



# Useful Information and Contacts

This section contains information about support and services. It is aimed at families and is designed to help them support their child during the Transition process.

# Contents

This section contains information about support and services. It is aimed at families and is designed to help them support their children during the Transition process.

|   |         |
|---|---------|
| Information, support and services                             | Page 2  |
| Employment, education, Day Opportunities and how to get there | Page 5  |
| Money matters   | Page 7  |
| Housing   | Page 9  |
| Keeping healthy   | Page 10 |
| Policy, guidance and the law                                  | Page 13 |
| Glossary - what does it all mean?                             | Page 15 |

## Key Documents -

- The Signpost - Pointing carers in the right direction. Services for adults with learning disabilities and their carers: **[www.wakefielddpb.org.uk](http://www.wakefielddpb.org.uk)**
- Starting Point: Directory of Services for Disabled Children: **[www.wakefieldfis.org.uk](http://www.wakefieldfis.org.uk)**

Please note that the information within this guide was correct at the time of printing

## **Social Care Direct**

Social Care Direct is the first point of contact if you or someone you know need social care services in the Wakefield district. It is available 24 hours a day, 7 days a week. They can offer support and advice, and make referrals to other professional teams across the district.

**Family Services work with families, individuals and communities.** They can provide:

- Services for children and families including education, early years and social care.
- Services for adults including adult social care and lifelong learning.

Every person who lives in the Wakefield district has the right to apply for social care services.

### **Contacts:**

Tel: 0845 8 503503

Mincom: 01924 303450

Email: [social\\_care\\_direct@wakefield.gov.uk](mailto:social_care_direct@wakefield.gov.uk)

## **WeSail**

**WeSail** (Wakefield Early Support, Advice, Information and Liaison Service) is a service for all families who care for a young person who is disabled or has additional needs, from birth up to their 19th birthday. WeSail provides a first stop for families in terms of information, advice, support and signposting. There is a dedicated information officer and an advice line open Monday - Friday 8.30am to 5pm. WeSail also provide a directory of services for families and professionals. This is also available online at [www.wakefieldfsd.org.uk](http://www.wakefieldfsd.org.uk). Staff from other agencies (Health, Family Services and Connexions) work in WeSail to offer information, advice and short term support. The Connexions worker can offer continuing support after 19 to advise families and professionals who work with disabled young people and those with additional needs up to age 25.

### **Information Network**

WeSail also manages the **Information Network** for parents of disabled children/young people and those with additional needs who want to receive regular information and newsletters. Membership of the Information Network can be up to age 20.

### **Contacts:**

Tel: 01924 379015 or

Email: [wesail@kids.org.uk](mailto:wesail@kids.org.uk)

## **The Parent Partnership Service (PPS)**

**PPS** provides free, impartial information, advice and support to all parents and carers whose children have, or may have Special Educational Needs (SEN). They also work with those organisations, professionals and schools who support children and young people with SEN and their families.

### **Contact:**

Tel: 0800 587 8042

## **Wakefield District Families Information Service (FIS)**

**FIS** provides free, high-quality information to parents, carers and expectant parents on support and services for them and their children up to the young person's 20th birthday.

This could be information about:

- Childcare or early years services.
- Education and family learning.
- Health and well-being services.
- Social care and family support.
- Sports and recreational facilities.
- Youth services.

### **Contact:**

0800 587 8042

The FIS website has information for families with disabled children, including newsletters from local parent support groups and links to national groups. Go to **[www.wakefieldfis.org.uk](http://www.wakefieldfis.org.uk)**, then Disabled Children, Young People and their Families on the left hand side of the page. Or look on **[www.wakefieldfsd.org.uk](http://www.wakefieldfsd.org.uk)**

for an online directory of services including childcare and activities that are available in the Wakefield district.

