

# The useful SEND Glossary



A guide to understanding the words and terms you may come across in relation to special educational needs and disability.

**Additional Needs:** Another term for Special Education Need and/or Disability (SEND).

**ADHD:** Attention Deficit Hyperactivity Disorder is a group of behavioural symptoms that include inattentiveness, hyperactivity and impulsiveness.

**Adult Social Care and Support/ASC:** For Adults who need extra help to manage their lives and be care independent, This includes residential care homes, home care, personal assistants, day centres etc

**Advocacy:** Helps to enable you to get the care and support you need that is independent of your local council. They can help you find services, make sure correct procedures are followed and challenge decisions made by councils or other organisations.

**Aids and Adaptations:** Help to make things easier for you around the home. You may also need changes to your home to make it easier and safer to get around e.g. grab rails, ramps, walk-in showers, stair lifts etc.

**Annual Review:** A review plan which the Local Authority must undertake at least every 12 months (EHCP, care plans etc.)

**APD:** Auditory Processing Disorder

**ARMS:** Additionally Resourced Mainstream School

**ASD/ASC:** Autistic Spectrum Disorder or Condition is a developmental disability that affects how a person communicates with and relates to other people. It also affects how they make sense of the world around them.

**Assessments:** The process of working with you to identify what your needs are and how to go forward to get the best outcome. For a child, this would be with a parent/carer/social worker. For an adult this would be with an Adult Carer/Parent Carer. This is an all age process ie. Parent/Carer assessment, Adult Carer assessment, Young Carer assessment etc.

**Benefits:** Payments from the Government that you may receive because of your age, disability, income or caring responsibilities.

**Broker (also called 'Care Navigator'):** Someone whose job it is to provide you with advice and information about services available in your area.

**CAMHS:** Child and Adolescent Mental Health Services: These services assess and treat children/young people with emotional, behavioural or mental health difficulties.

**Care Plan:** A record of the health and/or social care services that are being provided to a person to help them manage a disability or health condition.

**Carer:** A person who provides unpaid support to a partner, child/young person, family member who could not manage without this help.

**Caseworker:** A named officer of the local authority who will deal with your child's case and who will talk to you if you have an enquiry or concern.

**CCG:** Clinical Commissioning Groups. They are clinically-led statutory NHS bodies responsible for the planning and commissioning of health care services for their local area. After a national programme of restructuring, Harrow now comes under North West London CCG. CCGs are led by an elected governing body made up of GPs, other clinicians and lay members. They are responsible for the majority of spending on the NHS in England and commissioning healthcare for their populations including mental health services, urgent and emergency care, elective hospital services, and community care.

**CETR - Care, Education & Treatment Review:** A Care, Education and Treatment Review (CETR) or Care and Treatment Review (CTR) is for anyone with a learning disability, autism or both; and is at risk of admission to/or who is already in a specialist learning disability or mental health hospital.

There are two different types of meetings both with its own code and toolkit:

1) children and young people - Care, Education and Treatment Review (CETR); and

2) adults Care and Treatment Review (CTR).  
Care, education and treatment reviews fall part of

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a greater scheme called the 'Transforming Care Programme'. The programme is a national plan to develop community services and close inpatient facilities for people with a learning disability and/or autism who display behaviour that challenges and improve outcomes for them.

**CHC:** See NHS Continuing Healthcare.

**Citizen:** a person who is a member of a particular country and who has rights because of being born there or because of being given rights, or a person who lives in a particular town or city.

**Client Contribution:** The amount you may need to pay towards the cost of the social care services you receive. Whether you need to pay, and the amount you need to pay, depends on your local council's charging policy.

**Commissioner:** A person or organisation that plans the services that are needed by the people who live in the area the organisation covers and ensures that services are available.

**Community Mental Health Teams (CMHTs):** These teams provide support to people with mental illness who are living in the community. They are made up of a range of professionals including psychiatrists, community psychiatric nurses, occupational therapists and support workers.

**Community Services:** Services that are delivered in a wide range of settings such as homes, community clinics, community centres and schools. They commonly include adult community nursing, specialist long-term condition nursing, therapy services, preventive services such as sexual health and smoking cessation clinics, and child health services including health visiting and school nursing. These services aim to keep people well, treat and manage diseases and support people to live independently in their own homes. This can also include voluntary organisations.

## Community Services are divided into:

**1. Community Care Services:** Social care services that can help you live a full, independent life and to remain in your own home for as long as possible.

