

# Shared Lives Scheme

(Formerly known as the Adult Placement Scheme)



## Introduction

Everyone has the right to choose where they live or stay. But for vulnerable or disabled adults the choices may be limited because they need more support. This is where West Sussex County Council's Shared Lives Scheme can help.

Shared Lives Schemes recruit individuals, couples or families who can provide family-based accommodation or support for vulnerable people. The emphasis is on providing an ordinary family life so that they can live or stay within the community.

### What is a 'placement'?

Placements may be short or long-term. They include:

- accommodation with care, or intermediate care, in the carer's family home;
- other accommodation, with support from a carer where needed;
- day services based in or outside of the carer's home;
- short break (respite) care, which may or may not include personal care, inside or outside of the carer's home; and
- support in the community.

### Who is eligible?

An adult placement can be provided as part of a range of care. To be eligible, people must:

- be 18 or over;
- be assessed as needing accommodation or this type of support; and
- have support needs related to their disabilities.

## The role of the carer

Carers come from a range of backgrounds. Some have professional qualifications in health or social care, but many do not.

Prospective carers are checked first to make sure they are suitable. To do this, the Shared Lives Scheme carries out:

- a full assessment;
- a Criminal Records Bureau (CRB) check;
- a medical clearance check; and
- reference checks.

### What we expect of carers

A carer is responsible for:

- balancing the needs and lifestyle of everyone in their household;
- understanding and respecting confidentiality and the rights to privacy of the people being placed;
- making sure the person being placed, the Shared Lives worker, social care worker or day service are communicated with effectively;
- building positive relationships with others;
- getting involved with care planning and reviews;
- providing a healthy and safe environment;
- providing transport, or helping the person to use public transport; and
- understanding relevant policies, procedures and legal requirements and working positively with the scheme to put these into practice.

### What a carer can expect from us

#### Payment

An approved Shared Lives carer can support up to three adults at a time. There are significant tax concessions for approved carers. Being self-employed, carers are responsible for their own tax affairs.

We pay carers a fee for the support they provide. Payments are paid on a four-weekly basis – two weeks in advance, and two in arrears.

They could be made up from:

- payment from the county council's adults' social care budget;
- Supporting People funding;
- private funding;
- an Independent Living Funds (ILF) grant;
- housing benefit; or
- the personal budget of the person being cared for.

The social care worker will help to clarify these options.

### Training

Shared Life carers must also have the right skills and knowledge to support the person in the placement. Training is provided to enable potential carers to meet Skills for Care requirements.

Afterwards, an independent Shared Lives Panel will formally approve the carer. They can then be matched with a suitable person.

### Help to manage difficult incidents or challenging behaviour

There may be times where a carer needs to balance the need for safety with respect for a person's personal dignity and independence.

We inform carers before a placement if there is anything important they need to know. We agree a specific policy to make sure there are practical and appropriate responses in place to respond to any incident that occurs. This could be because the person may harm themselves or another, or if the person behaves very passively.

Physical restraint or force must never be used unless it is essential for a person's safety. Even then it must be in line with Shared Lives policy guidance.

A carer should always tell the social care worker or Shared Lives worker of incidents as soon as possible so that we can record them.

## The role of professionals

The **Shared Lives Scheme** is responsible for:

- recruiting and training Shared Lives carers;
- providing support and advice about current legislation, benefits, and practice;
- liaison with other professionals;
- dealing with referrals;
- matching the wants, needs and lifestyle of the individual to prospective carers;
- introducing prospective placements;
- checking placements;
- chairing the annual Shared Lives carer's review;
- chairing the annual review of the person being placed unless a social care worker is currently involved or there are issues such as funding or placement issues. In these circumstances the social care worker will be invited to chair the meeting.

The **social care worker** is responsible for:

- assessing a prospective individual;
- referring suitable individuals to the Shared Lives Scheme with appropriate documentation;
- supporting the person through the matching process and introductory visits;
- working with the person to develop a support plan, which includes 28 day's a year respite care for those living with a carer full-time;
- seeking appropriate funding and making sure payments are approved and signed off on appropriate documentation before a placement starts or when changes occur;
- reviewing how things are going after six weeks;
- making sure the person's needs are being met;
- liaison with day services (if this is the customer's choice of service to meet their needs), other professionals, and family members; and
- finding solutions to any transport difficulties the person may have.

Where the person being cared for chooses day services, the staff are responsible for:

- providing activities and support during the day;
- maintaining a person's wellbeing while in their care;
- preparing feedback for and attending annual reviews; and
- regularly communicating with other professionals involved in the placement, the person being placed, and their carer.

## Values

The 2006 White Paper 'Our health, our care, our say' sets out the government's vision to provide people with good quality social care and health services in the communities where they live. It is based on people having rights, making choices and being independent.

'Valuing People' is the government's plan for improving the lives of people with learning difficulties, their families, and carers. It is one of the significant papers published by the Department of Health which guides our service developments for people with learning difficulties. To achieve its aims, we encourage and enable people to choose where and with whom they live.

## Rights

When a person chooses to live with a Shared Lives carer their placement should allow them to express themselves as an individual. They should also expect a personalised response to their needs.