## **Carers Wakefield and District**

Carers Wakefield and District supports people who care for a relative, child or friend who is ill, disabled or has a mental health problem. They can offer help by putting people in touch with other carers and support groups, providing information about help that is available, and supporting carers with arranging support they may need. They can also let you know about schemes available to support carers, such as the Carers Emergency Alert Card.

### **Contact:**

Carers Wakefield and District  
25 King Street, Wakefield, WF1 2SR  
Tel: 01924 305544

## **Your Voice Advocacy Project**

Your Voice Advocacy Project is an independent project supported by Cloverleaf Advocacy. The project works with adults with learning disabilities and encourages them to speak up for themselves and to have their voices heard. The project will also represent people at meetings if they are unable to attend and put forward their views and wishes. The project works with people on a one to one case basis, in a group setting or over a long period of time using volunteers.

### **Contact:**

Tel: 01977 705437

## **PALS (Patient Advice and Liaison Service)**

**PALS** is a free and confidential service which offers information and advice about services provided by NHS Wakefield District. PALS can help if you have a complaint about a health service or if you want to give feedback about any ideas about health services you have used.

Contact:

Tel: 0845 602 4832

## **Connexions**

Connexions offers support and advice for all young people aged 13-19 and up to 25 years of age for disabled young people. It offers information and guidance on education, training, employment and personal issues. Connexions Personal Advisers (PA) are based in Connexions centres and schools. A Connexions PA should attend transition annual reviews from Year 9 onwards. They also complete the section 139A paperwork.

Contact:

Wakefield Connexions Centre, Wood Street, Wakefield, WF1 2ED

Tel: 01924 371579

## **Adult Social Care**

**Adult Social Care is part of Family Services.** Support is provided after an assessment, which identifies a person's needs. There are different ways to meet these needs either by using an existing service or by working out your own plan (self directed support).

The criteria for Adult Services are not the same as for children, and any services that are planned after the assessment will require a financial contribution. The two main service areas that you may have contact with are:

### **1. Community Teams in Learning Disabilities (CTLD)**

These are teams made up of learning disability nurses, social workers and care managers. They offer support to adults from 18 - 65 with a learning disability. Not all adults with a learning disability will meet their criteria for support.

### **2. The Physical and Sensory Disabilities Service**

The Physical and Sensory Disabilities Service supports adults who have a range of physical and sensory impairments. It is made up of two service areas:

- **The Sensory Impairment Team** supports young people, adults and older people with visual or hearing impairments.
- **The Physical Disabilities Team** supports adults between the ages of 18 and 65 who have a physical disability.

Support is available for people with long-term limiting illnesses or conditions such as multiple sclerosis or cerebral palsy. They can also support people who are disabled following a brain injury, accident or through HIV/AIDS.

Contact **Social Care Direct** if you want more information on the adult social care teams

Tel: 0845 8 503503

Mincom: 01924 303450

Email: [social\\_care\\_direct@wakefield.gov.uk](mailto:social_care_direct@wakefield.gov.uk)

# Employment, education and Day Opportunities

## **Disability Employment Adviser**

If you are disabled and need extra support to find or keep a job, you can make an appointment to see a Disability Employment Adviser. They are based in your local Jobcentre Plus office. They work closely with disabled people, employers and local providers such as Remploy, Mencap and Scope to offer support through specialist programmes.

Contact:

The Disability Employment Adviser at Wakefield Jobcentre

Tel: 01924 322253

## **Aspire to Work**

Aspire to Work is a local project and partnership between Back in Touch and Wakefield Council. Its purpose is to provide a supportive and person centred pathway into employment for young people over 18 years old with a learning disability. The project aims to tackle barriers, raise employment as an aspirations, tackle issues with independent travel, provide opportunities for work experience, support people in new jobs, and enable people with learning disabilities to have a more equal chance in the job market.

