

Jargon Buster

When you first found out your child had a learning disability or difficulty, you probably felt that you had to learn a whole new language. Over time, you have probably got used to the jargon that professionals use and what professional does what.

When your child becomes an adult there are whole new systems to get used to as well as lots of new terms you may be unfamiliar with. In this section we have produced a jargon buster to help explain some of them. Some chapters also have a Jargon Buster specific to the topic covered.

Adult Social Care	Care and support for people aged 18 and over who need extra help to manage their lives and be independent.
Advocate	Someone who can help ensure that a person is heard and listened to, and their rights, concerns and needs are acted upon.
Advocacy	Help to enable individuals to get the care and support they need that is independent of the local council.
Appeal	is what someone does when they want to try and change a decision about their support that they do not agree with.
Assess Plan Do Review (APDR)	Assess Plan Do Review (APDR) is a cycle in the SEND Code of Practice 0-25 used to meet the needs of children and young people. The plan involves parents and the child/young person and is used to assess, plan and review progress.
Appointee	Someone who is registered with the Department for Work and Pensions (DWP) or the Local

	Authority to manage a person's benefits if they lack the capacity to do this themselves.
Annual Review	A review of an Education Health & Care Plan (EHCP), formally known as a Statement of Special Education Needs which the education authority must undertake every 12 months.
Assessment	The gathering of information about an individual's areas of strengths and challenges to determine what help they need.
Benefits	Payments from the government that you may receive because of your age, disability, income or caring responsibilities. Some benefits are not means tested – you can claim them regardless of your income. Others are means tested and you are only able to claim them if your income or savings fall below a certain level.
Brokerage Team	Team within the council who source and identify care and support arrangements for children and adults.
Carer	A person who provides unpaid support to a partner, family member, friend or neighbour who is ill, struggling or disabled and would be unable to manage without the help.
Carers Assessment	Carers assessments are for adult carers of adults (over 18 years) and work out whether you qualify for support from the council as a result of your caring responsibilities as an unpaid carer.
CAMHS	Child and Adolescent Mental Health Service.
Child's Needs Assessment (CNA)	A child's needs assessment is the process social services use to assess the needs of a

	child who is approaching the age of 18 if it looks like they will need care and support from adult social care.
Circle of Support	A group of people who will support and help a person to say what they want and plan what they want to do.
Citizens Advice	Specialise in providing information and advice including what benefits to claim as well as support to fill in benefit forms.
Client Contribution	The amount someone may need to pay towards the cost of social care services they receive. Whether they pay and how much depends on the local council's charging policy. Residential care charges are set nationally.
Commissioner	A person who plans the services that are needed by the people who live in the area and ensures that services are available.
Continuing health care	Ongoing care outside hospital for someone who is ill or disabled arranged and funded by the NHS. It is provided when someone's need for day-to-day support is mostly due to their need for health care, rather than social care.
Code of Practice (CoP)	A guide that outlines how official bodies such as Local Authorities should provide help or services, according to the law.
Court of Protection - Deputy	Someone who is appointed by the court to act on the behalf of a person who lacks the mental capacity to make their own decisions regarding financial and personal welfare issues – this is usually a family member.

Direct Payment	The amount of money paid to an individual or someone acting on their behalf, by Social Care Services to meet the needs of the person who has been assessed as needing support and will arrange their own support instead of receiving social care services arranged by the council.
Department for Work and Pensions (DWP)	A government organisation who is responsible for administering a range of working age, disability and ill health benefits.
Education, Health and Care Assessment (EHCNA)	A detailed examination of your child or young person's needs in terms of education, health and social care by the Local Authority which may lead to an EHCP.
Education, Health and Care Plan (EHCP)	An Education, Health and Care Plan is a legally binding document that details the education, health and social care support to be provided to a child/young person who has SEN or a disability. It is produced by the local authority after an EHC assessment. A child/young person will be eligible for a plan if they need more support than their school provides.
Education and Skills Funding Agency (ESFA)	Responsible for planning and funding education, apprenticeships and training for children, young people and adults (excluding higher education).
Eligibility	When a person's needs meet the council's criteria for council funded care and support. The local council decides who should get support, based on their level of need and the resources available in the area. The eligibility threshold is the level at which an individual's needs reach the point that their council will provide funding. A person will not qualify if the council assesses their needs and decides they fall below this threshold.

