



**WOKINGHAM
BOROUGH COUNCIL**

**Children with Disabilities Service
Continuum of Need Document**

UNCLASSIFIED

Document Control Information

Title: **Children with Disabilities Service Continuum of Need Document**

Date: May 2021 (V1.1)

Review date: March 2022

Version 1.1

Classification: Unclassified

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Version	Date	Description
Version 1	March 2021	Children with Disabilities Service Continuum of Need Document – first version.
Version 1.1	May 2021	Family Based Short Breaks please contact number corrected on Page 16

If you have any questions or concerns about the contents of this document, in the first instance please contact the Quality Assurance and Policy Team via email at: ImpactAndInspectionTeam@wokingham.gov.uk.

Contents

Introduction	4
The Legal Framework.....	4
The Definition of Disability.....	5
The Continuum of Need.....	6
The Children with Disabilities Service	8
Services for Everyone.....	9
The Local Offer	9
Children with Additional Needs Network (CAN Network)	9
Additional Help - Targeted Services	10
Short Breaks & Early Help Team	10
ASSIST (Autism Spectrum Service for Information, Support & Training)	11
FIRST (Family Intervention, Resources and Support Team)	12
Saturday Club	14
Family Based Short Break Scheme	15
Intensive and Specialist Services	17
Children with Disabilities Team (Social Work).....	17
Children with Disabilities Team (Occupational Therapy Service)	18
Bridges Resource Centre.....	19
Further Support and Signposting.....	21
Special Education Needs Service	21
Children and Young People's Continuing Care.....	21
Further Advice and Support for Practitioners within Wokingham Borough Council	22
Sensory Needs Team.....	22
Integrated Early Help Service.....	23
Housing Needs	24
Tenants Services.....	24

Introduction

Children with disabilities and their families require different levels of help and support to achieve their full potential, through a graduated response from universal, targeted, intensive or specialist services. In addition, the needs of a child with a disability are not static and will change with age and as a result of additional factors, such as family functioning or the environment they live in; specific factors directly related to their disability may also have an impact.

The approach of Wokingham Borough Council's Children with Disabilities Service is underpinned by the principle that children with disabilities are first and foremost children, with their disability being a vital but secondary consideration. As such, it is imperative that so far as possible, children with disabilities have the right to access services that any child can access, and that universal provisions work to make their offer as open as possible to them.

For many children with a disability, access to universal services will be sufficient to meet their needs. For some however, these services will not be able to provide the level of support that is required and there may be a need for the child and their family to access services that provide additional (targeted) support. For a few with more complex needs, an intensive/specialist service will be required. To ensure that children with disabilities and their families receive the right level of support, at the right time and from the right people, Wokingham Borough Council will complete an assessment, adopting the use of a holistic assessment tool proportionate to the presenting needs and which respects the right to a private family life.

The Children with Disabilities Service also work within a strengths-based Signs of Safety framework. This approach seeks to support families and their wider network at all levels of presenting need, to utilise the resources they have available to them to resolve issues and build future resilience.

All the teams that form the Children with Disabilities Service work to these principles. Viewed as a whole, the service is designed to support children across the continuum of needs that may be experienced throughout their childhood and adolescence. This Continuum of Need document has been designed to provide families and practitioners with a clear understanding of the services available to support children with disabilities across this continuum in Wokingham. The document offers a description of each team and their support criteria, to ensure that children and families receive the most proportionate, timely and helpful response. Some of the services can be accessed directly by families whilst others require a referral. Details of these processes have also been outlined.

The Legal Framework

The services that Wokingham Borough Council deliver to children with disabilities are provided within the context of a range of legislative frameworks. These include:

- Chronically Sick and Disabled Persons Act (1970): Section 2 sets out a duty to make arrangements which are assessed to be necessary in order to meet the needs of the individual child.
- Children Act 1989: Section 17 provides a general duty to safeguard and promote the welfare of children 'in need' (which includes a child with a disability); Section 20 contains a power to provide accommodation to a child in order to safeguard and promote their welfare (for example by way of respite).

Also relevant are the following statutory provisions and guidance:

- Housing Grants, Construction and Regeneration Act (1996).
- Childcare Act (2006).
- Equality Act (2010).
- Breaks for Carers of Disabled Children Regulations (2011).
- Fostering Services (England) Regulations (2011).
- Children and Families Act (2014).
- Children's Homes (England) Regulations (2015)
- Working Together to Safeguard Children (2018).

The Definition of Disability

The accepted definition of disability in Wokingham is taken from the Equality Act 2010, which is:

“A physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities”.

There is also an important distinction to be made between issues arising as a result of the child's disability and issues that may arise as a result of parenting or environmental concerns. Services for children with disabilities will address presenting issues being experienced by the child and their family that relate specifically to the child's disability. If however the issue is predominantly linked to the need to develop parenting skills or is caused by other environmental factors, support can be provided from other teams within the Council as appropriate.

It should also be noted that where children's needs are predominantly related to mental health, a medical condition or known side effect of a medication the child is taking, advice should be sought from CAMHS or the relevant Health practitioner, who will be best placed to offer the appropriate support. There is a signposting section at the end of this document which provides details of where such supports can be obtained.