It is likely that many people looking to be placed will have experienced discrimination at some time. Everyone is entitled to acceptance and respect.

We believe people have a right to:

- be involved in decisions that affect their life;
- be considered as an individual and not as a member of a group;

- be protected from neglect, physical and financial exploitation, maltreatment, and degrading emotional and medical treatments;
- develop and maintain a personal identity through their relationships, possessions and surroundings;
- have opportunities to learn and develop;
- live, work and spend leisure time in their local community;
- participate actively in the life of their community; and
- take reasonable personal risks, with appropriate support.

## Choice

People usually like to visit or try a number of placements for a short time first before reaching a decision. When the individual is in control of the process their placement is far more likely to be successful.

Discussion and negotiation are recognised as the hallmarks for success. If a person has difficulty in articulating their choice, their social care worker or an independent advocate should represent their needs.

## Independence

We encourage people to develop a social life separate from the family they are placed with. However, they should always be very welcome to join in if they would like to.

Carers, and professionals involved in their care, should try to provide opportunities for the person to think and act independently.

The social care worker must assess any risks and agree what are reasonable. Guidelines can then be agreed.

## Privacy

Personal space is important for both the person being placed and the carer. The social care worker will help them to negotiate house rules before a placement starts.

The individual should have their own bedroom, unless they wish to share their room because they are in a close personal relationship.

## Confidentiality

The Shared Lives Scheme uses departmental guidelines to decide whether information can be shared with others.

Carers should seek advice from the scheme or the social care worker if they are not sure whether they should share information with others.

## Standards

The government introduced the Adult Placement Schemes (England) Regulations in 2004. These focus on how individual placements should be regulated and inspected, and identify what local authorities and independent sector agencies should do in the provision of Shared Lives Schemes. You can find the regulations on the Department of Health website: [www.dh.gov.uk](http://www.dh.gov.uk).

The Commission for Social Care Inspection (CSCI) assesses whether the regulations are being met. They can tell us what we are doing well and where we need to improve.

In turn, we will make sure that people using the scheme are happy with our arrangements. We will also make sure Shared Lives carers feel supported and know what is expected of them.

You can find full details of the standards CSCI follow on their website: [www.csci.org.uk](http://www.csci.org.uk).

## Complaints

We have a formal procedure if anyone wishes to make a complaint about the Shared Lives Scheme.

We always treat allegations about mistreatment seriously and investigate them thoroughly. We will alert the police and social care worker if a serious allegation is made about abuse of an emotional,

financial, physical or sexual nature. This is in line with the Sussex Safeguarding Vulnerable Adults Policy and Procedures. We will also support any formal complaints that have been made directly to the police.

If you have a comment, compliment or complaint, please contact:

- The Complaints and Representations Team (adults' social care)  
County Hall  
Tower Street  
Chichester  
PO19 1QT
- Phone: (01243) 752164
- Textphone: (01243) 787 503
- Fax: (01243) 752 001
- Email: [as.complaints@westsussex.gov.uk](mailto:as.complaints@westsussex.gov.uk)

## Applying for a placement

Applications or referrals can be made by:

- the person wanting to be placed;
- a parent or relative; or
- a social care worker or another appropriately trained person.

Please contact the Shared Lives Scheme between 9am to 5pm Monday to Friday to do this.

- The Manager  
The Shared Lives Scheme  
West Sussex County Council  
Burnside  
Off Victoria Road  
Burgess Hill  
West Sussex RH15 9LH
- Phone: 01444 254463
- Fax: 01444 254465

## The referral process

1. The Shared Lives Scheme receives the referral.
2. The scheme allocates a Shared Lives worker to the case. If a social care worker has made the referral, they retain responsibility for the person being placed until the person has settled in.
3. A social care worker assesses the person's needs or helps the individual to complete a self or supported assessment questionnaire and obtain a funding agreement. This applies if the individual wishes to apply for self-directed support funding.
4. The social care worker and the individual develop a care plan. A plan may also be devised with other relevant people if the individual is obtaining self-directed support funding. This plan will identify goals for the person and their carer to achieve.
5. The scheme arranges a review after six weeks and then three months to make sure the person's placement is going well.
6. The scheme arranges to visit the placement at least every three months once they are sure the person is settled.
7. The scheme arranges an annual review.

## Jargon-buster

**Shared Lives carer/s** – a person, or people, providing short or long-term accommodation and/or care or support.

**Shared Lives Panel** – a group of interested, skilled and experienced people responsible for approving prospective carers. The panel also decides whether an approved carer can continue to be approved. This usually follows a major change in circumstances or a serious complaint against them.

**Shared Lives Scheme** – scheme regulated under the Care Standards Act 2000.

**Shared Lives worker** – a person employed by a Shared Lives Scheme who has the skills, qualities and experience needed to provide support to Shared Lives carers.

**Commission for Social Care Inspection (CSCI)** – an organisation that registers, inspects and reports on social care services in England. Its job is to improve social care and stamp out bad practice.

It will also liaise with others, such as health agencies and fire departments.

