



Redcar and Cleveland's Short Breaks Statement October 2025

**For Children and Young People who have
Special Educational Needs and or
Disabilities (SEND) and their Families**



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Introduction

Redcar and Cleveland Borough Council has a legal duty to provide access to Short Break services for parent carers of children and young people with special educational needs and or disabilities living in Redcar and Cleveland. As part of this duty, we must produce a Short Breaks Service Statement. Our Statement details:

- The range of services on offer
- Eligibility criteria for accessing services
- How to access services
- How the range of services has been designed to meet the needs of local families

This Statement will be reviewed regularly, the most up to date version will be available on the Short Breaks for Children and Young with Disabilities web page on our website www.redcar-cleveland.gov.uk.



What is a Short Break?

Short Breaks are available for children and young people with special educational needs and or disabilities aged 0 - 18 years, support may extend up to 25 years where there is an assessed need for the service to remain in place. Short Breaks are intended to have positive benefits for both children and young people and their parent carers.

They provide opportunities for children and young people:

- To spend time away from their parent carers;
- The chance to develop new friendships;
- To develop their independence;
- To take part in new experiences and to have fun doing positive activities such as swimming, youth clubs, days trips and much more.

Short Breaks aim to provide parent carers with:

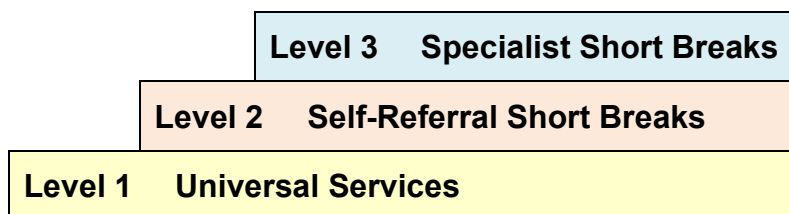
- A necessary and valuable break from their caring responsibilities;
- A chance to rest and unwind;
- To spend time with other members of the family.

Short Break provision can range from a few hours a week to an allocated number of overnight breaks per year and anything in between.

What is Redcar and Cleveland's Offer?

An overview of Redcar and Cleveland's Short Breaks Offer is outlined below:

Short Breaks Staircase of Need



Families may access one level, a combination of levels or move between the different levels (level 3 is dependent on assessed need).

Level 1 - Universal Services

Some families are able to get a Short Break by using free or low cost local services which are not funded or commissioned by the Local Authority. Examples of these are; youth clubs, Scouts, Brownies, Guides, sport clubs and charity funded clubs. Organisations have a duty to make reasonable adjustments and must not treat a disabled person less favourably. Some universal services offer sessions specifically for SEND children and young people, however, not all universal services will be suitable for everyone. The Short Breaks Team will sign post families to these services via the SEND family mailing list (see page 9 for more information) and the Local Offer (see page 13 for more information).

Level 2 - Self-Referral Support (see page 6 for more information)

Our self-referral Short Breaks Clubs take place after school, on weekends and during school holidays and are specifically for SEND children and young people. These clubs are commissioned and funded by the Local Authority. The clubs take place in and around Redcar and Cleveland, providing children and young people with an opportunity to meet new people and try a wide range of activities such as sports, arts and crafts, cooking, music and much more.

Families can refer themselves to this service without the need for a referral or a diagnosis but children/young people must have SEND.

In addition to the Clubs, families can also access the following additional self-referral Short Break Support; Stay and Play Holiday sessions, Max Cards and join the SEND Family Mailing List.

Level 3 - Specialist Short Breaks (see page 10 for more information)

Sometimes a child or young person may have more significant or complex needs due to their disability and/or family circumstances and will need more specialist support. Support may include one or more specialist services such as a personal assistant, overnight care in or away from the home, care in the home or in the community.

The level of support needed will be identified by a Social Worker Assessment and a request for services will need to be considered by the Children with Disabilities Multi-Agency panel. These services will be commissioned specifically for the child's/young person's needs or alternatively a family may prefer to request a Direct Payment to arrange the services themselves.

Level 2 - Self-Referral Support

Short Break Clubs

What Clubs are available?

We currently offer regular After School, Weekend and Holiday Clubs which take place in and around Redcar and Cleveland. The clubs are delivered by four different organisations; Join Us, MAIN, Sport Works and The Junction.