Contact:

To apply directly call Back in Touch on 01924 339345

or for more information contact Aspire to Work on 01924 302684

## **Staying on at School**

Some schools have a sixth form for young people who want to continue with their education after Year 11. Many sixth forms offer a range of courses. Ask at the school for their current courses or go online [www.applywakefield.org.uk](http://www.applywakefield.org.uk)

## **Further Education Colleges**

Further Education (FE) Colleges offer a range of courses which can be academic or vocational. Many courses are specific to a trade or work pathway. Some courses can be general, for those who have not yet decided what route they want to take. FE Colleges usually offer courses for people with learning difficulties that are based around learning life and employability skills. FE Colleges also offer support to young people who have a disability or additional needs who are studying on a main stream course. Your Connexions PA can talk to you about courses that are available at local colleges.

Contact:

You can contact your Connexions PA or the colleges direct on:

Wakefield College: 01924 789789

Pontefract New College: 01977 702319

## Home to School/College Transport

Home to School/College Transport can still be provided for some young people who continue in education after Year 11. This can be either at school or at FE College. If a young person continues to need transport, they will have to reapply in the summer term of Year 11. **A young person will then need to reapply for transport each year. For all post-16 education transport, there is a charge which is the cost of a School Plus card.** Transport to an FE College out of the Wakefield district will only be provided if the local FE college does not feel that they can meet the young person's needs. A letter confirming that the local college can't meet a young person's needs should be obtained from the local college.

Contact:

Post-16 Home to School/College Transport on 01924 306980

## Independent Travel Training

The Independent Travel Training scheme is managed by Wakefield Council. It is aimed at students with Special Educational Needs who are in Year 10 or above. The team works with young people on a chosen route, usually their journey to school or college. This may involve bus or train travel, as appropriate. Support is flexible to best meet young people's needs. Training may take varying lengths of time depending on the student's ability and experience.

The personal gains for students supported in the programme are enormous, including increased self esteem, self confidence and in the longer term, the potential to access education, employment and leisure opportunities.

For more information contact:

The Independent Travel Training Team

Wakefield Council

Road Safety Team

Room 68

Newton Bar

Wakefield

WF1 2TX

Tel: 01924 306348

## Specialist Residential College

For some young people their local school sixth form, sixth form college or FE College may not be able to meet their educational needs. Some of these young people might be advised to work with a Connexions Specialist Personal Adviser, to consider applying for funding for a place at a **Specialist Residential College**. The curriculum varies at different colleges, but most offer literacy, numeracy, ICT, vocational training, and some times therapeutic craft and land work. Some Specialist Residential Colleges may also offer medical and nursing care.

Funding can only be sought for a Specialist Residential College if the local FE College is unable to meet a young person's needs.

Contact your Local Connexions Special Needs Co-ordinator

Tel: 01924 371579

# Employment, education and Day Opportunities

## Day Opportunities

Wakefield Council provides Day Opportunities for people aged 18 and over with learning disabilities, from a number of bases across the district. Day Opportunities work in partnership to promote personal development and social inclusion, and support people to reach personal goals.

Activities in Day Opportunities focus on:

- Employment/work experience
- Recreational activities
- Education
- Social skills and making choices
- Personal care
- Health and well being

Currently some people who attend Day Opportunities are supported in work style opportunities such as catering, gardening, making cards, woodwork and furniture recycling. Day Opportunities can also support people with more complex needs, which may include a range of health related needs.

Referrals to Day Opportunities are made by your social worker.

- You must be between 18 and 65 years old.
- You must be eligible for services following a Community Care Assessment.
- You must not be living in supported living services.

If you do not have a social worker you will need to contact:

Social Care Direct: 0845 8 503503

## Money matters

### Disabled Students' Allowance (DSA)

Disabled Students' Allowance is a grant to help meet the extra course costs that students can face as a result of a disability or specific learning difficulty. The aim is to help disabled people to study on an equal basis with other students while in Higher Education. Disabled Students' Allowance can help pay for any additional equipment you may need such as specialist computer software or a note taker etc. Full-time, part-time and postgraduate students can apply for Disabled Students' Allowances.