The Continuum of Need

Children with disabilities and their families will require different levels of help and support to achieve their full potential, through a graduated response from universal, targeted, intensive or specialist services. Our approach to providing this support is demonstrated below in *Diagram 1 - The Continuum of Need*. As the diagram demonstrates, there are varying levels and types of support that children with disabilities and their families can require at different points.

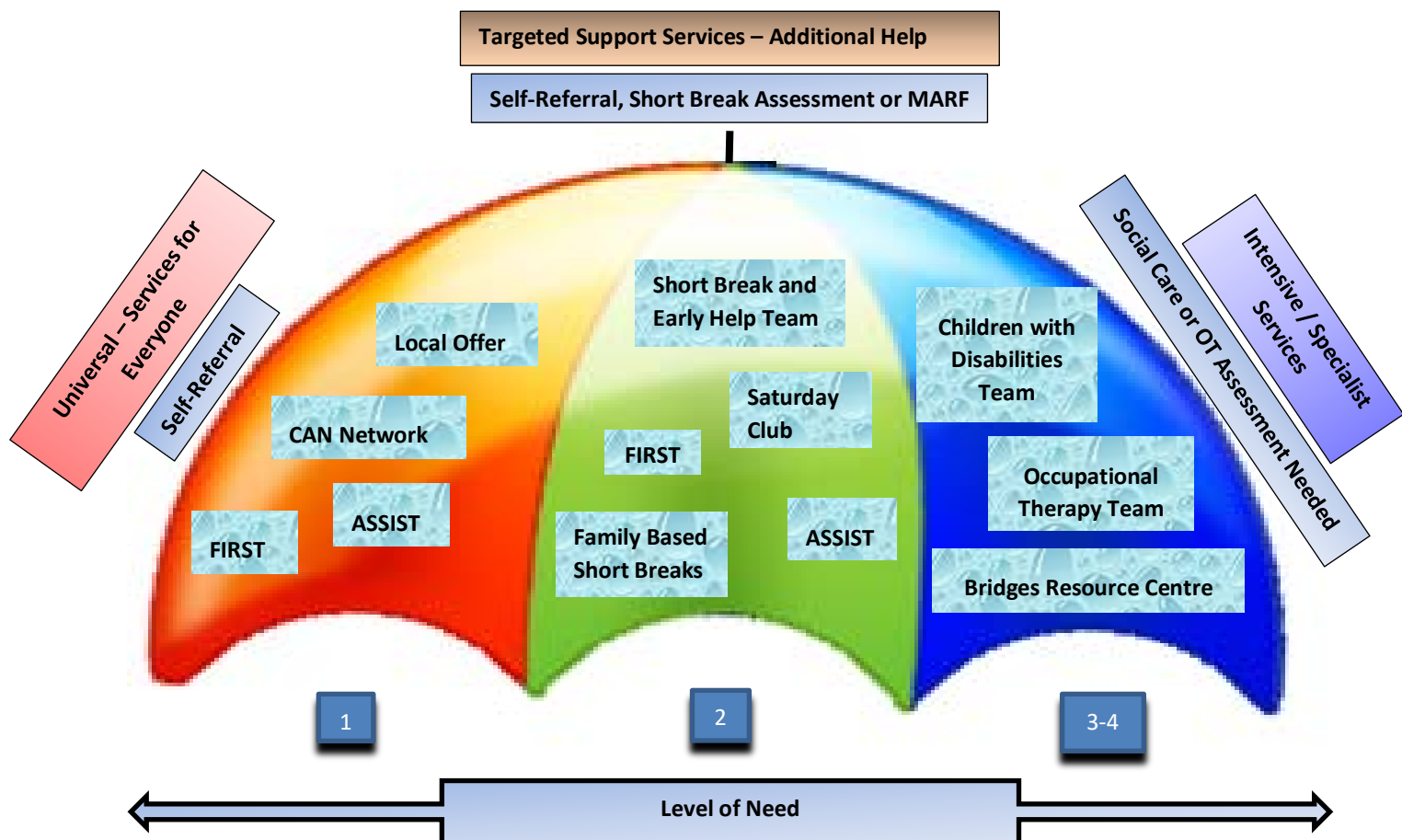


Diagram 1 - The Continuum of Need

The levels of need in the diagram are explained in full in Wokingham Borough Council's current Threshold Document¹. These can be summarised as follows:

Level 1: Services for Everyone (Universal Services)

Many children, young people and their families will have their needs met through accessing universal services. These services can be accessed directly by the child and their family without the need for involvement from the Local Authority.

¹ Wokingham's current Threshold Document can be read in full via the Berkshire West Safeguarding Children Partnership website here:

<https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/scp/wokingham/wokingham-threshold-guidance>

Level 2: Additional Help (Targeted Services)

Some children, young people and their families will require additional help and support to meet their child's needs. This will take the form of Short Break and/or Early Help Support. Some support services are accessible via self-referral whilst others require a Short Breaks or Early Help Assessment to be undertaken by the relevant team within the Local Authority.

Level 3: Intensive Help (Intensive Services)

A few children, young people and their families will require more intensive help and support to meet their child's needs. This group of children will usually have quite complex needs.