Health Action Plan	A health action plan identifies an individual's health needs and outlines what they need to do to keep healthy including what services and support they need to live a healthy life.
Health Professional	Someone who is regulated by a relevant health professional regulator. They may work for a community provider, acute trust or a mental health trust, in paediatrics or adult services.
Independent Support	Support provided by an individual independent of the local authority who is trained to provide advice and support for families with a child/young person with SEND going through the statutory assessment and EHCP process.
Indicative Personal Budget	The estimated amount of money needed to meet a person's assessed eligible care and support needs .
Individual Education Plan (IEP)	A personalised plan designed to help children who are experiencing difficulties in school to help them improve their skills and knowledge at their own pace.
<u>Integrated Therapy Service</u>	Provides specialist Physiotherapy, Occupational Therapy and Speech and Language Therapy through locally based teams across Oxfordshire to children/young people with SEND.
Job Centre Plus	Part of the DWP whose purpose is to help people of working age (16+) find work and provide financial support.
LA	Local Authority sometimes referred to as the county council.

Learning Difficulty	A learning difficulty is a condition which creates an obstacle that affects a person's ability to learn but does not affect their IQ.
Learning Disability	A learning disability is an impairment in intelligence that affects a person's learning and intelligence across all areas of their life.
Local Offer	The Local Authority has a legal duty to publish a Local Offer that lists all the activities, opportunities and support services available to families who have disabled children and young people with SEND aged up to 25. It should include information about education, health and social care provision as well as training, employment and independent living for young people with special education needs and /or disabilities.
Looked After Children (LAC)	Children or young people who are in the care of the local authority, whether by voluntary agreement or by court order.
Looked After Children Review	A statutory meeting that brings together those people who are closely concerned with the child/young person to ensure that the care and support needed is provided and kept up to date. They should be integrated with transition reviews.
Mental Capacity Assessment	An evaluation carried out to see if someone is able to make decisions about their welfare.
Multi- disciplinary/multi agency	Where all the professionals or organisations providing treatment or support come together to assess or discuss a child or young person and their family situation.
NEET	A young person of education age who is not in education, employment or training.

NHS Continuing Healthcare	A package of care that is arranged and funded solely by the NHS for individuals aged 18 and over who are not in hospital but have complex ongoing health needs.
Outcome	An outcome in social care refers to an aim or objective that a person would like to achieve or need to happen -for example, continuing to live in their own home. People need to be able to say what outcomes are the most important to them and receive support to achieve them.
Outreach	When a worker comes out to visit the individual and their family rather than them having to go to them.
People who use services	Anyone who uses care services whether in their own home, residential care or in hospital.
Personal Assistant	Someone who the person chooses to employ to provide the support they need in the way that suits them best. This may include cooking, cleaning, help with personal care, or getting out and about. A personal assistant can be paid through direct payments or a personal budget.
Personal Budget	The amount of money allocated to an individual by their local council to pay for their care or support to meet their assessed needs. A personal budget can be taken as a direct payment or they can choose to have the council arrange the services (sometimes known as a managed budget) or a combination of the two.
Person Centred Approaches	A way of working with a person to find out what is important and meaningful to them as an individual.

Person Centred Planning (PCP)	Person centred planning puts the young person at the centre of planning and focuses on their needs and wishes. It is about families and professionals making plans with a young person and not for them.
Preparation for Adulthood ((PFA)	A section in the Code of Practice which lays out the need for local authorities and their partners to work together with young people to help them achieve successful outcomes in the long term.
Primary Care	The part of the NHS that is the first point of contact for patients. This includes GP's, community nurses, pharmacists and dentists.
Profound and multiple learning disability (PMLD)	When a person has a severe learning disability and other disabilities that significantly affect their ability to communicate and be independent.
Referral	A request for an assessment of a person's needs, or for support from a social care organisation. A referral to adult social care may be made by a GP, another health professional or anyone else who supports them. People can also refer themselves or a member of their family can refer on their behalf by contacting the adult social care department.
Residential Care	Care in a care home with or without nursing for older people or people with learning disabilities who require 24-hour care.
Resource Allocation System	Some councils use this system to decide how much money people get for their support. Once a person's needs have been assessed they will be allocated an indicative budget which should enable a person to plan the care