If you are successful in getting the allowance, the amount you get doesn't depend on your household income. The Disabled Students' Allowance is paid on top of the standard student finance package.

More information and a guide to DSAs can be downloaded at [www.direct.gov.uk](http://www.direct.gov.uk) called Bridging the Gap: A Guide to the Disabled Students' Allowance (DSAs) In Higher Education.

Student Finance England manages applications for the DSAs.

Contact:

You can apply on line at [www.direct.gov.uk/en/DisabledPeople/index.htm](http://www.direct.gov.uk/en/DisabledPeople/index.htm) or telephone Student Finance England for an application form on: 0845 300 50 90 or Minicom: 0845 604 4434

## **Educational Maintenance Allowance (EMA)**

From January 2011, **EMA** is closed to new applications. If you already receive **EMA**, this will continue for the 2010-2011 school/college year, but it will stop from September 2011. The government intends to replace **EMA** with more targeted support for young people, but it has yet to announce what this will be.

For more information, go to [www.direct.gov.uk](http://www.direct.gov.uk) or alternatively contact your local Connexions Centre or Further Education College.

## **Benefits**

From the age of 16, some benefits can be claimed directly by the young person. At age 18, people should be claiming benefits in their own right.

## **Benefit Enquiry Line (BEL)**

The Department for Work and Pensions (DWP) runs a telephone helpline giving information on benefits for sick and disabled people, their representatives and carers. The helpline also offers help filling out claim forms over the phone when you are applying for Disability Living Allowance.

Contact:

Tel: 0800 88 22 00

Text phone: 0800 24 33 55

Weekdays 8.30am to 6.30pm and Saturday 9am to 1pm

## **Welfare Rights and Assessment Team**

The Welfare Rights and Assessment Team provides free advice and information on Welfare Benefits to people living in the Wakefield district. They also assist all service users or their representatives where a request has been made for financial assistance in relation to paying for social care services i.e. residential care, non-residential services, adult placement, etc.

Contact:

Tel: 01924 307317

## **Independent Living Fund (ILF)**

ILF and the Council work together and a sum of money may be available to help you or your family purchase support with personal care and or domestic help. You could employ people from a care agency or your own personal assistant.

At present, the ILF has stopped accepting any new applications for the rest of the 2010-2011 financial year. Up to date information can be found at [www.direct.gov.uk](http://www.direct.gov.uk) or speak with your social worker.

# Housing: where you might live

## **Living independently - with support**

In Wakefield there are opportunities for people to live independently however high their support needs. Support workers may assist with day-to-day living and encourage people to choose their lifestyles to suit their needs and preferences. The first step is to apply for housing using a standard application form from Wakefield District Housing (WDH), plus an additional special needs form. This should be done in discussion with your social worker who will assess you for a support package or personal budget. They will advise you on options.

If you do not have a social worker contact:

Social Care Direct on 0845 8 503 503

Support helpline on: 0800 121 8989.

## **My Safehome**

My Safehome is an organisation that supports people who wish to part-own their own home. It can support a person and their families/carers in all areas of buying their own home including arranging the mortgage.

Contact:

More information on My Safehome can be found on their website [www.mysafehome.info](http://www.mysafehome.info). You first need to talk with your social worker about shared ownership and the support you would need to live in your own home.

## **The Housing Advisory Service**

The Housing Advisory Service for people with learning disabilities has a website that has more information on the different housing options available to people.

Contact:

[www.housingoptions.org.uk](http://www.housingoptions.org.uk)

## **KeyRing Scheme**

KeyRing is a national organisation that supports disabled people to live in the community. In Wakefield the KeyRing Scheme is in the City Centre and members live in both houses and flats, which are a 10-15 minute walk from each other. A community living volunteer lives within the network to provide advice and support to members when they need it. Members will also use their own strengths and qualities to support each other.

