

Glossary of terms

Word/Phrase	Meaning
Adult social care	Local authority services to support and assist vulnerable adults who meet eligibility criteria. Previously known as social services.
Advocacy	Advocacy means getting support from another person to help an individual to express their views and wishes, and help them to stand up for their rights. Someone who helps in this way is called an advocate. <i>Mind (2019) Advocacy in Mental Health.</i>
Annual Review	The review of an EHC Plan which the local authority must make as a minimum every 12 months. <i>Department for Education (2015) Special educational needs and disabilities code of practice: 0 - 25 years.</i>
Aspirations	An individual's hopes and dreams.
Assessment	Different organisations will use different assessments to look at the needs of the individual to decide if and how they can help.
Carers Assessment	Carers are entitled to an assessment of their support needs to continue caring. This is the responsibility of Social Care Services.
Children's social care	Local authority services to support and assist children/ young people in need who meet eligibility criteria. Previously known as social services.
Commissioning	Arranging the purchase of services and equipment to meet identified needs.
Continuing Healthcare	Some people with long-term complex health needs qualify for free social care arranged and funded solely by the NHS. This is known as NHS continuing healthcare. <i>NHS (2019) NHS continuing healthcare</i>
Co-production	"Co-production is working together as equals to make positive change." (East Riding definition)

Direct Payments	Payments given to people who have been assessed as needing support. Direct payments enable people to buy their own services.
Education, Health and Care Plan (EHC Plan)	An EHC Plan details the education, health and social care support that is to be provided to a child or young person who has SEN or a disability. It is drawn up by the local authority after an EHC needs assessment of the child or young person has determined that an EHC Plan is necessary, and after consultation with relevant partner agencies. <i>Department for Education (2015) Special educational needs and disabilities code of practice: 0 - 25 years.</i>
Education, Health and Care Commissioning Officer (EHCCO)	EHCCOs work within the SEN Team. They work in collaboration with other practitioners, parent carers and young people to produce EHC Plans.
Eligibility criteria	A set of criteria set by services to help decide if an individual is entitled to receive support.
Health worker	Someone that works in a Health Service e.g. school nurse, health visitor, nurse, doctor, consultant, paediatrician, therapist etc.
LA	Local authority.
Local Offer	Local authorities in England are required to set out in their Local Offer information about provision they expect to be available across education, health and social care for children and young people in their area who have SEN or are disabled, including those who do not have Education, Health and Care (EHC) Plans. Local authorities must consult locally on what provision the Local Offer should contain. <i>Department for Education (2015) Special educational needs and disabilities code of practice: 0 - 25 years.</i>
Mental Capacity Act (2005)	The legislation about a person's (16 years +) ability to make their own decisions.

NEET	A young person who is not in education, employment or training.
Panel	A group of practitioners who make decisions and agree funding for services in line with assessed needs.
Personal Budget	<p>A Personal Budget is an amount of money identified by the local authority to deliver provision set out in an EHC Plan where the parent carer or young person is involved in securing that provision. The funds can be held directly by the parent carer or young person, or may be held and managed on their behalf by the local authority, school, college or other organisation or individual and used to commission the support specified in the EHC Plan.</p> <p><i>Department for Education (2015) Special educational needs and disabilities code of practice: 0 - 25 years.</i></p>
Person Centered	Ensuring that the individual whom decisions are being made about is at the centre of processes and has their views, wishes and feelings heard and considered.
Person Centered Planning	Putting the young person at the centre of all plans for their future. Focusing on the persons needs and wishes and not the preferences of service providers.
PFA	Preparing for Adulthood.
Special Educational Needs Coordinator (SENCO)	A qualified teacher in a school or other education setting who has responsibility for co-ordinating SEN provision.

SEN Support	<p>Where a young person is identified as having SEN, schools should take action to remove barriers to learning and put effective special educational provision in place. This SEN support should take the form of a four-part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the young person's needs and of what supports the young person in making good progress and securing good outcomes. This is known as the graduated approach. It draws on more detailed approaches, more frequent review and more specialist expertise in successive cycles in order to match interventions to the SEN of children and young people.</p> <p><i>Department for Education (2015) Special educational needs and disabilities code of practice: 0 - 25 years.</i></p>
Self-Advocacy	Someone speaking out from themselves about their views, wishes and feelings.
Signposting	When one service advises an individual about other services that may be able to help them.
Targeted services	Targeted services are short break opportunities for young people with high needs SEND who require additional support. Examples are specialist holiday schemes, youth groups, family activities, etc.
Transition or Transitions	Moving between one phase to another (in this case from childhood to adulthood).
Triage	Triage is the process of determining the support which an individual requires based on the severity of their needs.
Universal Services	Universal services are everyday activities or events that are used as short break opportunities by most young people and their families. The majority of young people with SEND are able to, and where possible should, in the first instance, access a short break opportunity by using free or affordable local services within their communities such as guides, scouts, youth groups, etc.