

## Social Work offices

Please contact your local Social Work office if you need advice or assistance. The offices are open **Monday to Friday 9.00am-5.00pm**.

Please note that sending e-mails is not secure as there is a risk that they could be intercepted and read by someone else. Please bear this in mind when sending personal information by e-mail.

### Social Work Headquarters

Brockville  
Hope Street  
Falkirk  
FK1 5RW  
T: 01324 506400

### Hospital Social Work team (for facilitating hospital discharge)

Falkirk Royal Infirmary  
Social Work Unit (Hut 5)  
Majors Loan  
Falkirk FK1 5QE  
T: 01324 616039

### Grahamston Office

155 Grahams Road  
Falkirk  
FK2 7BQ  
T: 01324 506595  
E: grahamston.swk@falkirk.gov.uk

### Meadowbank Office (Community Care Service only)

1 Salmon Inn Road  
Polmont  
FK2 0XF  
T: 01324 503883  
E: meadowbank.swk@falkirk.gov.uk

### Laurieston Office (Children & Families Service only)

1 James Street  
Laurieston  
FK2 9PZ  
T: 01324 590300  
E: laurieston.swk@falkirk.gov.uk

### Denny Office

Carronbank House  
Carronbank Crescent  
Denny FK6 6GA  
T: 01324 504160  
E: denny.swk@falkirk.gov.uk

### Grangemouth Office

Oxgang Road  
Grangemouth  
FK3 9EF  
T: 01324 504343  
E: grangemouth.swk@falkirk.gov.uk

### Stenhousemuir Office

130 King Street  
Stenhousemuir  
FK5 4HS  
T: 01324 503503  
E: larbert.swk@falkirk.gov.uk

### Bo'ness Office

Kinglass Centre  
Gauze Road  
Bo'ness EH51 9UE  
T: 01506 778668  
E: boness.swk@falkirk.gov.uk

### Camelon Office

108b Glasgow Road  
Camelon  
FK1 4HS  
T: 01324 501200  
E: camelon.swk@falkirk.gov.uk

**Emergency Duty Team** If you need an urgent Social Work Service outwith normal working hours, please phone **01786 470500**.

If you would like this information in another language, Braille, LARGE PRINT or audio, please contact your local Social Work office.

#### Polish

Jeżeli chciałbyś/chciałabyś uzyskać owe informacje w języku innym aniżeli język angielski, w języku Braille'a, w DUŻYM FORMACIE lub zapisane na kasetach audio skontaktuj się z lokalnym biurem Opieki Społecznej (social work office).

#### Lithuanian

Jeigu jūs norėtumėte gauti šią informaciją kita kalba, Brailio šriftu, stambiu šriftu ar įgarsintą, prašome susisiekti su jūsų vietiniu socialinės rūpybos ofisu.

#### Arabic

إذا كنت بحاجة الى هذه المعلومات بلغة اخرى, بريل, حروف كبيرة او مسجلة صوتيا نرجوا منك الاتصال بمكتب الخدمات الاجتماعية المحلي.

#### Urdu

اگر آپ یہ معلومات دوسری زبان، بریل، بڑے حروف کی چھپائی یا آڈیو میں چاہتے ہیں تو براہ مہربانی اپنے لوکل سوشل ورک آفس سے رابطہ کریں۔

#### Chinese

如果你希望獲得此份資料的其他語言、凸字、大號字印刷或者錄音格式，請與你附近的社會工作辦公室聯絡。

#### Punjabi

ਜੇਕਰ ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਜ਼ਬਾਨ, ਬਰੇਲ, ਵੱਡੀ ਛਪਾਈ ਜਾਂ ਆਡੀਓ ਤੇ ਲੈਣਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿ੍ਰਪਾ ਕਰਕੇ ਆਪਣੇ ਸਥਾਨਕ ਸੋਸ਼ਲ ਵਰਕ ਆਫਿਸ ਨਾਲ ਸੰਪਰਕ ਕਰੋ

# short break bureau

short breaks for adults

social work ... putting people first

SWCC33

May 09

www.falkirk.gov.uk



Falkirk Council



Falkirk Council

## what is a short break?

If you have an illness or a disability and you and/or your carer find it difficult to take a holiday because of this, you may want to ask about getting help to arrange respite or a short break.

You can apply for financial assistance from Falkirk Council to take a Short Break, but you must have a Community Care assessment to find out what you need and how often, and whether you are eligible. To ask for an assessment contact your local Social Work office. Carers are also entitled to an assessment of their own needs. Contact your local Social Work office for more information.

## what is the short breaks bureau?

The Short Breaks Bureau is a dedicated service, set up by Falkirk Council, to make it easier for you to access a short break to meet your assessed needs. The Bureau staff includes a Short Breaks Co-ordinator who manages the service and a Short Breaks Administrator who provides information about breaks and arranges bookings. The service is available from Monday to Friday but is closed at weekends.

The aim of the service is to make sure that you can access information about a wide range of short break options, including the kind of accommodation that you would like and the care and support that you will need

during your break. SBB recognises that where you go and the kind of support you receive is important to ensure that you have a good experience during your break. SBB staff will try to find something which suits your needs and preferences.

## how can the SBB help?

The Short Breaks Bureau can help people with illness or disability to arrange a break away from home and the daily routine of living with disability. A short break can give you and your carer (if you have one) a rest and improve your quality of life. You might be assessed as needing one break per year or you could be offered a range of breaks which will help to give those who care for you a rest and will help you to enjoy some time away from home.

SBB aims to meet the needs of individuals and their carers by arranging a break which is a positive experience for everyone. We will work with you to try to find a break which will meet your needs and include the kind of activities you enjoy, whether that means having people to talk to, going out and about or something else you enjoy.

Once you have been assessed as needing a break, you can take your break on your own or with family, friends or carers. Falkirk Council can offer help towards your costs, but not those of the people you go with.

Breaks can be arranged locally or further afield as long as you and your Community Care Worker agree that the break will meet your needs and won't put you at risk of

harm. Breaks can be taken in any range of options depending upon your needs and the support available e.g. a hotel, a caravan or on a bus tour or in a residential resource e.g. care home.

## is there a charge for a short break?

You will normally be expected to pay something towards the cost of your break and a financial assessment will be carried out to decide the amount of your contribution. If you decide to take a more expensive break than the Council usually provides you will be expected to cover the extra cost.

If you are not eligible for financial assistance but simply want information about suitable places to go the

SBB may still be able to help with finding and booking a suitable break for you and/or your carer.

## for more information

Speak to your care worker or contact the Falkirk Council Short Breaks Bureau at:

Short Breaks Bureau  
Social Work Services  
Dundas Resource Centre  
Oxgang Road  
Grangemouth  
FK3 9EF  
Tel: 01324 504309  
email: [sbb@falkirk.gov.uk](mailto:sbb@falkirk.gov.uk)