A person can be a KeyRing Member provided they:

- have a learning disability.
- have a need for independent housing with appropriate support.
- have an understanding of fire risks.
- have basic skills in looking after money, shopping, cleaning and the ability to manage their own personal care.
- do not have behavioural difficulties or mental health difficulties which would require a high level of support.

If a person wants to join the KeyRing Scheme, but requires more support then their social worker could arrange extra support to be provided.

Contacts:

For more information on the KeyRing Scheme contact the regional office.

Tel: 0113 707775 or e-mail [enquiries@keyring.org](mailto:enquiries@keyring.org)

Alternatively visit [website www.Keyring.org](http://www.Keyring.org)

# Housing: where you might live

## **Aids and Adaptations**

The Adaptations Assessment Team can help with major alterations to your home. This can be both for private and council housing, but NOT Wakefield District Housing tenants. For children, the Adaptations Assessment Team will also deal with some minor adaptations.

Contact:

For minor adaptations referrals are via Social Care Direct. Tel: 0845 8 503503

For more information on the help that the Adaptation Assessment Team can offer, Contact Wakefield Council. Tel: 01924 304550.

## **Wakefield District Housing (WDH) Adaptations**

Wakefield District Housing (WDH) works with Wakefield Council to provide minor and major adaptations to their properties.

Minor adaptations could include fitting a grab or stair rail.

Major adaptations are considered to be work that would alter the structure of your home, such as a ramp.

Contact:

For more information on minor adaptations contact

WDH Special Needs and Disability Unit on: 01977 724460.

For more information on major adaptations contact

Wakefield Council on 01924 304550.

# Keeping healthy

## **Community Nursing Service**

### **Up to 19 years:**

**The Children's Community Nursing Service** work with young people up to the age of 19.

Referrals to the service can be made by parents, carers or a variety of professionals. For more information or to make a referral to the team contact 01977 665859 or 01977 665860

### **18 years and over:**

Where learning disabled adults are supported by the Community Teams for Learning Disabilities (CTLD) there are:

**Community Nurses** who carry out an assessment of health needs, offer advice and information on how to stay healthy, and where to go when people are feeling unwell.

**Healthcare Support Worker** who support the Community Nurses to ensure health needs are being met.

Anyone else should contact their own GP for support from a community nurse.

Contacts:

Social Care Direct 0845 8 503503 for a referral to CTLD  
or your own GP

## **Speech and Language Therapy Service (SALTs)**

The Speech and Language Therapy Service is part of the Wakefield District Community Healthcare Service. SALTs assess and respond to the needs of children and adults with speech, language and communication difficulties. They work in schools, hospitals and community settings

Contacts:

Referrals can be from professionals or parent/carers

Tel: 01977 465417

## **Occupational Therapy (OT)**

Occupational therapists work with people to enable them to become more independent and more able to participate in roles and activities. This is done through assessment and intervention. In the Wakefield district, occupational therapists work in special and mainstream schools, clinics, people's homes, OT outpatient departments and hospital wards

Referral to occupational therapy is via paediatricians, school medical officers or GPs.

## **Horizon Centre**

The **Horizon Centre** is an assessment and treatment service for adults who have a disability.

The Horizon Centre works with people who are:

- Finding it hard to do things,
- Feeling sad, angry or ill, or
- Finding that their medication needs changing

Professionals who work at the Horizon Centre include psychologists, speech and language therapists, physiotherapists, sensory nurses, occupational therapists, and doctors.

Referrals to the Horizon Centre are made by the Community Teams for Learning Disabilities (CTLD)

If you don't have a social worker contact Social Care Direct on 0845 8 503 503

## **Health Action Plans (HAP)**

Health Action Plans are available for all adults with a learning disability. A Health Action Plan is a small folder which belongs to the person and gives them more control about their health needs. It also helps doctors, nurses, dentists, opticians and other health professionals, giving them the information they need to make sure people's health needs are being met in a person centred way.

