

Information Governance

11 August 2017

Our Ref: RFI 19724

Dear

**Freedom of Information Act 2000
Information in Relation to Respite Care Local Agreements**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for the information relating to the above which you requested on 7 July 2017.

A response to each of the questions raised has been provided by the Children's Services & Social Work Directorate and is attached in Appendix A.

Under the terms of the legislation, if you are unhappy with this response you have the right to seek a review within the Trust in the first instance. If you wish to do so, please write to me at the address below.

If after such a review you are still unhappy with the response, you have the right to appeal to the Information Commissioner who will undertake an independent review. The Information Commissioner can be contacted at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

**L McAree (Miss)
Head of Information Governance &
Directorate Support**

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Q1. *Does your Trust organise introductory visits for young people prior to them being allocated a respite place? If not at what stage do introductory visits commence.*

A1. If a family is interested in respite, they are offered an introductory visit to see the home, usually accompanied by their Social Worker and a member of staff. If the decision is made to access the service, a referral is made to the Resource Panel, Belfast Health & Social Care Trust (BHSC) or Beds Panel South Eastern Health & Social Care Trust (SET). If assessment deems they meet the criteria for Lindsay house, based on the homes Statement Of Purpose, the child will go on the waiting list until a space becomes available.

When a space becomes available the child will start introductory tea visits, (usually three or four) with the view to start overnight stays when all Looked After Children (LAC) documentation has been completed at pre admission meeting.

Q2. *For each respite unit could you please provide details of the system used to manage waiting lists by your trust to allocate places in each respite unit?*

A2. Within SET the waiting list is reviewed when a place becomes available.

Q3. *What criteria is applied when waiting lists are reviewed at each review meeting? Please provide a copy of this criteria.*

A3. It is currently the role of the Principal Social Worker in the Disability Team to review waiting lists based on need and risk with a view to allocating when places become available.

Q4. *How many young people can be accommodated for introductory visits at any one time?*

A4. The number of children that can be accommodated at any one time depends on how many respite places are available. Generally spaces are one at a time, as a child leaves another child will start. There has been occasion in the past when 2 or 3 children may start introductory visits at the same time, as young people have left at the same time therefore more spaces became available.

Cancellations could be offered to any child who has LAC documentation in place - this could be a child who has or hasn't had an overnight stay. A cancellation could also be utilised as a tea visit.

Q5. *Please detail Lyndsay House opening hours.*

A5. Lindsay house is open 24 hours a day, 7 days a week. The facility closes on Christmas day and for exceptional closures throughout the year to allow for staff training and development.

Q6. *Does Lyndsay House provide any day opportunities for young people who are not receiving overnight respite services. If so how many young people can avail of this service at any one time.*

A6. There is no day care provision in the respite facilities.

Q7. *In relation to the number of young people on the waiting list for each service please provide an age for each child?*

A7. The ages of the children on the SET waiting list are as follows:-

Lindsay House	Beechfield
5 years x 5	5 years x7
6 years x 1	6 years x4
7 years x 2	8 years x1
10 years x 1	13 years x1
11 years x1	15 years x1
12 years x 3	
13 years x 2	

Q8. *Has the agreement referred to in your FOI response for unallocated beds been finalised. What is the timescale for the implementation of the agreement? Please provide a copy of the agreement.*

A8. A meeting is planned with SET and BHSCT to plan management of unallocated/cancelled beds

Q9. *Please confirm what is meant by: unallocated bed, unused beds, unoccupied beds*

A9. Unallocated beds are beds that are not filled at the time of allocation meeting (community senior social worker & Lindsay house key worker)

Unused and Unoccupied beds mean beds that have been allocated but not used by young person e.g. due to sickness/child going home early.