

## **Children's Disability Panel**

### **Information for Social Workers - Guidance for completing Paperwork**

This information is intended to assist social workers attending the Disability Panel in preparing their paperwork and representation.

**Please note – the Panel Process is currently under review. Please contact Nickie Johnson, Integrated Service Manager Disability on 715155**

### **Eligibility**

The disability panel can be accessed by professionals presenting an assessment of need for a child with a disability from 0-18yrs. It is intended to address the needs of children who have learning disabilities, sensory impairment, health and palliative care needs, physical disabilities, and social and communication disorders. The panel will provide specialist services where the assessment has indicated that universal services are not appropriate or accessible.

Services for children and young people with emotional/behaviour and mental health difficulties are provided for via universal services with support if necessary from CAMHS and family support services.

### **The function of the Children's Disability Panel**

The disability panel is represented by professionals and managers from statutory and universal services. The remit of the panel is to ensure that children with a disability are represented by their social worker, key or lead worker to access specialist services. The allocation of services is based on need, and is intended to be a fair and equitable process for all children.

There is an expectation that professionals will have considered universal services as part of their assessment.

The panel is represented by professionals from the following services:

- Leisure & Freetime Support Services
- Kinloss Garth
- LimeTree Court
- KIDS
- Barnardos Disability Support and Inclusion Service
- Barnardos Short Break Fostering Service
- Youth Service

- Health Service
- Early Years Service
- Adult Services (Direct Payment advisor)
- Transition Team
- Educational Psychology

### **Booking a case on Panel**

Social workers requesting a date on panel should contact the Disability Panel Administrator (tel. 221261). The administrator will take details and advise on the next available panel. Two weeks before panel, workers will be sent an email reminder to the requesting the relevant paperwork. If the paperwork has not been received within one week of this request, a further email will be sent to worker's manager to follow up.

The case will be taken off panel if paperwork is still outstanding.

The panel members need to receive and read the paperwork in sufficient time to be in a position to consider what availability there is within their services, and may need to clarify information in the documents.

### **NEW REFERRALS**

Social workers need to attend Panel for all new referrals. The following are suggestions for completing the forms, in order to avoid repeating written information and overlong attendance at panel.

All sections should be completed

#### **Basic & Worker Details:**

Self explanatory.

#### **Child's Disability & Impact on child, siblings & Parents**

Please be concise and factual in this section. The Panel do not need the sensitive personal details of the family such as employment, finance, marital history etc.

Relationship issues are relevant where the child's disability has an effect on individual or family functioning.

Does the child's disability mean they do not understand danger, need to be supervised, make them prone to accidents, affect behaviour. Is it controlled by medication?

E.g. A. has xxxxxx syndrome, which affects mobility, sleeping patterns, behaviour xxxxx etc.

A's relationship with his siblings is xxxxxxxxxxxxxxxxxxxx . A. has no understanding of personal space and his siblings get frustrated with xxxxxx As a result of A. not sleeping through the night, his parents are exhausted which has caused difficulty in their relationship xxxxxx etc

### **Has a Carer's Assessment been offered? If yes, what is the outcome?**

All parents and carer's have the right to be assessed in their own right. Using the child's core assessment you will be assessing parent's capabilities and needs. Example of issues to address is attached as Appendix 1.

Please state whether parents declined – this information is particularly important when a complaint has been made, and also for identifying gaps in service.

### **Have you identified a Young Carer in the Family?**

This information is important for sign posting any potential young carer for support in their own right. A young carer would constitute a child who has more responsibility for their disabled parent(s) or disabled sibling than would be expected in general family life. You may feel that the young person needs a common assessment – contact the CAF Co-Ordinator based at the Central Duty Team for advice on 01482 448879. Young carers are entitled to an Initial Assessment , but in most cases a CAF would be the most appropriate way of supporting the family.

If the young person needs support and advice only, then a referral or discussion with Action for Children would be appropriate. Information on Young Carers can be found at [nesdc@actionforchildren.org.uk](mailto:nesdc@actionforchildren.org.uk) or telephone 01482 803042

### **Has a referral been made to the Sibling Service?**

Barnardos Sibling Service is a valuable support for families. The council has a service level agreement with Barnardos to provide this service, and it is important that information about Sibs is given to parents when undertaking an assessment. A referral should always be considered when a family is under pressure as this can alleviate stress and gives the siblings of the disabled child support in their own right.

The reason the Panel needs to know if a referral has been made to the sibling service is for monitoring purposes, and also to ensure that any gaps in provision are identified.

