

Replacement care

- What replacement care is needed to cover your break?
- Who might provide this care and how might it be funded (if paid for)?

Accessibility

- What accessibility needs do you or the cared-for person have?

Other needs

- What else will you need to take this break? Think about:
 - travel/transport
 - specialist equipment/clothing
 - dietary needs
 - religious/cultural needs
 - insurance/medical records/other documents.

Costs

- What is the total cost – of the break and replacement care?
- How might the costs be paid for? Consider money and in-kind.

Feelings

- How confident and comfortable do you feel about taking this break?
- What emotional or practical support do you feel you need to access it?

TEMPLATE 6: MY PRIORITIES

If you are struggling to decide which break to prioritise, try this.

STEP 1 – heart

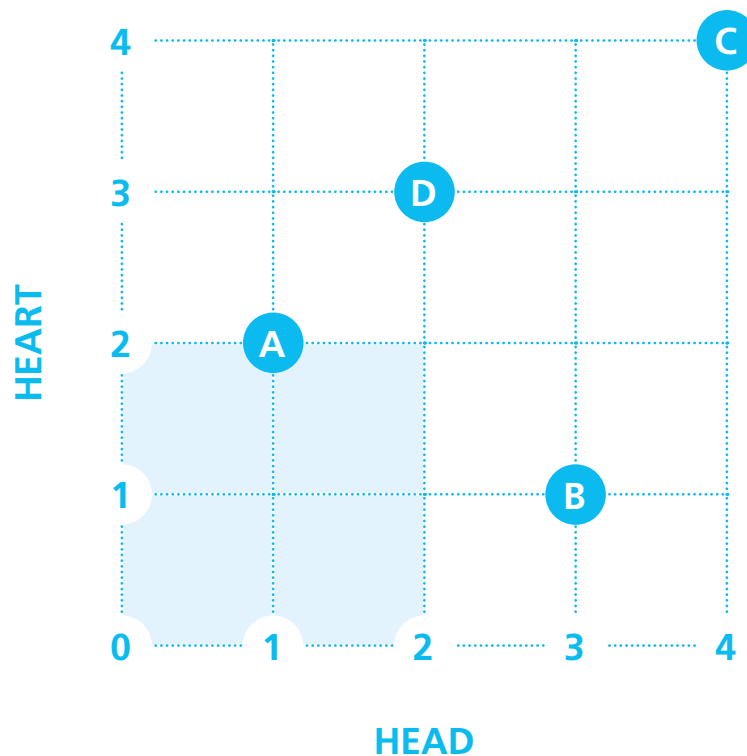
Rank which options you want most. For example, if you have four options, 1 = most wanted and 4 = least wanted.

STEP 2 – head

Rank which options are most achievable. For example, for your four options, 1 = easiest to do and 4 = hardest to do.

STEP 3 – plot

Mark the options on a grid. Heart = vertical axis and Head = horizontal axis. In this example, the four options are named A, B, C and D.









The option in the bottom quarter (shaded) may be the best to start with.

Remember though: logistics may be easier to sort than you first think!









Signposts

General information

	<p>For a short break planning checklist for carers, download: www.sharedcarescotland.org.uk/wp-content/uploads/2015/02/Information-leaflet-Short-break-checklist.pdf</p>	
	<p>For examples of how short breaks were funded and/or replacement care found, read the case studies at: shortbreakstories.org.uk/stories</p>	
	<p>For information about statutory payments to carers: www.carersuk.org/scotland/help-and-advice/social-security</p>	