The clubs enable children and young people to create new friendships, to take part in new experiences and have fun doing positive activities. As children and young people will be cared for while accessing the clubs this enables parent carers to have a necessary and valuable break from their caring responsibilities, a chance to rest and unwind and spend time with other members of the family.

Eligibility

The clubs are available for Redcar and Cleveland Children and Young People who have Special Educational Needs and or a Disability. These clubs are self-referral, families do not need a referral or diagnosis to access the sessions. Contact details for each of the clubs are outlined within the Clubs Brochure.

Age Range

The clubs are available for children and young people **aged 5 years up to their 18th birthday**.

Babies up to 5 years

The Short Breaks Team have a separate activity leaflet for this age range, please contact the Short Breaks team to request a copy. Children under 5 years can also access the free Stay and Play sessions, please see page 7 for more information.

Young People 18-25 years

The clubs will support young people and their families to sign post to Adult social activities ahead of turning 18. In exceptional circumstances, young people may be able to continue attending the clubs beyond their 18th birthday. A request by the club will need to be made to the Local Authority to request this. The Short Breaks Team also have a clubs and social opportunities leaflet for young people aged 18+, please contact the Short Breaks Team to request a copy.

Transport

For the majority of clubs, parent carers are required to take children/young people to and from the sessions.

If a child or young person would be unable to attend a club due to lack of transport, the Local Authority may be able to provide support with this. Each request for transport will be assessed on an individual basis. Families should discuss requirements with the club leader who will complete a transport referral and send this to the Short Breaks Team for consideration.

Staffing Ratios

Staffing in clubs ranges from 1 member of staff supporting 4 children up to 1 to 1 support. Staffing ratios for each session is outlined in the Clubs Brochure.

Sibling Offer

A number of the clubs will provide regular or dedicated sessions where siblings, who do not have SEND and are of a similar age can also attend the clubs. Please contact individual clubs about their sibling offer.

Short Break Clubs Brochure

Following feedback from families we now have a separate Clubs Brochure which provides more detailed information on the offer including staff training, medication administration, assessments and care planning and well as specific details for each of the sessions. A copy of the Short Breaks Club Brochure can be accessed on the Short Breaks Webpage or by contacting the Short Breaks Team to request a copy.

Free Stay and Play Activity Sessions during school holidays

During the school holidays we offer a number of free stay and play sessions for children and young people and their siblings. Children and young people must be accompanied by parent carers or their PA/DP workers in the sessions.

These take place at:

- Senses Wellbeing CIC in Skelton, which is a purpose built sensory play environment. These sessions are suitable for children and young people up to 18 years.
- Woods & Waves Forest and Beach School CIC, sessions take place at various outdoor

settings around the borough. These sessions are suitable for children 4/5 years up to 18 years.

The stay and play sessions provide children, young people and their families an opportunity to take part in free SEND specific activities as well as an opportunity to meet and connect with other local SEND families.

Eligibility

These sessions are self-referral and bookable via the Short Breaks Team. Families need to provide evidence of SEND to be eligible for the sessions. Any form evidence is acceptable e.g. SEND support plan, EHCP, declaration from a professional involved, confirmation a child/young person is on the pathway awaiting a diagnosis. We can also contact schools/other professionals to verify eligibility.

Max Cards

The Max Card is the UK's leading discount card for SEND families. Following a successful pilot with families, Max Cards have been part of the Short Breaks Offer since 2022. Families can use their Max Card at venues across the UK to get free or discounted admission. The scheme is designed to help families save money on great days out at castles, zoos, bowling and much more.



This is some of the positive feedback received from Redcar and Cleveland families about the Max Card:

“Allowed us entry to attractions that we were reluctant to pay to enter in case we had to leave to due our child not coping. We could spend as little or as long as we wanted. Also, we were able to skip queuing, something my child really struggles with.”

“It’s been incredibly valuable and helpful when taking my daughter out places thank you so much for this card.”

“We’ve enjoyed lots of family days out at amazing attractions, which normally, we couldn’t have afforded. Our daughter’s condition makes holidays impossible therefore on the days she’s well we

try to have a day out, especially in the school holidays. Max card meant we were able to have more varied and exciting experiences and build memories.”

Eligibility and How to Apply

Max Cards are available for SEND children and young people aged 0 – 25 years. Cards can be requested by contacting the Short Breaks Team. Families and or young people need to provide evidence of Special Educational Needs or Disabilities to be eligible for a card. Any form evidence is acceptable e.g. SEND support plan, EHCP, declaration from a professional involved, confirmation a child/young person is on the pathway awaiting a diagnosis. We can also contact schools/other professionals to verify eligibility.