### **What are the current services involved**

List the current provision along with level & frequency. This allows service providers to see if their proposed provision fits in with existing services, and to ensure there is no duplication. Please be concise and factual about the information.

### **Parents & Child's Views**

Please ensure you represent the parents and child's views. Where a child has no verbal communication there is an expectation that professionals have used alternative methods of communication to ascertain their views.

There is a separate form for parents to complete.

A form for children is available.

### **Analysis of assessment**

Please present a concise account of your assessment; why you feel services are required; how you feel the child and family will benefit from services and possible implications of not providing them.

### **Summarise Service Request and why this is needed**

Please be clear about the resource you are requesting as a result of your assessment. It is not necessary to identify the specific service provider unless you are really clear about what this will offer the child rather than another provider.

Some examples

“X requires an activity group each week” – ensure you know what the child likes, how they interact with others etc.

“X requires overnight provision” – have you spoken to the family about the benefits of a family placement, or residential placement – what would be the benefits of either to the individual child

“X requires support to access community activities” – what is the child's ability, interests, what has been considered or not worked in the past

“X requires support to access groups” – is Direct Payments a consideration, what would a realistic allocation of DP's to allow a young person to gain maximum benefit from this resource – does there need to be an adjustment to cover school holidays/term time etc.

Where a direct payment is being requested, there is a specific section to complete.

It is important to remember that services are not provided in order to monitor children where there are child protection concerns, or to state in your assessment that unless services are provided, the child will become looked after, as it may not be possible to provide services immediately..

Children and young people will receive services according to their needs identified during assessment. Matching is a priority for all services, and the providers will prioritise according to their own criteria and availability.

Panel may offer alternative suggestions if the requested service is not available or there is a waiting list to avoid delay, where possible. The parents should be informed of the reasons why and discuss with the social worker and decide whether they will take up the offered service, or remain on the waiting list. The social worker should advise the service provider within 5 days of the panel of the parent's decision. If confirmation is not received within 5 days, it will be assumed the service is not required.

### **Any other service issues identified for action by the Panel**

The panel will monitor service provision, allocation of resources and length of waiting time for referrals. If professionals feel they need the panel to follow up any service/resource issue, then it can be discussed. For example, workers may become aware of obstacles to accessing community services, gaps in provision, or the service is not fulfilling their role.

Please be aware that the panel will not be in a position to become involved with the individual family, but would liaise with the social worker on any action taken.

### **Appropriate documents**

At the time of referral and attendance at panel, the professional must bring updated paperwork to enable the providers to identify workers/support as soon as possible.

A current signed and dated core assessment, a dated child's profile or social work report is required at the time you attend panel.

No service can be allocated without relevant paperwork.

## **REVIEWING SERVICES**

A review date will already have been set at the initial referral panel, which is usually after six months. A review of services can occur before that time if there are significant changes to the child's situation.

There is an expectation that professionals will have spoken to the service provider to ascertain if the child is enjoying the service, and to find out from the family if the support is beneficial. The service provider will provide comments for the review process.

If there is no change to the service given to the child or young person, there is no need for the social worker to attend panel, provided the paperwork contains the relevant information and is fully completed.

\* If there is a request for one additional service given such as a place on holiday play scheme, or increase in direct payment there is no need for the social worker to attend the panel, provided the paperwork is completed and an explanation for the additional request.

The social worker should attend the panel for all other requests for a change of services, and if they feel that the service offered does not meet the need of the child/young person.

The process for booking on to the panel is the same as for a new referral, and cases will be removed from panel if the paperwork is not received within the given timescale.

Services are provided / continued according to the needs of the child or young person. The following are suggestions for completing **Review** paperwork.

### **Basic Details**

Self explanatory

### **Child's Disability and Impact on child, siblings and Parents**

A concise detailed account as outlined in New Referral – there may be additional information to add if situation has changed.

### **What is the Current Service Provision?**

Please list all services the child currently receives, frequency & duration of service.

### **Has the Parent / Child completed a Review form?**

The parent and child should be asked for their comments on the service and social workers should provide their written comments on the paperwork at panel, or forward them to the Panel administrator if they are not attending.

The written comments will be kept by Panel to contribute to the consultation process and provide information for service development.

**Does the Current provision meet the needs of the child – State impact of provision**

It is expected that professionals will comment on what the outcome has been for the child/young person. These have been aligned with our priorities in the Children and Young People's Plan and outcomes in Every Child Matters. It will be helpful to report concise comments on how this has benefited the family. This information will help the service providers meet targets and evidence outcomes for performance monitoring and service development.