Level 4: Specialist Help (Safeguarding Services)

A few children, young people and their families will require specialist help to ensure that the safety and well-being of the child is maintained. These children are likely to be having adverse experiences as the result of family functioning or the environment they are living in; sometimes the complexity of the disability need can be a compounding factor in this.

Any child who is at risk of significant harm, regardless of their existing level of support, will be subject to safeguarding procedures as set out by Wokingham Borough Council.

To Note: Our safeguarding procedures are set out in full via the [Pan Berkshire Safeguarding Procedures](#) and the [Wokingham Children's Service Procedures Manual](#). Although this Continuum of Need Document does not detail these processes, it should be noted that any child with a disability who is subject to safeguarding procedures and requires ongoing support will have this provided to them by a Social Worker.

The Children with Disabilities Service

The remainder of this document will explain how the Children with Disabilities Service is configured to meet the differing needs of children across this continuum of need, the support criteria that apply at each level, the services the different teams offer and how they can be accessed.

An overview of this configuration can be seen in **Table 1: Children with Disabilities Service Configuration** below:

Table 1: Children with Disabilities Service Configuration

Level of Need	Services
1. Services for Everyone – Universal Services	Local Offer Children with Additional Needs (CAN) Network ASSIST (Universal Offer) FIRST (Universal Offer)
2. Additional Help - Targeted Services	Short Breaks and Early Help Team ASSIST (Targeted Offer) FIRST (Targeted Offer) Saturday Club Family Based Short Breaks
3. Intensive Help – Intensive Services 4. Specialist Help – Safeguarding Services	Children with Disabilities Team Occupational Therapy Team Bridges Resource Centre

Services for Everyone

The Local Offer

The Local Offer is an online resource which provides information about the support that is available in the local area for children and young people aged 0-25 with special educational needs or disabilities and their families. It includes information on a range of services and provides details on how to access them.



www.wokingham.gov.uk/lo

Children with Additional Needs Network (CAN Network)

The CAN Network is an information and support service for children with additional needs. It can provide advice and support on clubs and activities taking place locally and events and attractions further afield. The CAN Network can also signpost families to support groups, training opportunities and other sources of disability-focused information which they may benefit from.

Children do not have to have a formal diagnosis in order for them or their families to access information and signposting support, or to choose to be included on the CAN Network contact list. Joining the contact list will also mean that the child and their family receive regular news emails of what is happening locally i.e. events, activities, training and consultations that may be of interest. Families can unsubscribe at any time by emailing and asking to be removed from the bulletin list.²

The CAN Network also acts as the service which maintains the Council's Register of Children with Disabilities, which is a legal requirement under the Children Act 1989. The Register acts as a tool to help with the planning and monitoring of services. Unlike the CAN Network contact list, Children who join the Register must have a formal diagnosis.

To encourage people to join the Register, the CAN Network also offers a CAN Card to eligible children. The CAN Card acts as proof of eligibility for concessionary rates at a range of local attractions and settings.

Contact Details

Should you require further information about the CAN Network please contact them:

By phone: (0118) 974 6897

By email: can.network@wokingham.gov.uk

Web: www.wokingham.gov.uk/lo

² Being registered with the CAN Network does not enable access to other services which require children to have a **substantial** and **long term** disability, as the register includes children with a wide range of additional needs.

Additional Help - Targeted Services

Short Breaks & Early Help Team

Aim of the service:

To support children with disabilities and their families where additional assistance is required to meet their need (i.e. where this is more than universal services can provide), at the earliest opportunity; preventing the need for escalation to Social Work support services.

The service will work with families to provide:

Short Breaks:

- Assess the need for and help identify short break provisions required by the child and their family.
- Develop a Short Break Support Plan with the family.
- Review the Short Break Support Plan at appropriate intervals to ensure it still meets the needs of the child and their family.

Early Help:

- Undertake Short Break and Early Help Assessments to support children and families with issues relating to the child's disability.
- Develop Short Break and Early Help Support Plans.
- Co-ordinate professionals involved in the plan via a Team around the Family (TAF) arrangement where appropriate.
- Review the Short Break and Early Help Support Plan as required to achieve satisfactory outcomes.

Criteria: Who is this service best placed to support?

Short breaks provisions being delivered via this service are covered by the Breaks for Carers of Disabled Children Regulations 2011 & the Chronically Sick and Disabled Persons Act (1970). Early Help provisions being delivered by this service are supported by the Working Together to Safeguard Children 2018 guidance, as referencing Early Help Provision.

In summary, these services are available to:

- Children aged 0-18 with a substantial and long-term disability, as identified by assessment.
- Children who live in the Wokingham Borough.
- Children that require short breaks assessment and/or review.
- Families that need additional help as a result of their child's disability to prevent escalation to Social Work support services.

Referral Process:

Referrals to the Short Break and Early Help Team must be made via the Duty Triage and Assessment team (Front Door). Phone: (0118) 908 8002 Email: triage@wokingham.gov.uk.

Professionals should complete a **Multi-Agency Referral Form (MARF)**

Referrals for Short Breaks can be made directly by parents using the **Short Break Self-Referral Form**.