SEND Family Mailing List

The Short Breaks Team operates a SEND family mailing list where they will share information by email directly with Redcar and Cleveland SEND families. This can include updates on the Short Breaks Offer, Max Card updates, details of support services, parent carer training, activities for children, consultation opportunities.

As of October 2025, there are 755 Redcar and Cleveland family contacts on the mailing list.

Eligibility and How to Apply

Parent and carers of Redcar and Cleveland SEND children and young people aged 0 – 25 years are welcome to join the mailing list.

There are two ways to join the mailing list:

- Families can register their child on the Children and Young People's SEND Register and as part of this process you can opt in to joining the SEND Family Mailing List. See page 13 for further details and a link to the SEND Register.
- Families can also join by contacting the Short Breaks Team – evidence of SEND will need to be provided.

Level 3 – Specialist Short Breaks

Age range

Specialist Short Breaks are available for eligible children and young people birth up to 18 years. This may extend up to 25 years if there is an assessed need for services to continue.

Eligibility/Assessment

Sometimes a child or young person may have more significant or complex needs due to their disability and will need more specialist support than what is available via Level 1 or Level 2 Short Breaks. To identify if there is a need for Specialist Short Breaks a Social Worker will undertake an assessment which will consider the following:

- The identified needs are as a direct result of the child's disability i.e are not due to family dynamics or economic resources
- The degree of care, supervision and support required to meet their needs are much greater than that usually required to meet the needs of children and young people of the same age
- The identified needs cannot be met in any other way through universal, targeted or family support/provision

The assessment will include a minimum of one home visit by an allocated Social Worker. Checks with other health, care and education professionals involved with the child/young person and their family will also be undertaken.

During the assessment, the Social Worker will work with the family to identify what support is needed. This could be referrals to other agencies that can offer specialist advice and support or this could be in the form of a funded package of Short Breaks support. Any identified funded package of support will be presented to the Children with Disabilities Multi Agency Panel for consideration.

What type of support is available

The support provided may include one or a number of services such as:

- A personal assistant to support a child/young person to access the community
- Support in the family home
- Specialist group/club provision
- Overnights away from the family home

- Overnights in the family home

A Directory outlining the organisations commissioned by the Local Authority to provide Specialist Short Breaks is available on our Short Breaks for Children and Young People with Disabilities webpage or you can request a copy by contacting the Short Breaks Team.

These services will be commissioned specifically for the child's/young person's needs or alternatively a family may choose to request a Personal Budget/Direct Payments (see section below for more information) to arrange the services themselves.

How long will my child be eligible for Specialist Short Breaks

Any Specialist Short Breaks provided including Personal Budgets and Direct Payments will be regularly reviewed (as a minimum this will be annually) by a Social Worker in line with the child's needs. This means that support can increase, decrease or cease.

How to apply for Level 3 Specialist Short Breaks

If having tried level 1 and level 2 Short Breaks your child/family still have unmet social care/Short Break needs please contact our Multi Agency Children's Hub (MACH) on 01642 130700 or email RedcarMACH@redcar-cleveland.gov.uk to request an assessment.

Personal Budgets

Once an assessed need for services has been identified and approved, families may prefer to arrange some or all of the services themselves, to do this they will need to request a personal budget. This request will need to be considered by the Children with Disabilities Multi Agency Panel.

A personal budget is the amount of money identified by the local authority to deliver all or some of the assessed Short Breaks provision. By having a say in the way the budget is used, a parent or young person can play an active role in how support is provided to ensure the aims of the Short Break are achieved.

A personal budget can be managed in the following ways:

- **Direct Payment Self Managed**– where individuals receive the funding to contract, purchase and manage services themselves.
- **Direct Payment Managed Accounts** – where direct payment funds are paid to and managed by an individual or organisation on behalf of the child's parent carer or the young person.
- **An arrangement** – where the local authority holds the funds and commissions the support on the families behalf
- **A combination of the above.**

Who can request a Short Breaks personal budget?

Young people between the ages of 16 -18 (may extend to 25 years if there is an assessed need) and parents/carers of children aged 0 – 15 years and those over 16 who lack capacity to make decisions around their care and support.