**Other comments** – This is to record where the professional feels that the service is not meeting the needs of the child and detail the reasons for this, then complete the box below to request additional / different service.

**Is an additional Service Required?**

State what service required - if one additional service required (see para marked \* page 6).

If the request for additional service is for a summer play scheme, please state what universal services have been considered, and why they were not available/appropriate.

**Post Panel Information**

Minutes will be recorded of panel discussion and decision on resource allocation.

Social workers should inform the family of what services have been agreed as soon as possible after the panel. If the child is to be offered a choice between different provision, the social worker must contact the relevant service manager within 5 days to confirm the provision is required, otherwise the assumption will be that the service is not required and can be offered to another family.

Social workers must ensure that all information on Care First is accurate and this will be used to address the letters.

Panel Administrator will enter decisions on Care First as a case recording and a new meeting date for the review will also be created on Carefirst.

Information about referrals, allocation of services, and any service gaps will be recorded on data base.

Any issues raised at the Panel by professionals will be actioned and followed up with the professional.

### **SERVICE PROVIDERS REVIEW SHEET**

This form will be sent out by the Panel Administrator - practitioners will not be expected to circulate this form.

The service provider will be asked to complete a review sheet to enable Panel to monitor the availability and appropriateness of the service. The information will inform service development and potential commissioning of future services.

The provider will provide two responses – either if the service still meets the child’s needs, or not. If not, the provider is asked to state why, and to comment on suggested alternatives.

It is important that professionals and providers communicate. It may not be appropriate for a child/young person to maintain the same provision – this is particularly relevant with activities or groups, where children may simply out-grow the group. Both providers and professionals should be aware of age appropriate and new services that develop.

The Panel has a useful role in monitoring in this area, and information from reviews are essential to targeting new ideas and services to meet the needs of the child/young person requiring on-going specialist services. The information is also integral to the development of inclusive local universal services.



## APPENDIX 1

### **Issues to cover in a Carer's Assessment**

These suggestions are intended as good practice guidance for staff undertaking assessments. The carer's assessment should be a discreet part of any assessment undertaken.

It is important to remember that many parents of disabled children do not regard themselves as "carers" and may not recognise the impact of their child's disability on themselves or the additional responsibilities they undertake as part of their daily life.

#### Carer's role

- What is their caring role – are there any parts that they find difficult?

#### Breaks in social life

- How long has parent/carer been caring?
- How often do they feel "off-duty"?

#### Physical wellbeing and personal safety

- Is the parent/carer well themselves?
- Do they receive any treatment/medication?
- Does their caring task present any risks to them such as moving and handling?

#### Relationships & mental well being

- Is caring having an impact on relationships with the disabled child, his or her siblings, partner and other members of the family or friends?
- What is the impact on mental well-being?

#### Practical & Emotional support

- How much help with caring does the parent/carer receive?
- Is it sufficient?
- Are there suitable community resources?

#### Wider responsibilities

- What other roles do the parents/carers have e.g. parent/spouse/partner/employee
- What impact does this have on caring?

#### Work, Education, Training & Leisure Activities

- What is the impact of caring on work, career and what are the carer's wishes about future work?
- What are the carer's wishes in relation to training, education and leisure?

- What alternative care services would help the carer to take up opportunities to participate in these activities?

#### Future caring role

- How does the carer see the future?
- What factors are likely to affect the willingness/ability to care long term?

#### Emergencies/alternative arrangements

- If the carer suddenly became ill what would happen?
- What networks are there to provide practical support in an emergency?

#### Access to information and advocacy

- What information would make the caring role easier?

#### Accommodation

- How does the accommodation impact on the tasks of caring

#### Carer's perspective and feelings about role

- Ask carer to describe how they feel about caring – in relation to culture, gender, age?

#### Summary & Analysis

This should lead to agreed outcomes about services to be provided to the family and an agreed process for review which in an integral part of the assessment and the children's plan.