**2. Community Health Services:** Health Services that are provided outside hospitals, such as district nursing.

**Community Paediatricians:** Specialist children's doctors who are trained and contribute to pathways of care of children with a range of conditions and needs. They will co-ordinate services for those with neuro-disability, chronic illness and other special needs, including intellectual disability, Autism and ASD.

## Community Mental Health Teams Services

**(CMHTs):** These teams provide support to people with mental illness who are living in the community. They are made up of a range of professionals including psychiatrists, community psychiatric nurses, occupational therapists and support workers.

**Comorbidity:** Comorbidity is the simultaneous coexistence of multiple disorders alongside a primary disorder. Common comorbid conditions are depression, anxiety, schizophrenia and addiction. In children, we often see comorbid conditions of ADHD, learning disabilities and others.

**Co-production:** When you as an individual are involved as an equal partner in designing the support and services you receive. Co-production recognises that people who use Council, Services social care services, health Services (and their families) have knowledge and experience that can be used to help make services better, not only for themselves but for other people who need social care.

**CYAD:** Children and Young Adults 0-25 Disabilities Services. (NB. This is a service name used within the Borough of Harrow and may differ for other local authorities.)

## Deprivation of Liberty Safeguards (DoLS):

An amendment to the Mental Capacity Act 2005 that is only applicable in England and Wales introduced these safeguards. They ensure that people who can't consent to their own care arrangements in a care home or hospital are protected if those arrangements deprive them of their liberty. Authorisation is given by a local authority and is subject to an independent assessment that the arrangements are necessary and in the person's best interests.

**DfE:** Department for Education

**DFG:** Disabled Facilities Grants issued by your local council if you're disabled and need to make changes to your home.

**Direct Payments/DP:** Money that is paid to you (or someone acting on your behalf) on a regular basis by your local council so you can arrange your own support, instead of receiving social care services arranged by the council. Direct payments are available to people who have been assessed as being eligible for council funded social care. They are not yet available for residential care. This is one type of personal budget.

**Disagreement Resolution:** This is a statutory service commissioned by local authorities to provide a quick and non-adversarial way of resolving disagreements between parents or young people and bodies

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responsible for providing education, whether the child or young person has an EHC plan or not, or health and social care in relation to EHC assessments and plans.

**DLA/Disability Living Allowance:** This is a benefit for children under 16 years with a disability.

**DSA:** Disabled Students Allowance: Financial support for undergraduate or post-graduate students who have SEN/disability or long-term health condition, mental health condition or specific learning difficulty which affects their ability to study. It can be used to pay for things such as special equipment, a note-taker or transport costs.

**DTocS:** Delayed transfers of care (from hospital to home or another care setting).

**EBD:** Emotional and Behavioural Difficulties

**EHCP / Education, Health and Care plan:** An EHC plan details the education, health and social care support to be provided to a child or young person who has SEN or a disability. It is drawn up by the local authority after an EHC needs assessment of the child or young person has determined that an EHC plan is necessary.

**Eligibility:** When your needs meet your council's criteria for council-funded care and support.

**EP/Educational Psychologist/Ed Psych:** Educational Psychologist: Helps in assessing your child's special educational needs and giving advice to schools.

**EYS / Early Years Settings:** All pre-school education provision such as nursery classes and schools, day nurseries and play groups.

**FE / Further Education college:** A college offering continuing education to young people over the compulsory school age of 16.

**Gifted and Talented:** This can be in different fields e.g. Education, Sport and Arts

**Healthwatch England:** An independent consumer champion, gathering and representing the views of the public about health and social care services in England.

**HE:** Higher Education meaning University

**HI:** Hearing Impairment

**Home Care:** Care provided in your own home by paid care workers to help you with your daily life. It is also

known as domiciliary care. Home care workers are usually employed by an independent agency, and the service may be arranged by your local council or by you (or someone acting on your behalf).

**IEP/Individual Education Plan:** this is a school plan to help with the child's or young person's education needs.

**IHP:** Individual Health Plan this is a school plan to help with the child's or young person's health needs.

**Inclusion:** Mainstream school can use this word as another word for SEND so they may have an Inclusion Leader/Manager instead of SENCO meaning to make education all inclusive.

**Independent living:** The right to choose the way you live your life. It does not necessarily mean living by yourself or doing everything for yourself. It means the right to receive the assistance and support you need so you can participate in your community and live the life you want.

**Independent school:** A school that is not maintained by a local authority and is governed by an elected board of governors.

**IS / Independent Supporter:** An individual who is independent from the local authority and is trained to provide advice and support for families with children with SEND through the statutory assessment and EHC process.

