



CS21 Supporting people on holiday

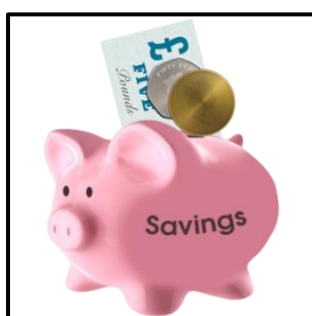


This is a list of rules about what we can do to help you with holidays.

It can be really important for people to go on holiday.



We can help you to think about what kind of holiday you would like.



A holiday is something you pay for yourself. It might mean you need to save up your money to go on holiday.



We can not promise that you can go on holiday or that we can come with you.

Going on holiday with another service

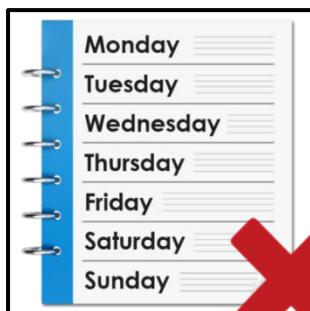
You do not have to be supported by ARK on your holiday.



There are other companies that do supported holidays. You can choose to use one and they will support you on holiday instead.



We do not know how good those companies are. We do not take responsibility for using them. That means if something goes wrong, it is not our job to fix it.



Remember to cancel your support from us for the time you are on holiday with them.

Before the holiday



If you have a **welfare guardian**, they need to say OK to you going on holiday. A welfare guardian is someone who makes some decisions for you.



Support workers can choose if they want to go on the holiday. This might mean that you do not get the staff you want



We need to make sure everyone else can get their support while you are on holiday.



If going with you on holiday means other people miss out, then we can not let staff go with you.

Planning the holiday



We will help you plan the holiday during your usual support times. This could be things like planning where you want to go and what you want to do there.



Before you go on the holiday, the manager will help check everything is planned properly.



Everyone needs to agree the plan for the holiday before it can be booked.

Some things that we will need to plan



What are the risks? How can we deal with them?



How much does everything cost?



Do we have everything we need?

The cost of the holiday



You need to pay all the costs for you and your workers.



Everyone needs to agree that the cost is OK and that you have enough money for the holiday



If you go on holiday with other people, you can share the costs with them.



We will show you all of the costs when we plan the holiday together.

What you need to pay for



- **Accommodation** – this means where you stay



- Food and drinks



- Things to do on holiday



- The worker's pay



- Sleepovers – even if you do not get a sleepover at home

What you need to pay for



- **Travel insurance** – this is money you pay in case of an emergency



- A passport if you need one



- **Travel expenses** – this is the cost of any transport you and your workers need to use. It includes petrol money if you use a car



- A safe if you need to keep money or medicine locked away

Paying for your support on holiday



You will probably be allowed to use your normal support hours to pay towards the cost of your staff. We might need to check this with the council.



If you have SDS Option 1, 2 or 4, we can help you work out how much of your budget you could use towards a holiday.



There are rules about how much your workers need to be paid if they come with you on holiday. We will work out the cost and show it to you and anyone who helps you make choices.

While you are on holiday



We will not look after your house or your pets while you are away.



We will give you the same amount of help with medicine on holiday as we do usually.



We will give you the same amount of help with money on holiday as we do usually.

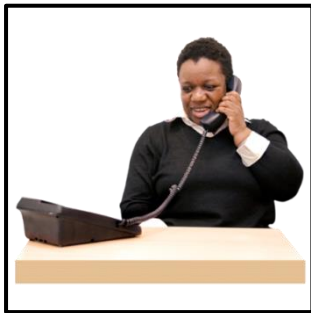


Support workers are not allowed to smoke while supporting you.

While you are on holiday



Support workers are not allowed to drink alcohol at all on the holiday.



There will be someone back home from ARK that staff can call if they need help with something.



This policy lasts for 3 years.

It was agreed by Ark in December 2023. Starting from February 24.

It will be checked again in February 2027.