



### Application for Short Term Respite Care

#### Child Requiring Care

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_

Post code \_\_\_\_\_

Date of Birth \_\_\_\_\_

#### Parent / Guardian Details

Title : Mr/Mrs/Ms/Miss \_\_\_\_\_

Full Name \_\_\_\_\_

Address if different from above:

\_\_\_\_\_

email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Please give details of the circumstances which give rise to your request for additional care**

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\_\_\_\_\_  
\_\_\_\_\_

**Brief description of child's healthcare needs**

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**Which school does your child attend?**

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**When are you in most need of help? e.g. after school / weekends/holidays**

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**Care Providers**

CHAT works with several care agencies, if you currently use the services of an agency we will endeavour to fund more care from your existing agency  
If you have a preference for a particular agency please give details below:

**Preferred Agency:** \_\_\_\_\_

The agency will carry out all necessary assessments and be responsible for the care delivered.

**Please provide details of other care packages and agencies involved in the child's care**

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**If this grant is approved, please explain the difference this will make to you and what it will enable you to do while the care is provided.**

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**Endorsement**

This application must be endorsed by someone who can vouch for the suitability of your application, this can be a doctor, nurse, social worker etc. If you have been referred to us via another registered charity one of their officers can endorse this application.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact phone No. \_\_\_\_\_

Connection with applicant: \_\_\_\_\_

**Parent / Guardian's signatures**

- 1 I confirm that I have disclosed all relevant information in connection with this application and that I have read and understood the guidelines and terms on page 4

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- 2 I confirm that you may contact me by letter, phone or email about CHAT's grant offerings, news and fundraising events.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- 3 I have read and understood the Privacy Notice on page 5.  
I confirm that you may pass this information to a care agency that I have chosen or a care agency chosen by CHAT.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send completed form to :**

**CHAT Office  
Booker Park School  
Stoke Leys Close  
Aylesbury HP21 9ET**

**07402 063133  
[www.chat-charity.org.uk](http://www.chat-charity.org.uk)**

## **Guidelines and Terms for Applicants**

### **1 Purpose of the CHAT Grant**

CHAT provides grants to enable families with children who have complex or ongoing health needs to receive respite care in particular situations.

Respite is defined as 'a period of rest or recovery between periods of exertion'.

Whilst we have no control over the manner in which you occupy your time while your child is receiving care, the grant is not intended to be a substitute for regular child care you may need while you are at work.

Most of the agencies we use are designated for respite care and are not childminders, consequently the agency may not be able to fulfil the specific hours you require and you will need to negotiate suitable timing for the care to be delivered.

### **2 Awarding of Grants**

The decision to offer or refuse a grant for care rests with the trustees of CHAT.

Having made their decision the trustees will not enter into further correspondence or discussion.

Grants are made on a needs basis rather than means-tested.

The Trustees of CHAT reserve the right to refuse or discontinue care at any time.

### **3 Care Agencies**

CHAT works with a few selected care agencies. Once a decision has been made to provide a grant CHAT will write to the agency to arrange for contact to be made with the parent.

The contract for delivering the care is between the family and the care agency. It is therefore the family's responsibility to check the carer's details if they wish.

CHAT will pay the agency direct when the care has been delivered.

### **4 Communication with the Care Agency**

(i) To ensure the best level of care is delivered, parents or guardians must be open and honest with the care agency about their child's healthcare needs.

(ii) Parents or guardians agree to the information on the application form being passed to their chosen care agency or an agency chosen by CHAT.

(iii) If parents or guardians cancel previously arranged care at short notice they will be liable to pay any cancellation fee charged by the agency.

### **5 Responsibility**

CHAT is a grant giving charity and therefore accepts no responsibility for the care provided.

All liability for the service provided rests with the care agency who will carry out all assessments.

### **6 Timing and Monitoring**

Following the approval of the grant the applicant must start to use the funds within 3 months.

It is the family's responsibility to monitor the number hours of care used against the total hours allocated. Hours used in excess of the grant will be charged to the family.

### **7 Contacting you**

We will need to contact you about your grant and will contact you by letter, phone or email using the details you have entered on the grant application form.

We would like to keep in touch with you by email or newsletter to tell you about CHAT's fundraising events and Grants offered. Please sign up to our website newsletter at [www.chat-charity.org.uk](http://www.chat-charity.org.uk) and sign the consent on page 3.

## **Privacy Notice - Grants Offering**

The information we collect about you and how we process it is governed by law. This means that we can only keep records that are relevant to our work with you. The records have to be accurate, up to date, secure and kept for a limited amount of time.

We record basic information about your child and about you including your address and contact details. We also record basic details about your child's health and care needs as entered by you on the application form.

### **Who can see my record?**

Your record will be available to CHAT staff and trustees.

It is necessary as part of our service that the information on the application form is passed to a care agency. The agency may be chosen by you or chosen by CHAT. You signify your consent to this when completing the application form.

### **With whom do you share my information?**

We will seek permission from you before sharing your record with other services that work with you and we will respect your wishes if you do not consent to us sharing information except:

- 1 Where sharing the information with another agency is part of the contract for the service.
- 2 Where we believe there is a safeguarding issue.
- 3 Where we are legally required to share the information.

### **Can I see the information you hold about me?**

You can apply to CHAT to request sight of your file. This will be arranged at a suitable time in the presence of CHAT staff. The staff member will note any changes you think should be made to your information. You should contact the CHAT office at the address on page 3.

### **How long will you keep the information?**

When our grant comes to an end your file will be closed and kept for a further 2 years. After this time the contents of the file will be securely destroyed.

### **How do I get further information about the process of handing my information?**

If you have any issues you wish to raise in the first instance speak with the CHAT staff.

You can also contact the Information Commissioner for Data Protection at:

Wycliffe House, Water Lane, Wilmslow, SK9 5AF