Sources of funding

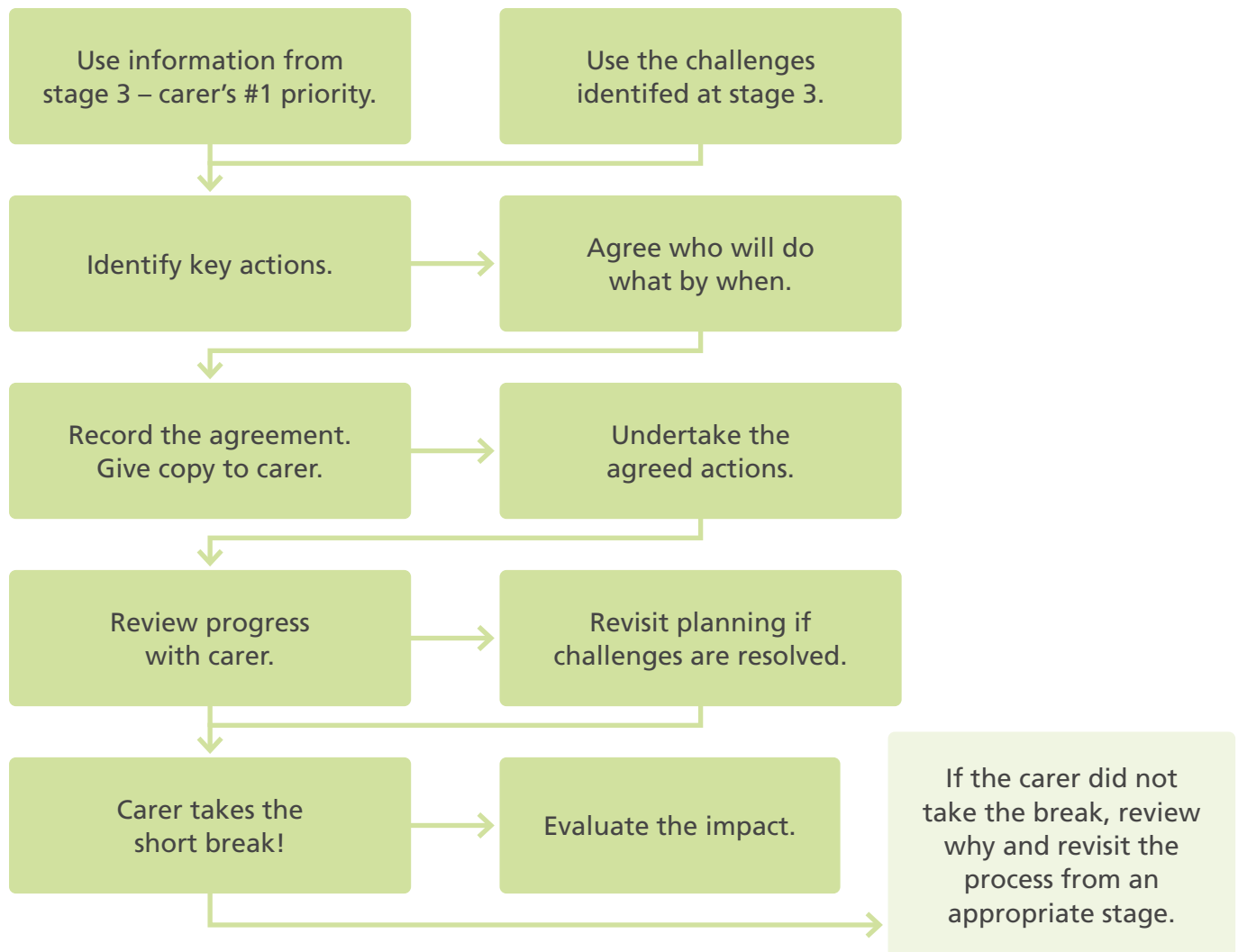
	For the Scottish Government Short Breaks Fund, including Better Breaks, Creative Breaks and Time to Live: www.sharedcarescotland.org.uk/shortbreaksfund/	
	Shared Care Scotland funding directory, covering grants, benevolent funds and others: www.sharedcarescotland.org.uk/fundingbreaks/funddirectory/	
	For alternative short breaks, see Respiteity: www.sharedcarescotland.org.uk/respitality/	
	Grants for carers through Carers Trust: carers.org/article/grants-available-carers-trust	
	The 3H Fund UK Holiday Grant Programme awards grants to disabled people and their carers on low incomes: www.3hfund.org.uk	
	Short Breaks Fund grants for carers of disabled children and young people: takeabreakscotland.org.uk	
	General funding for charities and community groups: fundingscotland.com	
	The Directory of Grant-making Trusts: www.dsc.org.uk/publication/the-directory-of-grant-making-trusts-201819/	
	A search tool for grants: grants-search.turn2us.org.uk	

STAGE 4: AGREE (AND RECORD)

Purpose

This stage helps carers to take practical steps to access the break.

Flowchart



Key skills



Prompts

This is **not** intended as a script but may guide staff and carers through the process.