**APPENDIX 2**  
**NEW REFERRAL FORM**



**Hull**  
City Council

**Children's Disability Services Panel**  
**New Referral**

**BASIC DETAILS**

Child's Name:	School Attended .....
Child's Age:	Statement Y/N      Band .....
Address:	
Name of Parent caring for child:	

**WORKER DETAILS**

Name of referring worker:
Agency name and address:
Tel. Number:

**CHILD'S DISABILITY & IMPACT OF DISABILITY ON CHILD, SIBLINGS  
& PARENTS**

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**HAS CARERS ASSESSMENT BEEN OFFERED, IF YES WHAT IS THE  
OUTCOME?**

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HAVE YOU IDENTIFIED A YOUNG CARER IN THE FAMILY YES/NO

HAS A REFERRAL BEEN MADE TO THE SIBLING SERVICE? IF NO,  
PLEASE COMMENT ON REASONS

WHAT ARE THE CURRENT SERVICES INVOLVED, WHAT LEVEL AND  
FREQUENCY?

Please consider health, education, social care & any other.

- 1.
- 2.
- 3.
- 4.

OTHER:

PARENTS VIEWS

CHILDS VIEWS

ANALYSIS OF ASSESSMENT

PLEASE SUMMARISE SERVICE REQUEST AND WHY THIS SERVICE IS NEEDED

IF YOU ARE REQUESTING DIRECT PAYMENTS, PLEASE COMPLETE RELEVANT SECTION ON PAGE 4.

ANY OTHER SERVICE ISSUES IDENTIFIED FOR ACTION BY PANEL

PLEASE PROVIDE APPROPRIATE DOCUMENTS REQUIRED FOR PROVIDERS AT PANEL

CORE ASSESSMENT

CHILD'S PROFILE

SOCIAL WORK REPORT

*Please Note that referrals cannot be progressed unless the completed document is presented to the panel*

**REQUEST FOR DIRECT PAYMENTS**

Please complete

**REQUEST FOR DIRECT PAYMENTS FOR CHILD UNDER 5**

Please say why this is necessary, what universal services have been considered, what is the extent of the child's disability to require additional support/supervision?

**REQUEST FOR DIRECT PAYMENTS FOR PARENT TO RETURN TO OR MAINTAIN EMPLOYMENT**

Please provide information regarding child care arrangements/ parental contribution towards childcare costs and any variation/increase over time.

PANEL ONLY: No of hours agreed ..... Cost .....

**APPENDIX 3**  
**REVIEW FORM**



UUUUUChildren's Disability Services Panel

REVIEW SHEET

Child's name:

School attended .....

Age of Child

Statement Y/N Band .....

Address:

Name of Parent caring for Child:

Name of referring worker:

Agency name and address:

Tel. Number:

Original panel date:

Has child been seen in setting Y/N

CHILD'S DISABILITY & IMPACT OF DISABILITY ON CHILD, SIBLINGS  
& PARENTS

WHAT IS CURRENT SERVICE PROVISION?

HAS THE PARENT COMPLETED A SERVICE REVIEW FORM

Y/N

CHILD'S VIEWS

PARENT'S VIEWS

CURRENT PROVISION:

DOES THE CURRENT PROVISION MEET THE NEEDS OF THE CHILD? YES/NO

PLEASE STATE THE IMPACT OF PROVISION:

Being Healthy:

Achieving:

Enjoy:

Staying safe:

Making a positive contribution:

Being Independent:

Other comments:

ADDITIONAL SERVICE REQUEST

If applying for direct payments please complete separate section (page 3)



**REQUEST FOR DIRECT PAYMENTS FOR CHILD UNDER 5**

Please say why this is necessary, what universal services have been considered, what is the extent of the child's disability to require additional support/supervision?

**REQUEST FOR DIRECT PAYMENTS FOR PARENT TO RETURN TO OR MAINTAIN EMPLOYMENT**

Please provide information regarding child care arrangements/ parental contribution towards childcare costs and any variation/increase over time.

PANEL ONLY : No of hours agreed ..... Cost .....

**APPENDIX 4**  
**PROVIDERS REVIEW SHEET**

Children's Disability Services Panel

**SERVICE PROVIDERS REVIEW SHEET**

Name of service provider:

Name of child:

Age of child:

Date referred to service:

CURRENT PROVISION:

DOES THE CURRENT SERVICE MEET CHILD'S NEEDS OF CHILD?  
YES/NO

COMMENTS:

RECOMMENDATIONS REGARDING ALTERNATIVE PROVISION

PARENT/CHILD'S VIEWS ON PROVISION

Has child/young person been seen by social worker in setting Y/N

SIGNED BY MANAGER:

DATE:

**APPENDIX 5**

**PARENT'S COMMENTS**

Dear

A review of your child's services is now due at the Children's Disability Panel.

We would welcome your comments below:

Thank You.

Signed .....

Date: .....