	and support that will help meet their assessed needs.
Respite	Short term breaks for parents or carers.
Review	A review is when the individual and the people in their life look at whether the services they are receiving are meeting their needs and helping them to meet their outcomes.
Risk Assessment	An assessment of a person's health, safety, wellbeing and ability to manage their essential daily routines. Sometimes the term risk enablement may be used which means a way of finding a way of managing any risks effectively so that an individual can still do the things they want to do.
Safeguarding	A process ensuring that adults at risk are not being abused, neglected or exploited and ensuring that people who are deemed 'unsuitable' do not work with them. If you think someone you know is being abused you should let the adult social care department at your local council know. They should carry out an investigation and put a protection plan in place if abuse is happening. Councils have a duty to work with other organisations to protect adults from abuse and neglect through the safeguarding board.
SALT	Speech and Language Therapy.
Self-Advocacy	Speaking up for yourself, putting across your views.
Self – Directed Support	A different way of organising social care, that puts a person who receives services at the centre of the support planning process and enable them to take as much control as

	possible of their lives and make choices about the support they receive.
Self - funding	When you arrange and pay for your own care services and do not receive financial help from the council.
SEN	Special Educational Needs – a child or young person has a special need if they have a learning difficulty or disability which calls for special educational provision to be made for them.
SENCO	A Special Educational Needs Co-ordinator who is responsible for special educational needs within a school. They coordinate additional support for pupils and liaise with parents, teachers and other professionals.
SEND	Special Education Needs and Disabilities. A child, young person or adult who has a physical or mental impairment that has a substantial or long-term effect on their ability to carry out normal day-to-day activities.
SEND Code of Practice	Statutory guidance setting out the duties and responsibilities of organisations, including schools, in relation to children and young people with SEND.
SENDIASS	Special Educational Needs and Disability Information Advice and Support Service are statutory services which provide independent and impartial information, advice and support to parents and carers of children and young people who have, or may have special educational needs (SEN) and/or disabilities and to young people themselves (16+).
SENDIST	Special Educational Needs Disability Tribunal. An independent body that hears parents

	appeals against LA decisions on EHC assessments and parents claims of unlawful disability discrimination.
Short breaks	Breaks for carers sometimes called respite.
Single Point of Access	In Oxfordshire, any requests for referrals to access CAMHS is through a single point of access.
Social Worker	A professional who works with individual people and families to help improve their lives by arranging to put in place the support they need. Many are employed by the councils in adult social care teams: others work in the NHS or independent organisations.
Support Plan	A written plan after an assessment by a social worker which sets out what a person's care and support needs are, how they will be met, what services they will receive and how the personal budget will be spent.
Specialist College	A college where young people with learning difficulties and/or disabilities can go for further education either as a boarder or day pupil if the local colleges do not offer the support they need.
Special educational provision	Any educational or training provision that is additional to, or different from provision for other children or young people of the same age.
Special School	A school that makes specialist educational provision for pupils with special educational needs.
Teaching Assistant	Assistant who works alongside a teacher in a classroom to support children to learn.

Transition	Transition or moving into adulthood (as it can also be referred to) is the period between 14 – 25 years and is a term used by services to describe the change from being a teenager to becoming an adult.
Transition Plan	A document developed by young people with their parents, school and other agencies that outlines what their needs and choices are now and in the future. It includes what they want to achieve and what support they will need to live as independently as possible. It should cover every aspect of their life including education, employment, housing, health, transport and leisure activities.
Transition Review Meeting	A meeting to look at the transition plan and make any changes needed. This should start in Year 9 and continue every year the young person is in education.
Young person	A child becomes a young person when they have reached the end of compulsory schooling (this is the end of the school year in which they turn 16) but are under the age of 18.