Direct Payments

A Direct Payment is where the family is given the money directly to buy some or all of the assessed specialist Short Break. Funds are usually loaded to a Direct Payment Card or transferred to a separate bank account specifically for the Direct Payments. Direct Payments can be used to purchase goods and services e.g. pay for an agency to provide care and support or can be used to employ a worker to provide care and support.

There are lots of advantages to employing someone to help with a child's care and support, but being an employer is a big responsibility and there are lots of things to consider.

'Our Guide to Employing a Personal Assistant' which is available on the Council's website or requested by contacting the Short Breaks Team, provides more information on what being an employer means. It explains what families need to consider and what their responsibilities would be.

There are regulations around who cannot receive direct payments, these are set out in our Personal Budget Policy and Procedures for Children and Young People which can be found on the Local Offer Webpage, alternatively a copy can be requested by contacting the Short Breaks Team.

Where can I find more information?

Short Breaks Webpage

For more information on Redcar and Cleveland's Short Breaks Offer please visit www.redcar-cleveland.gov.uk and type 'Short Breaks' into the search bar.

Face to Face Drop Ins

The Short Breaks Team attend a number of in person drop ins. These will be advertised via the SEND Family Mailing List and Local Offer Facebook Page.

SEND Family Annual Drop In

The Short Breaks Team host an annual drop in for SEND families. The event is an opportunity for parent, carers and professionals to find out what activities and support is available over the Summer Holidays and beyond. This year's event took place on 27th June 2025. 33 different organisations were at the event to talk to families and 35 parent carers and family members attended. Below is some feedback from parents who attended:

"These events are helpful especially for parents who feel isolated, hopeless and desperate for support"

"This is such a good idea – a chance to find out information, speak with people from lots of different places but without having to do the research/ringing around. Everyone I spoke with was helpful and understanding. Thank you!"

"Please continue these events. So much information in one place. Absolutely amazing!"

Future events will be advertised via the SEND Family Mailing List, Local Offer Facebook Page and through schools.

SEND Local Offer

Website

<https://informationdirectory.redcar-cleveland.gov.uk/local-offer-send>

Facebook

Redcar and Cleveland Local Offer



RCBCs Children & Young People's SEND Register

Families who join the SEND Register and consent to being contacted by email will receive regular email updates from the Short Breaks Team. To join or find out more information about the Register please click on the following link:

<https://informationdirectory.redcar-cleveland.gov.uk/local-offer-send/children-and-young-peoples-send-register>

How has the range of Short Breaks been developed to meet parent carer needs?

We continue to review our Short Breaks Offer to ensure it is meeting the needs of local families. We do this by asking for families and key partners to feedback on what is working well and areas for improvement.

We obtain feedback in a number of ways:

- By speaking to parent carers and family members on the phone, at drop ins, via emails and at meetings
- Family surveys
- By working closely with SEND Family Voice, Redcar and Cleveland (Parent Carer Forum)
- Undertaking consultations with current and potential providers of Short Breaks
- Monitoring the demand for different services
- Requiring commissioned Short Break providers to have ongoing consultation with children, young people and their families who are open to their service and involve them in all aspects of the decision making processes relating to their service.
- Undertaking consultations with key professionals such as social workers, health colleges, local charities and support services.

A number of the changes to offer as a result of feedback received can be found in the **You Said We Did** section on the next page.

You Said, We Did!

Marketing and Publicity of Short Breaks

What families told us

Feedback highlighted a number of families were not aware of our Short Breaks Offer.

What we did

- We created a dedicated Short Breaks webpage on the Councils website.
- The SEND Family Mailing list was set up. We now have 755 family contacts registered. On average we send 12 emails per month, information shared includes short break updates, max card updates, coffee mornings for parents, activities for children, information on local support services etc.
- Any information which is shared via the SEND Family Mailing List will also be shared with the SENCO Network mailing list to go out to families via schools.
- A professionals mailing list has been established which includes Short Break Providers, SEND Family Voice (Parent Carer Forum), Charities, Support Agencies, Social Workers, Health Workers, School Nursing and Health Visiting. Relevant information will be distributed via this group to be shared with families they support and via their networks.
- A Local Offer Facebook page was established.
- The Short Break Team organise and host and family and professional drop ins.
- In 2024 we hosted our first SEND professionals drop in to increase the awareness of Short Breaks and other SEND support services with professionals that are supporting SEND children and young people and their families.

Max Cards

What families told us

In various consultations families asked for Max Cards to be provided to families.