Further information about Short Breaks can be found in the **Short Break statement**.

Contact Details:

Should you require further information about the Short Break and Early Help Team please contact them:

By phone: (0118) 9746881 or (0118) 974 6890

By Email: ShortBreaksCo-ordinator@wokingham.gov.uk

Web: [Short Breaks Service and Early Help Team Website](#)

ASSIST (Autism Spectrum Service for Information, Support & Training)

Aim of the Service:

The aim of the ASSIST service is to work in a proactive, supportive and preventative way with families and providers, so that autistic children and young people living in the Wokingham Borough can be the best they can be.

The approach to intervention is holistic, creative and directed by the needs of the individual and those around them. The service provides information, support and training to assist children and their families both pre and post diagnosis.

A key aim of the service is to build capacity. ASSIST are always looking at ways to work with many to share knowledge and skills that enhance the understanding of autism.

Criteria: Who is this service best placed to support?

Early Help provisions being delivered by this service are supported by the Working Together to Safeguard Children 2018 guidance, as referencing Early Help Provision.

Universal

- Anyone who has an interest in autism or feels that the strategies shared might be useful is welcome to attend a Workshop.

Targeted

- Children up to 18 years old, with a diagnosis of autism or who are on the pathway for an autism assessment, who are resident in the Wokingham Borough.
- Parents or children with a diagnosis of autism or who are on the pathway for an autism assessment, who would like to attend parent programmes and drop-in sessions.
- Those living with, caring for or working with a child/young person diagnosed with autism, who following the need being identified through a formal assessment would benefit from focused support.

Referral Process:**Self-Referral – direct to the service**

1. **All people** on the autism spectrum and their families can access universal services, information and support in relation to the condition of autism e.g. health and education services for all, post-diagnostic information, support groups and workshops.

2. **Some people** on the autism spectrum and their families would like more in-depth support to understand and manage autism within their family, school or leisure environment e.g. autism specific parent programmes and autism advice within meetings.

Full details of the support groups, workshops and parent programmes can be found via the [ASSIST Team website](#).

To Note: If a practitioner is supporting a family to self-refer, the family should be aware of and give consent to their information being held by the ASSIST team, who co-ordinate autism parent programmes in Wokingham. ASSIST can then inform families of autism specific events in Wokingham.

Information leaflet and details of forthcoming programmes will be sent to family once contact information is received.

There is normally a charge for the National Autistic Society workbooks used in parenting programmes but if finances are an issue this can be discussed with the service.

Referral required - Via Duty Triage and Assessment

Referrals to ASSIST for focussed 1:1 support must be made via the Duty Triage and Assessment team (Also known as the Front Door). Phone (0118) 908 8002 Email: triage@wokingham.gov.uk.

Professionals should complete a [Multi-Agency Referral Form \(MARF\)](#)

3. **A few people** on the autism spectrum and their families will want and/or need focused work and intervention to enable the child/young person to continue living with their family or to enable the child/young person to stay at their current school. Where identified through a formal assessment, ASSIST will either work directly or alongside others, analyse why there are difficulties and identify how adults can implement and support a positive outcome.

Contact Details

Should you require further information about ASSIST please contact them:

By phone: (0118) 908 8053

By email: assist@wokingham.gov.uk

Web: [ASSIST Team website](#)

[FIRST \(Family Intervention, Resources and Support Team\)](#)

Aim of the service

The aim of the Family Intervention, Resources and Support Team (FIRST) is to provide information, workshops and training around sleep, anxiety and behaviour. The team comprises of two qualified Sleep Practitioners, one Behaviour Practitioner (trained in advanced Team Teach) and one Family Support Worker, who can help families with implementing the strategies where this is required.

In the first instance, parents are required to attend one of the courses. If following attendance additional support is required, a more detailed assessment will be arranged to identify focused

outcomes to meet the child's particular needs. It should be noted that FIRST work collaboratively with families and that the success of outcomes relies heavily on parents or carers implementing the strategies that are shared. Whilst support is available to help with this, families and referring professionals need to ensure that the family are open and willing to work in this way.

Criteria: Who is this service best placed to support?

Early Help provisions being delivered by this service are supported by the Working Together to Safeguard Children 2018 guidance, as referencing Early Help Provision.

- Anyone in Wokingham Borough who is supporting a child with a disability and has an interest in sleep hygiene or behaviour management is welcome to attend a workshop. If there is additional capacity available on a workshop, spaces can be accessed by people with an interest in the subject matter who are not supporting a child with a disability.
- Parents of children with a disability, (or on the pathway for an autism assessment), aged 3-18 who live in the Wokingham Borough, can access formal sleep and behaviour course programmes.
- Families who have completed a formal sleep or behaviour programme delivered by FIRST and are identified as requiring additional support, will be offered this on a 1:1 basis. FIRST will also accept referrals for urgent work where this has been identified via a Social Work assessment (without attendance at the course) or where the needs of the parent dictate that group work may not be the most suitable method of delivery. Once a family has been identified as needing 1:1 support, FIRST will carry out an assessment and develop a bespoke plan of time limited support with the family.