**Integrated Care:** Joined up, coordinated health and social care that is planned and organised around the needs and preferences of the individual, their carer and family. This may also involve integration with other services for example education, housing etc.

**Integrated Care Systems (ICSs):** Partnerships that bring together providers and commissioners of NHS services, across a geographical area with local authorities and other local partners, and voluntary sector to collectively plan and integrate care to meet the needs of their population - Kings Fund, 2020.

**Integrated Care Partnerships (ICPs):** Comprised of local health, care and voluntary sector organisations that deliver care to a local place based population. Coming together and working collaboratively to improve the health and care of a local population and include the NHS, Local Authority and the voluntary sector organisations.

**LA / Local Authority:** The council.

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**Local Offer:** Local authorities in England are required to set out in their Local Offer information about provision they expect to be available across education, health and social care for children and young people in their area who have SEN or are disabled.

**Learning Difficulties:** Where a child has a significantly greater difficulty in learning than the majority of others of the same age, or has a disability which prevents or hinders him or her from making use of educational facilities.

**Learning Disabilities:** A learning disability affects the way a person learns new things throughout their lifetime and the way they understand information and how they communicate.

This means they can have difficulty:

- understanding new or complex information
- learning new skills
- coping independently

**Multi Agency Safeguarding Hub (MASH):** Has been set up to enable sharing of information between services so risks to children can be identified at an early stage.

**Mediation:** A statutory service commissioned by local authorities which is designed to help settle agreements between parents or young people and local authorities over EHC needs assessments and plans.

**Mental Health Support Teams (MHST):** working in schools with a focus on early intervention. Working in partnership with the school community and other wellbeing services to develop a whole school approach to mental health and wellbeing, building on what is being done already in the local area.

**National curriculum:** This sets out clear, full and statutory entitlement to learning for all pupils, determining what should be taught and setting attainment targets for learning.

**NEET:** Not in Education, Employment or Training.

**NHS Continuing Healthcare:** To qualify for Continuing Healthcare funding, it must be proven that you have a 'primary health need'. This means that your care requirements are primarily for healthcare, rather than social or personal care needs. This is usually judged via a two-step assessment process; a Checklist followed by a Full Assessment. There is more information on the .GOV website.

**NHS England:** An independent body which aims to improve health outcomes for people in England by driving up the quality of care.

**Non-Maintained Special School:** Schools in England approved by the Secretary of State as special schools which are not maintained by the state but charge fees on a non-profit-making basis. Most non-maintained special schools are run by major charities or charitable trusts.

**OFSTED/ Office for Standards in Education:**

A government department taking responsibility for the inspection of services providing education and skills for learners of all ages. They also inspect and regulate services that care for children and young people.

**OT / Occupational Therapy:** Aims to improve your ability to do everyday tasks if you're having difficulties.

**Outcomes:** Refers to an aim or objective you would like to achieve or need to happen – EG. continuing to live in your own home, or being able to go out and about. You should be able to say which outcomes are the most important to you and receive support to achieve them.

**Paediatrics:** Relating to the medical/health care of children so paediatric health services covers the range of medical and health provision for children.

**Parent Carer Forum:** A group of parents and carers of disabled children who work with local authorities, education, health and other providers to make sure the services they plan and deliver meet the needs of disabled children and families.

**PCN:** Primary care networks (PCNs) enable general practices to work together at scale leading to coordinated approaches around locality practices - including improving the ability of practices to recruit and retain staff; to manage financial and estates pressures; to provide a wider range of services to patients and to more easily integrate with the wider health and care system. There are currently 5 PCNs in Harrow, each covering between 3 and 11 general practices.

**Personal Assistant:** Someone you choose and employ to provide the support you need, in the way that suits you best. This may include cooking, cleaning, help with personal care such as washing and dressing, and other things such as getting out and about in your community. Your personal assistant can be paid through direct payments or a personal budget.

**Personal Budget/PB:** An amount of money identified by the local authority to deliver provision set out in an EHC plan where the parent or young person is involved in securing that provision. The funds can be held directly by the parent or young person or may be held and managed on their behalf by the local authority.

**PIP/Personal Independence Payment:** Payment that

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can help with some of the extra costs if you have a long term physical or mental health condition or disability.

**PMLD/Profound and Multiple Learning Disability:**

This diagnosis is used when a child has more than one disability, with the most significant being a learning disability. Many children diagnosed with PMLD will also have a sensory or physical disability, complex health needs, or mental health difficulties.

**Post 16:** Next options are full time Education e.g. School or College and or apprenticeships, training or Internships.