To find out more about Health Action Plans please contact your local Community Team for Learning Disabilities on 01924 303845 or 01924 302400. Alternatively you can speak to the Health Facilitator on 01924 213011

## **Wheelchair Services**

Wheelchair Services provide both manual and powered wheelchairs and specialist seating. Any referrals to the service will be prioritised based on the information given. Young people will transfer to adult services at age 16 unless they continue in full time education then they will transfer to adult services at age 19. Paediatric and adult services are based together.

Referral is via your GP or healthcare professional.

For more information contact Wheelchair Services on 01924 327133

## **VIP (Vulnerable In-Patient) Cards**

A VIP card has 16 boxes of information which folds up into credit card size. It is a way of letting people know that they may have to take time to give you extra help and ensure you understand what is happening. The VIP card can be used if a young person or adult with learning disabilities goes into hospital or if they visit their GP, nurse, dentist, optician or another health worker.

Contact:

Patient Advice and Liaison Service (PALS) on 0800 587 2108 or 01484 466172.

Alternatively you can speak to the Health Facilitator on 01924 213011.

## **Emotional wellbeing**

The Child and Adolescent Mental Health service (CAMHS) provides a service to children/young people aged 0-18 years, where it is felt that their emotional and/or psychological wellbeing is impacting on their lives. This can include crisis and 24 hour response.

Referral to CAMHS is via GP, hospital consultant, community paediatrician and community mental health team or other health care professional.

Wakefield District has five Community Mental Health Teams (CMHTs) which support adults with severe mental health problems who live in the community. They offer support with:

- Supportive Counselling
- Help with welfare benefits
- Help with housing or accommodation problems
- Help with independent living skills with the focus on recovery
- Further development of leisure and social skills
- Information and advice and administration of medication
- Support to carers
- Referral to other services if needed
- Individual treatment programmes

All support from the CMHTs is provided through the Care Programme Approach, which is a way of providing services to meet your individual needs, ensuring you and your carers are involved in the planning and delivery of care plans.

Contact:

Referrals to the teams are via health professionals or Social Care Direct on 0845 8 503 503

## **Legal Issues**

When a young person becomes 18 years of age, they are legally seen as an adult. A parent will cease to have parental responsibility for the young person; however they will continue to have a major role in the support and decision making with the young person. The legal framework that supports the young person is no longer supported by legislation exclusively for children. As a parent you may need to seek further advice.

Some of the main legislation that affects disabled adults and their families is summarised below. For more information see the government website [www.direct.gov.uk](http://www.direct.gov.uk) or [www.dh.gov.uk](http://www.dh.gov.uk)

## **Special Educational Needs Code of Practice**

The Special Educational Needs Code of Practice gives advice to Council, maintained schools, early education settings and others, on carrying out their statutory duties for children with Special Educational Needs. The Code also gives guidance on policies and procedures which are aimed at ensuring students with Special Educational Needs reach their full potential, are fully included in their school communities and make a successful transition to adulthood.

For more information about government policies on Special Educational Needs go to [www.education.gov.uk](http://www.education.gov.uk)

Paper copies of the SEN code of practice parents/carers guide can be ordered from DfE publications. Tel: 0845 602 22 60.

## **Special Educational Needs Co-ordinator (SENCO)**

The **SENCO** is the Special Educational Needs Co-ordinator in school. They are responsible for the daily operation of the school's Special Educational Needs policy. The SENCO co-ordinates provision for pupils with Special Educational Needs and may also chair transitional annual reviews and write the transition plan.

## **Statement of Special Educational Needs (SEN)**

A Statement of Special Education Needs identifies the special educational provision a child may need such as:

- A number of hours of additional support.
- Small group work.
- Advice and support from external professionals.
- A particular type of school.

The Council has a duty to arrange suitable provision. The school named in the child's statement (SEN) has a duty to admit the child. A statement of SEN will be reviewed yearly until the child leaves school. When a young person leaves school their Statement of SEN stops.