Parents of children with ADHD should be referred to the Family Coach for access to the 123 Magic Course which is specifically designed to support this group of young people. For contact details, see the Integrated Early Help Service [outline](#) in the signposting section of this document.

Referral Process:

Self-Referral – Direct to the service

1. **All people** who are supporting a child with a disability and who may benefit from information and support in relation to sleep and behaviour, can attend **workshops**.
2. **Some people** who are supporting a child with a disability and who would like more in depth support to understand and manage sleep and/or behaviours, can attend a **formal course** on the subject.

If supporting a family to self-refer, the family should be aware of and give consent to their information being held by the FIRST team. FIRST can then inform families of specific events.

Information leaflet and details of next programmes will be sent to family once contact information is received.

Full details of the support groups, workshops and parent programmes can be found via the [FIRST website](#).

To self-refer to FIRST, please contact the service using the FIRST team contact details listed below.

Referral required – Via Duty Triage and Assessment

Referrals to FIRST for focussed 1:1 support must be made via the Duty Triage and Assessment team (Front Door). Phone (0118) 908 8002 Email: triage@wokingham.gov.uk.

Professionals should complete a [Multi-Agency Referral Form \(MARF\)](#)

3. **A few people** supporting children with disabilities will want and/or need **1:1 focused in-depth support** to enable the child/young person. Where identified through attendance at a FIRST course or where an urgent need is identified as part of an assessment, FIRST will either work directly with a family or alongside other professionals where appropriate, to support them to make changes to the child's sleep or behaviour.

Contact Details

Should you require further information about FIRST please contact them:

By phone: 0118 974 6000

By email: First@wokingham.gov.uk

Web: via the [FIRST website](#).

Saturday Club

Aim of the Service:

Saturday Club aims to provide children with disabilities who require a higher level of support, the opportunity to attend a club that might not otherwise be available to them in the mainstream. The focus is on building friendships and undertaking a range of fun activities and experiences, whilst promoting independence, community safety skills and learning.

There are two Saturday Clubs, both of which operate from Addington Special School in Woodley. Children attend the club one Saturday a month and are carefully matched with a group of children where opportunities to form positive relationships and share similar interests exist.

The club undertakes some activities on site, but also accesses activities and places of interest within the community, enabling the children to have a wide range of experiences. Ideas are generated from the children and young people who attend wherever possible.

Saturday Club runs four Saturdays a month, with the exception of August when the school is used by Thumbs Up Club to deliver their summer play scheme. Sessions run from 10am – 4.30pm.

Saturday Club ask for a voluntary £5 contribution, which is used to fund activities. Parents are requested to provide their child with a packed lunch.

Criteria: Who is this service best placed to support?

Short breaks provisions being delivered via this service fall under the legal constructs of the Breaks for Carers of Disabled Children Regulations 2011 & the Chronically Sick and Disabled Persons Act (1970). Both Saturday Clubs are registered with OFSTED in accordance with the Childcare Act (2006).

- Children with a disability aged under 18 who live in the Wokingham Borough.
- Children who as a result of their disability are not able to easily access mainstream alternatives (without voluntary support or without reasonable adjustments being made by the programme provider). The need for Saturday Club must be identified via a Short Break and Early Help Assessment (from the Short Break and Early Help Team) or a Child and Family Assessment (from a Social Worker).
- Children aged 5- 11 years old can attend the Under 11's Saturday Club. The club cannot however accept children until the August following their 5th birthday, as they are not registered as an Early Years Provider.
- Children aged over 11 -18 years old can attend the Over 11's Saturday Club, provided it continues to meet their needs and those of their family.

Referral Process

- To attend Saturday Club, children will have been assessed by a Short Break and Early Help Co-ordinator or a Social Worker in the CWD Team as requiring this service.
- Requests for service are considered at the disability-specific Children with Additional Needs Multi-Agency Panel (CANMAP) which is held monthly.

If agreed in principle at CANMAP, a home visit will be undertaken and/or a visit to Club arranged to establish whether or not the service is appropriate in meeting the child's needs. It may be necessary to add the child to the waiting list if a suitable space is currently not available.

Contact Details

Should you require further information about Saturday Club please contact them:

By phone: 0118 9746000

By email: saturdayclub@wokingham.gov.uk

Web: [Saturday Club website](#).

Family Based Short Break Scheme

Aim of the service:

The Family Based Short Breaks Scheme aims to provide regular short breaks for children with disabilities with approved Carers in the Carer's family home - including day care and overnight stays.

Short Break Carers undergo a detailed Form F assessment, which is in line with the Fostering Service (England) Regulations 2011. This assessment is used to assess the suitability of the applicants. Once the assessment and relevant checks have been completed, the applicants are presented to the Fostering Panel, where the decision regarding approval is made.

It should be noted that although the recruitment process is stringent, Short Break Carers carry out their role on a voluntary basis, receiving an allowance for expenses (unlike paid Foster Carers). Most Carers have other employment and the emphasis is on short breaks, with children matched to their level of skills and experience.

Carers usually provide short break care in their own home and undertake activities with the child within the local community.

Criteria: Who is this service best placed to support?

The Family Based Short Breaks Scheme sits under the auspices of the Children Act 1989 and the Fostering Service (England) Regulations (2011).

