

Jargon Buster

Children and Families Act 2014: Part 3 includes new laws on SEN and disability, which were brought into force from 1 September 2014.

Direct payment: Direct payments are cash payments given instead of community care services that the person has been assessed as needing, and are intended to give greater choice over how the person receives care and support. The payment should be sufficient to enable the person to purchase services to meet their eligible needs, and must be spent on services that meet these needs. It is usually spent on employing people, often known as personal assistants or support workers, or on buying support from a home care agency. It can also be used to buy other services for needs that have been assessed, such as activities or equipment. Most areas have a direct payment support service, either provided by or commissioned by the local authority; these are sometimes user-led organisations.

ICE number: ICE stands for 'in case of emergency'. People are encouraged to store the number of the first person to be contacted in case of any emergency on their phones under the 'name' of ICE. It is useful to store this number on your home phone as well as your mobile.

Information, Advice and Support Services (formerly Parent Partnership Service): Information, Advice and Support Services (IASS) offer advice and support to parents and carers of children and young people with special educational needs. They are statutory services; this means there has to be one in every local authority. They are free, impartial and confidential services. You can find out more about the service in [Sutton here](#)

Mental Capacity Act: This Act, which covers England and Wales, was introduced in 2007. 'Mental capacity' is another way of saying the ability to make decisions. See Section 1 for details of the Act.

Parent Carer Forum: a Parent Carer Forum (PCF) is a group of parents and carers of disabled children who volunteer their time and 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.
In Sutton the contact details are: 8 Stanley Park Road, Carshalton, Surrey, SM6 0EU
020 3701 2175 suttonparentsforum@outlook.com

Personal budget: Personal budgets are an allocation of funding given to a person after an assessment. It should be sufficient to meet their assessed needs. Users can either take their personal budget as a direct payment, as a payment for a service or a combination of the two. They are intended to give people more choice and control over the support they get without necessarily having to take on the responsibilities of managing a direct payment.

Person-centred planning: Person-centred planning is an umbrella term for a variety of approaches to gathering key information about a person: who they are, what is important to them and what would work for them. Person-centred planning helps with planning the support that someone would need but it also helps to look more broadly

at how the person would like to live their life now and in the future. Person-centred planning sometimes focuses too much on making a written plan. A written plan is a useful tool as it can be shared with others and help to make change happen in a person's life, but it is the implementation that is important. People who care about the person's future, such as family and friends, are often key in making sure that this process of planning continues during a person's lifetime.

Power of attorney: A power of attorney is a legal document appointing one or more people to act on an individual's behalf, either to look after their property and financial matters (called a property and affairs power of attorney), or the handling of their personal welfare, including medical treatment (called a health and welfare power of attorney).

Enduring power of attorney: Before 2007, when lasting powers of attorney (see below) became valid, it was possible to create an enduring power of attorney. This allowed an attorney to deal with someone's financial affairs, but not their health and welfare. The same test of mental capacity applied but the enduring power of attorney did not have to be registered until the person creating it became mentally incapable.

Lasting power of attorney (property and affairs): Attorneys must be over 18, not bankrupt and, equally importantly, people who can be trusted to look after your relative's finances. Ideally at least one of the attorneys should be younger than your relative and live reasonably nearby; it could be a family member, friend, work colleague or a professional. It is not a good idea to choose family members who live abroad as this can cause delays in dealing with paperwork.

Lasting power of attorney (health and welfare): This allows the attorney to make decisions about matters relating to the person's health and welfare if or when they are not able to make such decisions themselves. These decisions must be made in the person's best interests and the attorney would be expected to involve family members in the process. The decisions may concern the person's medical treatment, how their health care is managed, where they live and how their living arrangements are managed (particularly in a care home or supported living). They might also involve more detailed aspects of their life, such as daily care and diet.

School Action / School Action plus: under the previous Code of Practice, schools support children with SEND but no statement, at School Action or School Action Plus, depending on the level of support needed and whether specialist expertise is being provided from outside the school. Under the new Code of Practice, School Action or school Action Plus has been replaced with 'SEN support' and in discussion with parents, schools will be expected to provide the right level of support and seek external advice whenever it is needed.

SEN Code of Practice: this is statutory guidance for people and organisations who have duties towards children and young people with SEN. The current Code continues to apply until September 2014 and some parts of it will continue after that. A new Code will be issued in 2014 under Part 3 of the Children and Families Act.

Statutory guidance: where statutory guidance applies to someone, they cannot ignore it and they must have a good reason for doing something different from what the guidance tells them

Supported living: Supported living is a term used to mean a housing and support arrangement where someone rents or owns their home. They would also have a say over who they live with if it is shared accommodation (or they could live on their own), the support they get and how they live their lives. It is based on the assumption that all people with learning disabilities can live in their own home with the appropriate level of support. There are many examples of people having 24-hour support with staff sleeping in or being awake at night.

Disabled person's trust: This is a special type of trust that can be created for or by a person with a disability but it is more restricted in the way it can be operated than a discretionary trust (see below). There are specific rules relating to disabled persons' trusts and taxation so if you are considering this form of trust you should talk to a solicitor. Discretionary trusts are usually viewed as being the most suitable for someone with a learning disability.

Discretionary trust: A discretionary trust is a way of putting money aside for your relative. It involves a formal transfer of assets which could be property, investments or money to a number of people (beneficiaries). The trustees have the discretion (choice) as to how they deal with the assets that are in the trust. The purpose of having a number of beneficiaries is that the disabled person is not seen as owning the assets when being assessed for benefits or care funding. In your letter of wishes (see above) you would say how you would like the money to be spent.

Lifetime trust: A lifetime trust is a type of discretionary trust and would therefore name several beneficiaries. If your relative already has an amount of money, say, from an inheritance from a grandparent, or if you wish to put money aside in your lifetime, it can be put in a lifetime trust. Provided that the amount put into the trust is not more than the tax rules allow, it can be topped up, for example with birthday and Christmas money.

Trustee: See trusts above. A trustee is a person given control or powers of administration of property or affairs in trust with a legal obligation to administer it solely for the purposes specified.

Glossary of terms

Listed below are some of the common SEN abbreviations.

ADD Attention Deficit Disorder

ADHD Attention Deficit and Hyperactivity Disorder

AR Annual Review

ASD Autistic Spectrum Disorder

BESD Behaviour, Emotional and Social Difficulties

BSP Behaviour Support Plan

CAF Common Assessment Framework

CAMHS Child and Adolescent Mental Health Service

CAT Cognitive Assessment Testing

CoP Code of Practice

CPR Child Protection Register

DDA Disability Discrimination Act

EHCp Education Health and Care plan

ELG Early Learning Goals

EP Educational Psychologist

HI Hearing Impaired

IEP Individual Education Plan

LAC Looked After Children

LSA Learning Support Assistant

MLD Moderate Learning Difficulties

MSI Multi-Sensory Impairment

OCD Obsessive Compulsive Disorder

ODD Oppositional Defiance Disorder

OT Occupational Therapy

PD Physical Difficulties

PEP Personal Education Plan

PLASC Pupil Level Annual Schools' Census

PMLD Profound and Multiple Learning Difficulties

PPO Parent Partnership Officer

PRU Pupil Referral Unit

PSP Pastoral Support Plan

SEN Special educational needs

SEND Special educational needs and disabilities

SIASS Sutton Information Advice and Support Service (formally Parent Partnership Service)

STARS Sutton Tuition and Reintegration Service