What we did

We decided to run a Max Card pilot with families between September 2021 and February 2022 during this period we allocated a set number of cards to families on a first come first serve basis and then obtained feedback on the benefits of the cards. The feedback highlighted the cards had been beneficial and families wanted them to become a part of the offer. Max Cards were added to the Short Breaks Offer in 2022.

Short Break Clubs - Transport

What families told us

Families highlighted that transport could be a barrier to children and young people accessing our clubs.

What we did

Transport can be an expensive resource and if this was put in place for all clubs this would have a significant impact on the number of clubs we are able to offer to families.

We have worked hard to ensure there is a spread of provision around the Borough giving more families access to services without the need for transport. However, when transport is a barrier to children and young people accessing the clubs we now have a system in place to consider requests for transport on a case by case basis. We currently provide 45 children and young people with transport to and from the clubs.

Stay and Play Sessions

What you told us

Families told us they were struggling to find low cost suitable activities for their children in the holidays to either access with family members or with their PAs/DP workers.

What we did

As a pilot we introduced free stay and play sessions for families over the 2023 Summer Holidays. Families provided lots of positive feedback:

"We loved both of them and really appreciated it, also that somewhere to be able to go to that isn't full/busy and overwhelming"

"My daughter is on the pathway for an autism assessment and struggles with being in group settings. As she is getting older, she is becoming more isolated and chooses to spend more and more time at home as this is her safe space. We attended Senses Wellbeing as part of the stay and play offer and wow what a difference, my daughter had a brilliant time and didn't want to leave, it was amazing to watch her thrive in such a lovely one of a kind environment. Although I had to stay with her, being able to sit and relax was a break in itself, so thank you".

"Senses was a godsend. For him to be able to go and make use of the sensory facilities at a time when all routine is up skittled made life so much easier on him."

Free stay and play sessions in the school holidays have been part of the Short Breaks Offer since October 2023.

Short Break Clubs – Brochure

What families told us

We previously had a 2-page leaflet to advertise our club provision which included information such as days, times and cost of sessions. Families felt the leaflet didn't provide enough information on the service.

We we did

As part of a consultation exercise, we asked families to confirm what information they would like to include in the new brochure. The current brochure has been developed using this feedback.

Short Break Organisations – minimum training

What families told us

In 2023 we issued surveys to families to help us shape the new Contract for Short Break Providers. As part of survey we provided a list of the minimum training we felt staff should have to deliver short breaks support. Families were asked to feedback on the list as well as suggest other training.





What we did

The contractual minimum training list was updated following feedback from families. Short Break organisations must evidence their staff have this training before they are able to deliver Short Breaks.

How can I feedback on Redcar and Cleveland's Short Breaks Offer?

We welcome feedback on our Short Breaks Offer and our Statement, we would like to know what we are doing well and what could be improved.

Feedback can be sent to us in several ways:

	<p>By completing a Family Short Breaks Survey</p> <p>When available, these will be shared via the SEND family mailing list, advertised on the Short Breaks Webpage and advertised on the Local Offer Website and Facebook.</p>
	<p>By Email</p> <p>Please email your comments, compliments and/or concerns to:</p> <p>Shortbreaks@redcar-cleveland.gov.uk</p>
	<p>Talk to us</p> <p>Please feel free to share your feedback with:</p> <ul style="list-style-type: none"> • The Short Breaks Team 01642 771247 • Your Social Worker • Your Short Breaks Provider
	<p>Children and Young People Evaluation of Services</p> <p>The Local Authority has a Young Inspectors Group who ensure children and young people have a voice in the design and evaluation of SEND services including Short Breaks. For more information please contact Terry Colley on 01642 513696.</p> <p>In addition, organisations who deliver our Short Breaks will continually involve Children and Young People in the development of their service.</p>

