POLICIES & PROCEDURES - DOCUMENT
B4 SHORT BREAK BOOKING PROCESS

Why Do We Need This Document?
Prospective service users have the information they need to make an informed choice about where to live.

National Minimum Standard 1.1
Prospective service users know that the placement they choose will meet their needs and aspirations.

National Minimum Standard 2.2
Schemes have a responsibility to ensure that communication with Service Users is clear, appropriate to their needs and sufficient to allow them to make informed decisions.

Who Does This Document Cover?
- Care Managers & Social Workers
- Service Users
- Shared Lives Carers
- Shared Lives Officers
- Social Service Departments & Agencies
- West Wales Shared Lives

What Does This Document Cover?
1. The responsibility of West Wales Shared Lives to identify, the service users current and future needs regarding the provision of short breaks.
2. The responsibility of West Wales Shared Lives to ensure that people who are considering short breaks, receive accurate information about Shared Lives Carers, providing short breaks.
3. The responsibility of West Wales Shared Lives to inform Service Users and/or their families of the dates, location and any arrangements concerning short breaks to be provided.
4. The responsibility of West Wales Shared Lives is to inform Shared Lives Carers of short break dates identified by service users and commissioners, and to review short breaks provided.
This document should also be read in conjunction with the following:

C2   Matching
C6   Risk Assessment & Risk Management
C8   Relationships
C9   Personal Care
C10  Medication – NAAPS
C12  Ending a Placement
C13  Concerns & Complaints
C24  Training & Development Strategy
C26  Emergency Placements

Relevant Legislation and Statutory Guidance

Care Standards Act 2000
Adult Placement Regulations 2004
National Minimum Standards 2004
WAG Policy & Practice Guidance 2002

Date Document Last Reviewed       02-2008
Date Document Last Updated
Proposed Date Of Next Review      2018