To obtain more information:

[www.direct.gov.uk/en/DisabledPeople/index.htm](http://www.direct.gov.uk/en/DisabledPeople/index.htm)

## **Section 139A**

**A Section 139a** is written by a Connexions PA for all school leavers who have a Statement of Special Educational Needs in their final year at school. Once completed, the Section 139A will be sent to the young person and their family to check all the details are correct. If they agree with the Section 139A, a copy needs signing and returning to the Connexions PA. They will then forward it to the young person's choice of post school provision. This is so that they are aware of the support the young person has had in school and any ongoing support they may need. A Statement of Special Educational Needs is no longer maintained by the Council when a young person leaves a school.

## **Fair Access to Care Services. (FACs) Guidance 2003**

Councils have to follow this guidance framework for adult social care when assessing need. This framework has four bands, which describe the seriousness of the risks of loss to independence if steps are not taken to address these needs. Councils can determine which levels of needs can be met, focusing on those with greatest, immediate or long-term needs.

See [www.wakefield.gov.uk](http://www.wakefield.gov.uk) or [www.dh.gov.uk](http://www.dh.gov.uk) (for national information)

## **Putting People First (2010)**

This guidance follows on from the Fair Access to Care Criteria. It looks at how to give more choice and control to service users. It sets out how they should be involved in the shaping of services and in the support that is available for them on an individual basis. The guidance looks at Direct Payments and Individual Budgets. It is part of the government's 'personalisation' agenda (self directed support).

For more information go to: [www.dh.gov.uk/en/SocialCare](http://www.dh.gov.uk/en/SocialCare)

## **Mental Capacity Acts 2005 and 2007**

This framework sets out to empower and protect people who may lack capacity to make some decisions for themselves.

For more information go to <http://www.publicguardian.gov.uk/mca/mca.htm>

## **Disability Discrimination Act 1995 and 2005 including Special Educational Needs and Disability Act 2001 (SENDA)**

The Disability Discrimination Act 1995 makes it illegal for providers to treat disabled people less favourably than anyone else because of their disability. The Special Educational Needs and Disability Act (SENDA) (2001) made it the responsibility of educational establishments to make 'reasonable adjustment' to make sure disabled people are not discriminated in education. The 2005 act included a duty to raise awareness of disability equality, and take action against discrimination.

For more information go to [www.direct.gov.uk/en/DisabledPeople](http://www.direct.gov.uk/en/DisabledPeople)

## **Carers and Disabled Children Act 2000 and Carers (Equal Opportunities) Act 2004 combined policy guidance**

These are for carers who provide or intend to provide a substantial amount of care on a regular basis for another individual aged 18 or over. It also includes people with a parental responsibility for a disabled child who provide or intend to provide a substantial amount of care on a regular basis. Carers are given the right to an assessment regardless of whether the person they care for has refused their own assessment. The 2004 act looks at supporting carers to meet their own needs regarding work, leisure and making their own life choices.

For more information go to [www.dh.gov.uk](http://www.dh.gov.uk)