**Community Teams for People with Learning Difficulties (CTPLDs)** – joint health and social care teams of professionals who work only with people with learning difficulties. Teams include social care workers, occupational therapists, physiotherapists, a psychologist, a psychiatrist, speech therapists, and community nurses. In West Sussex we have teams based in Chichester, Worthing and Horsham.

**Independent Living Funds (ILF)** – an organisation which may be able to offer a financial award to fund care to enable a person to live in the community. This funding is only available to those in receipt of high-rate care component.

**Long-term placement** – a placement with no fixed end.

**Manager** – professionally-qualified worker assigned by adults' social care services to co-ordinate the West Sussex Shared Lives Scheme. The manager is also assessed and approved as the registered manager by The Commission for Social Care Inspection.

**National Association for Adult Placement Schemes (NAAPS)** – a UK charity which represents the interests of all those involved in Shared Lives placements. It also promotes high standards of practice. Membership is open to all those involved in Shared Lives placement, such as scheme managers and workers, carers and the people using the placement services.

**Personal Budget** – an amount of money allocated to a person to meet their needs. Funding may come from several sources.

**Placement** – where a person is placed for short or long-term accommodation, care and/or support.

**Kinship care** – extended family support offered to people living independently in their own home, or in accommodation provided by a Shared Lives carer.

**Referrer** – the person who first approaches a Shared Lives Scheme to request a service.

**Registered Manager** – the person who is approved by and registered with the Commission for Social Care Inspection to provide the Shared Lives service.

**Self-directed support** – a term for a new way of deciding on the amount of money for a person's social care, and of helping the person to decide how to use it. It puts the person at the centre of the assessment and planning process. This recognises that they are best placed to understand their own needs and how to meet them.

**Short break services** – services that are less than 26 weeks in any 52-week period.

**Shared care** – where the care is shared, usually between an individual's parents/long term carers and a Shared Lives carer. This is normally:

- to prepare a person for a long-term placement;
- to enable a person to develop skills so that they can live independently;
- to enable a person to adapt to life away from their parents or family home; or
- to provide an opportunity for their parents/long term carers to have longer breaks.

**Short-term placement** – where a placement is arranged for a limited period. This is usually more task-focused. For example, to provide skills training or a period of assessment.

**Skills for Care** – an organisation that makes sure social care qualifications and standards continually adapt to meet the changing needs of the people who use care services.

**Supporting People** – a programme that helps people to remain independent through housing-related support in the community.

**Respite care** – where a person has a change of primary Shared Lives carer for a short period of time. If the person is placed in permanent or long-term care the carer is entitled to respite care for 28 days a year. This may be a planned arrangement or during emergencies.

## Useful addresses

### Adults' social care services

- Headquarters  
West Sussex County Council  
The Grange  
Tower Street  
County Hall  
Chichester PO19 1QT  
Phone: 01243 777100
- Local offices (please see the back page)

### County Teams for People with a Learning Difficulty (CTPLDs)

- 72 Stockbridge Road  
Donnington  
Chichester PO19 8QJ  
Phone: 01243 813400
- The Martyn Long Centre  
78 Crawley Road  
Horsham RH12 4HN  
Phone: 01403 225100
- 1 St. George's Road  
Worthing BN11 2DS  
Phone: 01903 843350

### County Team for Adults with Learning Difficulties

- 6 Southey Road  
Worthing BN11 3HT  
Phone: 01903 839050

### ICIS: information for life

- 35 Worthing Road  
East Preston  
Littlehampton  
West Sussex BN16 1BQ  
Phone: 0800 859929

### Impact Initiatives

- Dove Lodge  
49 Beach Road  
Littlehampton  
West Sussex BN17 5JG  
Phone: 01903 718260

### Circles Network

- Suite D  
Kings House  
68 Victoria Road  
Burgess Hill  
West Sussex RH15 9LH  
Phone: 01444 236593

# Adults' social care offices

## **Bognor Regis**

- Durban House  
Durban Road  
Bognor Regis PO22 9RE  
Phone: 01243 642400  
Fax: 01243 642437

## **Chichester**

- 1a East Row  
Chichester PO19 1PD  
Phone: 01243 752999  
Fax: 01243 752644

## **Crawley**

- Centenary House  
County Buildings  
Woodfield Road  
Crawley RH10 8GN  
Phone: 01293 895100  
Fax: 01293 895114

## **Haywards Heath**

- Oaklands  
Oaklands Road  
Haywards Heath RH16 1SU  
Phone: 01444 446100  
Fax: 01444 446144

## **Horsham**

- Talbot House  
20–22 East Street  
Horsham RH12 1HL  
Phone: 01403 213100  
Fax: 01403 213125

## **Littlehampton**

- 44 High Street  
Littlehampton BN17 5ED  
Phone: 01903 738900  
Fax: 01903 738989

## **Shoreham-by-Sea**

- Glebelands  
Middle Road  
Shoreham-by-Sea BN43 6GA  
Phone: 01273 268800  
Fax: 01273 268801

## **Worthing**

- Centenary House  
Durrington Lane  
Worthing BN13 2QB  
Phone: 01903 839100  
Fax: 01903 839248

**[www.westsussex.gov.uk](http://www.westsussex.gov.uk)**

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