**Portage:** Planned, home-based educational support for pre-school children with special educational needs. Local authorities usually provide Portage Services. There is an active and extensive network of Portage Services in the UK.

**PRU / Pupil Referral Unit:** A specially organised school which provides education for pupils who would otherwise not receive suitable education because of illness, exclusion or any other reason.

**PT/Physiotherapy/Physio**

**PVIs:** Private, Voluntary and Independent setting/ organisations.

**Referral:** A process of making an application for someone to be seen by an organisation. That organisation can be statutory or voluntary and it can be for an assessment, information, support and/or guidance.

**Residential Care:** Care in a care home, with or without nursing, for older people or people with disabilities who require 24-hour care. Care homes offer trained staff and an adapted environment suitable for the needs of ill, frail or disabled people.

**Respite Care (Children):** (also known as **Short Breaks**): Identified package of support to give parent/carers a break from caring. Short breaks can be overnight care for the child/young person with disabilities, activities or a carer. Families may also be receiving support from the Children with Disabilities Service.

**Respite Care (Adults):** A service giving carers a break, by providing short-term care for the person with care needs in their own home or in a residential setting. It can mean a few hours during the day or evening, 'night sitting', or a longer-term break. It can also benefit the person with care needs by giving them the chance to try new activities and meet new people.

**Review:** When you receive a re-assessment of your

needs and you and the people in your life look at whether the services you are receiving are meeting your needs and helping you achieve your chosen outcomes. Changes can then be made if necessary.

**Risk assessment:** An assessment of your health, safety, wellbeing and ability to manage your essential daily routines.

**Safeguarding:** The process of ensuring that children, young people and adults at risk are not being abused, neglected or exploited, and ensuring that people who are deemed 'unsuitable' do not work with them.

**SEMH:** Social Emotional Mental Health

**Self-funding:** When you arrange and pay for your own care services and do not receive financial help from the council.

**SEND:** Special Education Needs and or Disability

**SENARS:** Special Educational Needs Assessment and Review Service. (NB. This is a service name used within the Borough of Harrow and may differ for other local authorities.)

**SENCO / Special Educational Needs**

**Co-ordinator:** The teacher with responsibility for the planning and monitoring of the special educational provision within your child's school.

**SEN Code of Practice:** A government document which provides practical advice to those carrying out their statutory duties to identify, assess and make provision for children's special educational needs.

**SEND IASS/SENDIAS:** Special Educational Needs and Disabilities Information, Advice and Support Service. Provides information and support to parents/carers whose children have special educational needs.

**SEN Support:** The additional or different help/support given to children with special educational needs, designed to help them access the National Curriculum.

**Short Breaks:** See Respite Care.

**Signposting:** Directing parents / carers to other sources of information, support and services.

**SLD:** Severe Learning Disabilities.

**SLT / Speech and Language Therapy / SaLT:**

Speech and language therapy is a health care profession, the role and aim of which is to enable children, young people and adults with speech, language and communications difficulties to reach their

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maximum communication potential.

**Social Worker:** A professional who works with individual people and families to help improve their lives by arranging to put in place the things they need. This includes helping to protect adults and children from harm or abuse and supporting people to live independently. Social workers support people and help them find the services they need. They may have a role as a care manager, arranging care for service users. Many are employed by councils in adult social care teams; others work in the NHS or independent organisations.

**Special School:** A school that is organised to make special educational provision for pupils with SEN and available for children with Statements of Educational Needs/EHC plans.

**Statutory Assessment:** A detailed assessment of a person's needs that a Local Authority must undertake. For children this relates to the child's special educational needs, which informs the EHC plan.

**Transition:** Significant change in a person's life E.g. primary to High School, College, University or child to

adult.

**Transition Plan:** A plan drawn up after the Year 9 Annual Review of a statement/EHC plan that draws together information from a range of individuals to plan for the young person's transition to adult life.

**Tripartite Panel:** Harrow Children's Tripartite Panel is the mechanism for deciding on funding for treatment and care of Harrow's children and young people (C&YP) aged 0-18 years, with complex needs, through Harrow Local Authority and NHS Harrow Clinical Commissioning Group. The panel will decide if there are education and care and /or health needs or a combination of these needs that does not fall into already commissioned services and agree funding splits across education, care and health.

**VI (Visual Impairment):** Those with problems with their vision who need support.

**Wellbeing:** Being in a position where you have good physical and mental health, control over your day-to-day life, good relationships, sufficient money, and the opportunity to take part in activities that interest you.