Short break provisions delivered by this service are governed by the Breaks for Carers of Disabled Children Regulations (2011) and the Chronically Sick and Disabled Persons Act (1970).

- Children with a disability aged under 18 who live in the Wokingham Borough, where the need for a service from the scheme has been identified via a Short Break and Early Help Assessment (from the Short Break and Early Help Team) or a Child and Family Assessment (from a Social Worker).
- Children (and their families) who would benefit from a short break in a family environment, as opposed to a club/group based activity or support from a personal assistant or residential setting.

Referral Process

- For an overnight service, children will have been assessed by a Social Worker in the Children with Disabilities Team (CWDT) as requiring this support.
- For day care, children will have been assessed by a Short Break and Early Help Co-ordinator or a Social Worker in the CWDT as requiring this support.
- Requests for service are considered at the disability-specific Children with Additional Needs Multi-Agency Panel (CANMAP) which is held monthly.

If agreed in principle at CANMAP, a home visit will be undertaken to establish whether or not the service is appropriate in meeting the child's needs. It may be necessary to add the child to the waiting list if a suitable space is currently not available.

Contact Details

Should you require further information about Family Based Short Breaks please contact them:

By phone: 01189746000

By email: familybased@wokingham.gov.uk

Web: [Family Based Short Break website](#)

Intensive and Specialist Services

Children with Disabilities Team (Social Work)

Aim of the service:

To provide statutory Social Work services to children with disabilities who are:

- *Children In Need (Section 17 of the Children Act 1989;*
- *Looked After (Section 20, Section 31 and Section 38 Children Act 1989); Or*
- *Subject to Child Protection safeguarding arrangements (Section 47 Children Act 1989)*

A Child in Need is defined by Section 17 (10) of the Children Act 1989 as:

(a) He/she is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him of services by a local authority under this Part;

(b) His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him of such services; or

(c) He/she is disabled.

Social Workers within the team undertake a Child and Family Assessment (CAFA) and will use this to identify the needs of the child and develop a Child's Plan. This plan may include Short Break Support, in which case a Short Break Support Plan will also be developed.

Social workers will support the child and their family to address the issues identified in the plan. If following the completion of the work identified as requiring Social Work support, there is an ongoing need for assistance through targeted provision or if there is a Short Break Support Plan in place, then the child and their family will be offered this support from the Short Breaks and Early Help Team.

It should be noted that due to the complexity of some children's disabilities or family circumstances, there may be an ongoing need for long term Social Work support in some instances.

Criteria: Who is this service best placed to support?

- Children from birth to 18 years who live in the Wokingham Borough and have a **severe** or **profound** disability that is having a **substantial** and **long-term** negative effect on daily functioning.

Parent Carer Needs Assessments:

A parent carer is someone over 18 who provides care to a child with a disability for whom they have parental responsibility.

Under section 17ZD of the Children Act 1989, Local Authorities are required to assess parent carers on the appearance of need or where an assessment is requested by the parent. This is called a parent carer's needs assessment. This assessment can be combined with one for the child, and can be carried out by the same person at the same time. It can also be undertaken as a stand-alone assessment.

Currently in Wokingham, the needs of parents and carers are considered as part of a Child and Family Assessment undertaken by a Social Worker, which holistically looks at the need of the child and their primary caregivers through the lens of the Parent Carer Need Assessment framework. Bespoke documentation to support the undertaking of the stand-alone parent carer assessments is currently in development.

Parent Carer Needs Assessments are not exclusively delivered by the Children with Disabilities team and are a function applicable to all Social Work teams. The decision as to who carries out the Parent Carer Needs Assessment is based upon a consideration of which team is best placed to support the child and their family, in line with their presenting needs.

In order to conduct a Parent Carer Needs Assessment, the following areas should be explored:

- Whether a parent carer has needs for support and what those needs are;
- Whether it is appropriate for the parent to provide, or continue to provide, care for the child with a disability, in light of the parent's needs for support, other needs and wishes.

Parent Carer Needs Assessments must also consider:

- The wellbeing of the parent carer;
- The need to safeguard and promote the welfare of the child cared for, and any other child for whom the parent carer has parental responsibility.

Referral Process

Referrals to the Children with Disabilities Team or requests for a Parent Carer Needs Assessment, can be made by parents directly, via contact with the Duty Triage and Assessment Team or by Professionals via a MARF.

Phone: (0118) 908 8002

Email: triage@wokingham.gov.uk

Contact Details

Should you require further information about the Children with Disabilities Team please contact them:

By phone: (0118) 9746881 or (0118) 974 6890

By email: cwdduty@wokingham.gov.uk

Web: [Children with Disabilities Team Website](#)

Children with Disabilities Team (Occupational Therapy Service)

Aim of the Service

To provide Occupational Therapy services to promote and maintain the independence of children with disabilities and to assist their carers to provide safe and effective care in the family home. This may

include the provision of assistive equipment, adaptations to the home, (which could include supporting rehousing applications), and advice on the use of different techniques of care.