Contact Details for the Short Breaks Team

Email shortbreaks@redcar-cleveland.gov.uk

Call 01642 771247 / 07966 232668

Text 07966 232668



Useful Contacts

Contact	Description	Contact Details
Carers Together	Carers Together is a carer-led registered charity. We are dedicated to improving carers' quality of life by putting carers first. We listen to carers, give them a voice, provide information, practical and emotional support and promote carers' rights. Carers Together can offer a range of services including counselling, financial and wellbeing support, group activities and more.	01642 488977 info@carerstogogether-rc.org.uk https://carerstogogether.co.uk/
Children and Young People's Advocacy Service	Redcar and Cleveland's Advocacy Service is provided by the National Youth Advocacy Service (NYAS) NYAS advocates can support and listen to you if you feel your wishes and feelings are not being heard by your social workers, carers or anyone else involved in decisions about your care and welfare.	0808 808 1001 help@nyas.net https://youngpeople.nyas.net/
Daisy Chain Project	Daisy Chain support and empower autistic and neurodivergent individuals through the provision of holistic person centred services. We offer a variety of specialist provisions to families and neurodiverse individuals.	01642 531248 info@daisychainproject.co.uk www.daisychainproject.co.uk
Early Years SEND Team	The Early Years SEND Team provides support to families who have a child with additional needs or disabilities aged from birth to 5 years. The team provides support throughout the child's journey into education including portage assessments and family groups.	Jane Todd – Early Years Area SENCO 07833294481 jane.todd@redcar-cleveland.gov.uk
Family Information Service	The Families' Information Service (FIS) provides information, advise and guidance for parents, carers, practitioners and children on a wide range of services for children and young people aged 0-20 years.	FIS@redcar-cleveland.gov.uk 01642 444532

Redcar and Cleveland Multi Agency Children's Hub (MACH)	The Multi Agency Children's Hub is the first point of contact for anyone who has a concern about the welfare or safety of a child or young person or thinks they may need extra help and support.	01642 130700 Between 8:30am – 5:00pm Monday – Thursday and 8:30am – 4:30pm on a Friday Redcarmach@redcar-cleveland.gov.uk
SEND Family Voice, Redcar and Cleveland (Parent Carer Forum)	SEND Family Voice are the recognised and funded parent carer forum for Redcar and Cleveland. Our aim is to create a strong and represented community of families who have children and young people with any special educational need.	info@sendfamilyvoicerc.com Facebook – SEND Family Voice, Redcar & Cleveland
SENDIASS (Barnardo's)	Special Educational Needs and Disabilities Information Advice and Support Service for Redcar and Cleveland Families.	01642 310806 southtesssendiass@barnardos.org.uk Facebook – South Tees Sendiass
SEND Team	The SEND Team provides support for children, young people, families and carers in relation to education including SEND support and EHCPs.	SEN@redcar-cleveland.gov.uk 01642 304503
The Junction Foundation Young Carers Service	Young Carers are children and young people aged 5-25 who take on, share or are impacted on by a caring role for another family member. Young carers could be helping and supporting someone in their family who may have a disability (learning or physical) mental ill health, substance misuse or an illness. They could be helping a brother, sister, parent or grandparent or other family member. The service can offer, whole family support, one to one support, social activities to build skills, peer networks and self belief, skills and training groups, transitions support (Young Adult Carers aged 16-25).	01642 756000 info@thejunctionfoundation.com Website - https://thejunctionfoundation.com Facebook – The Junction Foundation
We Care You Care	Information and self-signposting to a range of local support for all age carers across South Tees area.	01642 357853 https://wecareyoucare.info/ Hello@wecareyoucare.info

Statement Reviews/Updates

Date	Author	Who contributed to this version?	Change Description	Document Review Date
January 2020	Children's Commissioning (BD)	Parent carers, Redcar and Cleveland's Parent/Carer Forum, Relevant LA Officers, Short Break Providers	New Statement Created	January 2021
June 2021	Children's Commissioning (BD)	RCBC Children's Commissioning, Baysdale Respite Centre, RCBC Service Improvement and Participation Officer, SEN, Children with Disabilities Social Care, Parent Carer Forum	Annual update, changes made in the following sections: Self-Referral Clubs, Social Worker Referral Services, Where can I find more info, How has the range of Short Breaks been developed, How to feedback, Useful contacts, Updated images.	June 2022
January 2023	Children's Commissioning (BD)	RCBC Children's Commissioning/Short Breaks and parent carers.	Annual update, changes made in all sections and images updated.	January 2024
September 2024	Children's Commissioning (BD)	RCBC Children's Commissioning/Short Breaks, Children with Disabilities Team, SEND Family Voice	All sections updated to reflect the current offer	September 2025
October 2025	Children's Commissioning (BD)	RCBC Children's Commissioning/Short Breaks	Sections reviewed and updated to reflect the current offer	October 2026

This document is available in alternative formats and in different languages on request. If you need support or assistance to help you read and/or understand this document, please contact the Redcar and Cleveland Borough Council on 01642 774774.