# Glossary - What does it all mean?

|   |  |
|---|--|
| <b>Act (of parliament)</b>              | This is a document that has been approved by government and is now part of the law in the country.   |
| <b>Advocate</b>                         | A person who will help you put your views and opinions forward. They are independent of any service. They will make sure the people around you listen to your ideas and wishes.  |
| <b>Assessments</b>                      | This is the process of recording, in measurable terms, knowledge, attitudes and beliefs. An assessment can focus on a person's needs for education or social care.   |
| <b>Care Manager</b>                     | This is a person employed by the Council to work in adult social work teams. They can take the lead in co-ordinating your support.   |
| <b>Care Management</b>                  | This is the process of assessing and providing support in adult social work teams. A social worker or care manager may provide this service.   |
| <b>Care Plan</b>                        | A care plan outlines the care and support needed by a person. It also shows how the care and support is to be provided.  |
| <b>Carer's Assessment</b>               | This is an assessment to check the support needs of a carer so that they can continue to care for a person. It is carried out by Family Services.  |
| <b>Common Assessment Framework</b>      | This is a form that professionals complete to look at what needs or support a person may have. It helps to co-ordinate services so that you do not tell the same thing to lots of professionals.   |
| <b>Community Care Assessment</b>        | A Community Care Assessment is carried out by a social worker. Its purpose is to check which services you may need and what services you may be eligible for as an adult.  |
| <b>Community Nurse</b>                  | A person employed by the NHS. They can support and signpost to a range of services regarding your health needs.  |
| <b>Connexions Personal Adviser (PA)</b> | This is a person who supports young people aged 13-19 and up to 25 for people with a disability/learning difficulties. They can offer information on education, training, employment, benefits, housing and free time. Connexions Personal Advisers are based in schools and Connexions Centres.   |
| <b>Disability Equality Statements</b>   | All colleges and schools should have a Disability Equality Statement. This sets out how the school/college plans to promote equal opportunities for disabled people. They must make reasonable adjustments so that disabled students are not disadvantaged. These may include documents in another format. Schools and colleges are encouraged to publish their Disability Equality Statements. You can ask for a copy in a format that is suitable for you. |
| <b>Eligibility Criteria</b>             | This is the guidance which sets out who should be able to receive services based on their need. The criteria for services must fit with the Councils' position within The Fair Access to Care Services (FACS) Guidance 2003.   |
| <b>Guidance Document</b>                | This term relates to additional information that government gives to help local authorities put actions in place.  |

# Glossary - What does it all mean?

|   |  |
|---|--|
| <b>Learning Disability Partnership Board</b>    | Wakefield's Learning Disability Partnership Board meets together to make sure that things get better for adults with learning disabilities across the Wakefield district. Go to <a href="http://www.wakefieldldpb.org.uk">www.wakefieldldpb.org.uk</a>   |
| <b>Person Centred Planning</b>                  | Person Centred Planning puts the young person at the centre of planning and focuses on their aspirations - what they want out of life. A Person Centred Plan is about families and professionals making plans WITH the young person – not FOR them. To make a referral, go to the Wakefield Learning Disability Partnership Board website  |
| <b>Policy</b>                                   | This term relates to a government or Council GUIDE. It shows how things should be carried out.   |
| <b>School Action</b>                            | A school may have identified that a child needs more support due to Special Educational Needs. Support could be by assessment, additional or different teaching materials or a different way of teaching. Individual Education Plans are used to record the support given.   |
| <b>School Action Plus</b>                       | School Action Plus is used when a child has not made adequate progress on School Action. When a child is on School Action Plus, the school may ask for outside advice from the Special Educational Needs Support Service, Speech and Language Therapist and other relevant support services. The Individual Education Plan is used to record the support given.  |
| <b>SENART</b>                                   | SENART is the Special Educational Needs Assessment and Review Team. It provides support and guidance to families with children who have special educational needs (SEN). Their main role is to manage statutory work about SEN. This includes advising schools and promoting work between organisations, to secure better outcomes for children. They also work with parents/carers and professionals from other agencies to deliver high standards of education and support.<br>Tel: 01924 302465 |
| <b>Service User</b>                             | This is the term sometimes used by Adult Social Care Services for a person who is receiving support and services.  |
| <b>Social Worker</b>                            | Social workers are employed by the Council's Family Services Department. They usually carry out assessments for people who want services from social care. They can arrange support and services after an assessment has been carried out. There are separate children and adult social work teams. Some social work teams have a social worker who works specifically on transition.  |
| <b>Strategy</b>                                 | This term relates to a government ACTION PLAN. It sets out what is expected of local Councils by a given date.   |
| <b>Youth Development Support Service (YDSS)</b> | YDSS work with young people aged 13-19 although there is some flexibility for friendship groups and specific needs. They provide a range of services for young people, including personal development and education. YDSS prioritises the involvement of young people who are hard to reach.   |