Set the scene	<ul style="list-style-type: none"> Now we know what your #1 priority short break is, we need a plan to put it into action. OR Now we know what the challenges are before you can take a short break, we need a plan to overcome them. We will agree who needs to do what by when – taking small steps if necessary and making sure you feel supported.
Identify key actions	<ul style="list-style-type: none"> Let's think about all the required actions first. → Use template 7 if necessary or jump to template 8. Let's sort the actions into order. → Use template 8 – column 1. Now we know what steps need to be taken.
Agree who will do what by when	<ul style="list-style-type: none"> Let's look at who can do each action. If you feel daunted by or uncomfortable about anything, please do say and we'll look at how we can support you to do it (or do it for you if needs be). → Use template 8 – column 2. Before we move on, let's check you are able and willing to do your actions. If yes, let's sort the timescales. → Use template 8 – column 3. Let's give the plan a final check to see if you're happy with what we have agreed. If yes, here is a copy for you and we'll keep a copy for our records. If no, let's revisit the plan and adapt it. Now let's agree when we'll check our progress and make sure we're on track for you to start your short break. (Set a date.)
Review progress	<ul style="list-style-type: none"> Let's check we're on track. If not, what support do you need? → Use template 9 – column 4. → See examples of action planning in practice. → See signposts. Now you are ready for your short break. Enjoy it!
Evaluate (after the break)	<ul style="list-style-type: none"> After your break, we'll be in touch to find out how it went. → Use your organisation's evaluation process and tools. → See signposts for Shared Care Scotland's evaluation toolkit.

Examples of action planning (and recording) in practice

Many carers centres use the **Adult Carer Support Plan** or **Young Carer Statement** to record actions agreed with the carer. This ensures short breaks are integral to the carer's outcomes and support.

Dundee Carers Centre uses a standard template to record actions and agreements (example 2). This relates to the personal outcomes and risk assessment framework used to consult with and support carers more generally.

See *Dundee Carers Centre example 2* at:

www.sharedcarescotland.org.uk/resources/tools/inspiring-breaks-toolkit/



TEMPLATE 7: MY POTENTIAL ACTIONS

Jot down everything that needs to be done before putting the actions in order. Use the supporting questions to help you.

TEMPLATE 8: MY SHORT BREAK ACTION PLAN

[illegible]

Questions to support templates 7 and 8

These are food for thought. You don't need to ask or answer them all!

Actions

- What needs to happen to put your short break in place? Think about:
 - your needs – practical and emotional
 - the break itself
 - replacement care
 - funding
 - other people who might be affected, e.g. family, school, work.

By whom?

- Who is best placed to do what?
- What would you like us (supporter) to do?
- What could you (carer) do?
- What support might you need to do that – from us or others?
- Who else might be able to do that or help?

By when?

- How long do we have until the break starts (if it's a fixed date)?
- What external deadlines are there?
- What other events/ dates do we need to be aware of?
- What is realistic for you and us?

Done?

- If not, what's the difficulty and how can we help?

NB. Adapt the action plan to tackle the challenges too.

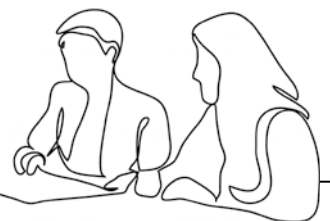
Signposts



For a short break planning checklist for carers, download:
www.sharedcarescotland.org.uk/wp-content/uploads/2015/02/Information-leaflet-Short-break-checklist.pdf



Shared Care Scotland developed The Easy Evaluation Toolkit:
www.sharedcarescotland.org.uk/resources/tools/evaluation-toolkit/



SUMMARY

To help you make effective use of the Inspiring Breaks Toolkit, Shared Care Scotland has developed an online training module. This supports you to consider – and explore with others – how you might use or adapt the toolkit within your service. It is also an opportunity to share good practice and ideas relating to short breaks for carers with fellow practitioners.

To find out more about the training module please contact office@sharedcarescotland.com or call 01383 622462.

Additional copies of the toolkit are available from:
www.sharedcarescotland.org.uk/resources/tools/inspiring-breaks-toolkit/

We hope you found the Inspiring Breaks Toolkit helpful. If you would like to add to it, and share examples of practice or tools that you use, please get in touch with office@sharedcarescotland.com or call 01383 622462.

“THE TOOLKIT IS A GREAT MEDIUM THAT WE WILL USE IN OUR PRACTICE AS SUPPORT WORKERS. IT PROVIDES US WITH A MORE REALISTIC VIEW OF THE WORLD IN HELPING THE CARER TO DESIGN AN IDEAL BREAK THAT FITS THEIR NEEDS. THE TOOLKIT WILL HELP TO ENHANCE OUR DISCUSSION WITH CARERS IN SUPPORTING THEM TO MAKE THE BREAK HAPPEN.”

Erman Maglalang, PKAVS

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