Specialist Occupational Therapy input to children with a disability who require a service to achieve or maintain a reasonable standard of health and development or to prevent this being impaired/ further impaired, is delivered in line with Section 17 of the Children Act 1989. Occupational Therapists can also provide equipment in accordance with Section 2 of the Chronically Sick and Disabled Persons Act 1970, and may be able provide access to financial assistance to adapt the home under the Housing Grants, Construction and Regeneration Act (1996).

Criteria: Who is this service best placed to support?

- Children from birth to 18 years who live in the Wokingham Borough and have an Occupational Therapy need that requires assessment and possible Occupational Therapy intervention. This may include the provision of equipment and adaptations to the home that are necessary and appropriate to meet the child's ongoing needs, arising as a result of their disability which is having a **substantial** and **long-term** negative effect on daily functioning.

Referral Process

Referrals to the Occupational Therapy Service can be made by parents direct, via contact with Duty Triage and Assessment Team or by external professionals via a MARF.

Phone (0118) 908 8002

Email: triage@wokingham.gov.uk

Contact Details

Should you require further information about the Occupational Therapy Service please contact them:

By phone: (0118) 9746881 or (0118) 974 6890

By email: cs.ot@wokingham.gov.uk

Web: [The Children with Disabilities Team website](#)

Bridges Resource Centre

Aim of the service:

Bridges is a resource centre, providing short break care for children who have complex needs, or a learning and/or physical disability. The children and young people who access Bridges require personal care, medication, behavioural support and support with learning and achievements. Bridges is registered with Ofsted to accommodate up to five children aged between 8-18 years, at any given point in time. It has five bedrooms, meaning that a maximum of five children or young people can stay overnight. A further three children can attend for tea or day visits. The combination of overnight and day visits cannot not exceed eight children.

The service aims to provide children with disabilities and their families with high quality short break support. Quality, individualised care is provided to the children who attend Bridges, which adopts a child first approach. Bridges also works with other teams within Wokingham Children's Services to deliver support to the whole family, including work with sleep, behaviour and personal care.

The ethos of the service is that every child is an individual with the right to enjoy life within the community, appropriate to his or her age, and to be treated with respect and dignity. Bridges strives to create a positive environment which promotes a culture where children and young people are offered experiences, opportunities and choices to assist them with achieving their aspirations and promote independence.

Criteria: Who is this service best placed to support?

Short breaks provisions being delivered via this service fall under the legal constructs of the Breaks for Carers of Disabled Children Regulations 2011 & the Chronically Sick and Disabled Persons Act (1970) as well as Section 17 and Section 20 (in relation to Short Breaks) of the Children Act 1989.

Bridges Resource Centre is regularly inspected by OFSTED under the Children's Homes (England) Regulations 2015.

- Children from 8 to 18 years who live in the Wokingham Borough and have a **severe** or **profound** disability that is having a **substantial** and **long-term** negative effect on daily functioning. The need for Bridges must be identified via a Short Break and Early Help Assessment (from the Short Break and Early Help Team) or a Child and Family Assessment (from a Social Worker) as set out in the referral process below.

Referral Process

- For an Overnight service, children will have been assessed by a Social Worker in the Children with Disabilities Team (CWDT) as requiring this.
- For a Tea Visit or Day Care service, children will have been assessed by a Short Break and Early Help Co-ordinator or a Social Worker in the CWDT as requiring this.
- Requests for service are considered at the disability-specific Children with Additional Needs Multi-Agency Panel (CANMAP) which is held monthly.

If agreed in principle at CANMAP, a home visit will be undertaken and/or visit to Bridges arranged to establish whether or not the service is appropriate in meeting the child's needs. It may be necessary to add the child to the waiting list if a suitable space is currently not available.

Contact Details

Should you require further information about the Bridges Resource Centre please contact them:

By phone: (0118) 9695977

By email: csbridgesresource@wokingham.gov.uk

Web: [The Bridges Resource Centre website](#)

Further Support and Signposting

Special Education Needs Service

The Wokingham Special Educational Needs (SEN) Service undertakes the Education Health and Care (EHC) needs assessment for children and young people between the ages of 0 - 25 years. It arranges the provision required to meet the needs identified on an EHC plan. The annual review is the statutory process of looking at the needs and provision specified in an EHC Plan, and deciding whether these need to change.

Every child with an EHCP must have an annual review. The first review of the EHC plan must be held within 12 months of the EHC plan being finalised. Subsequent reviews must be held within 12 months of the previous review.

The legal requirements are set out in the Special Educational Needs and Disability Regulations 2014, and there is also statutory guidance for local authorities ("LAS"), schools and colleges in the SEN and Disability Code of Practice (the "Code").

Referral Process

For further details of the SEN Service and how to apply for an EHC plan please see the [Education and special educational needs and/or disabilities website](#).

Contact Details

Telephone: 0118 974 6216

Email: sen@wokingham.gov.uk

Opening hours: Monday - Friday 09:00 - 17:00

Children and Young People's Continuing Care

Continuing Care is a **health funded package of care** that some children, (aged up to 18) are entitled to receive as a result of disability, accident or illness. A continuing care package will be required when a child or young person has needs arising from disability, accident or illness that cannot be met by existing universal or specialist health services alone.

How to apply

If you think your child may be eligible for NHS Continuing Care, support please contact your community children's nurse and/or social worker or any other health or social care professional involved in your child's care for advice. If appropriate, they will make a referral to the NHS Berkshire West Clinical Commissioning Group (CCG) Children and Young People's Continuing Care Service.

For further details please see the NHS Berkshire West Clinical Commissioning Group (CCG) Children and Young People's Continuing Care Service [website](#).

Further Advice and Support for Practitioners within Wokingham Borough Council

The Continuing Health Care/Section 117 (CHC/s117) Team supports practitioners who can refer in for assistance with health applications for children and young people. It is not designed to be over-prescriptive and they are available to discuss cases to reach agreement on who would be best to lead on the process and progress applications in more complex and challenging circumstances.

A step-by-step guide to the Children's Process and Pathways is available and will help you to complete the process.

If you require support or guidance from the CHC/s117 team, then please complete their referral form. They will respond within 24 hours subject to team availability.

NB: The Step by Step guide and referral form have been distributed to WBC practitioners but can also be requested from the team using the email address below.

Contact Details:

Email: chcsupportservices@wokingham.gov.uk

Sensory Needs Team

The Sensory Needs Team supports people in the Wokingham Borough with:

- Sight loss
- Hearing loss
- d/Deaf³
- Dual sensory loss

The Sensory Needs Team provides assessment and specialist support services to people with sensory loss to enable them to continue living as independently as possible.

The Sensory Needs Team has:

- Specialist Deafblind level 3 and level 5 Assessors
- A rehabilitation worker for visually impaired people (ROVI)
- A rehabilitation worker for hearing impairment (ROHI)
- A specialist referral and assessment officer

Sensory Needs drop-in sessions

There are monthly drop-in sessions on the last Friday of every month from 9.30am to 12.30pm at Wokingham Borough Council Civic Offices.

Contact Details

Alice Bateman, Service Manager

Telephone:

³ In deaf culture, people adopt two different spellings of the word deaf:

- **Big D Deaf**, in which a person identifies as a member of the deaf community
- **Small d deaf**, for a person is deaf but doesn't identify as part of the community

0118 974 6896
18001 0118 974 6896 - Text relay service
07714 226789 SMS – service

Email: sensoryneeds@wokingham.gov.uk

Integrated Early Help Service

Wokingham's Integrated Early Help Service provides short term, targeted support to families who are assessed as needing additional help. By working with families, their networks and other professionals they aim to improve life chances, increase positive outcomes and address inequalities for children and young people. Their strength based approach helps to break the cycle of families being dependent on services, by empowering and enabling them to do things for themselves, thus increasing independence and building resilience.

Wokingham's Integrated Early Help Service provide the following:

- Whole family assessment and support.
- 1-1 support for children and parents/carers, including access to the Family Coach, who supports children and parents where there are issues connected to ADHD and ASD.
- Access to parenting support groups, including 12C Magic, a parenting support programme for parents of children with ADHD and ASD.
- Signposting to advice and support from other services.
- Children's Centre services.

They recognise that families are the experts in their own lives and work closely with them to provide co-ordinated help for families on a range of issues, including:

- ✓ Managing challenging behaviours.
- ✓ Family relationship problems.
- ✓ Parental conflict and domestic abuse.
- ✓ Drug and alcohol misuse.
- ✓ Emotional wellbeing.
- ✓ Home condition issues.
- ✓ Keeping safe.
- ✓ Missing education and not in employment.

Referral Routes

Referrals are received via the Duty, Triage and Assessment Team (DTA) via a MARF and sent to the weekly Early Help Hub, where the most appropriate single or multiple agency support is identified. Where more than one agency is involved, a Team Around the Family (TAF) meeting will be convened to agree a multi-agency, time limited plan of support with the family.

The Integrated Early Help Service can also work with families following the completion of a Child and Family Assessment, where additional help is considered best placed to meet the presenting needs.

Additionally, referrals for short-term Targeted Intervention (up to 12 weeks) are accepted for children open to mainstream Social Work teams. This support is delivered as part of the Child's Plan i.e. CIN, CP or LAC.

Contact details for Duty, Triage and Assessment Team

Phone: (0118) 908 8002

Email: triage@wokingham.gov.uk

Housing Needs

The Housing Needs Team consists of Allocations, the Homelessness Prevention Team and our Rough Sleeping Service. Applications for our Housing Register can be made online [here](#).

If you are at risk of Homelessness within 56 days or are already homeless or rough sleeping, please contact Housing Needs during office hours. If assistance is required out of hours, please contact our out of hours service. Further details can be found [here](#).

Contact Details

Telephone **0118 974 6000**

Out of hours **0800 212 111**

Email Housing.Needs@wokingham.gov.uk

Opening hours: 09:00 to 17:00

Tenants Services

For details on Tenants Services, please see [here](#).

Contact Details

Tenancy Management – Including ASB: Housing@wokingham.gov.uk

Housing Repairs: HousingRepairs@wokingham.gov.uk

Rent: rents@wokingham.gov.uk

Complaints. FOI, SARS: CCOHousing@wokingham.gov.uk

Telephone: 01189 746000