

Dundee City Council Children & Families Service

Supporting Learners in Dundee

**Implementing the Additional Support for Learning (Scotland) Act, 2004
With reference to the Children & Young People's Act (2014)**



Information for Parents/Carers and Young People

Section 1 - Information for Parents and Carers

What are Additional Support and Wellbeing Needs?

A child or young person is said to have additional support needs if: he or she is unable to benefit from school or pre-school education without help which is additional to, or different from, the educational provision made generally for children or young people of the same age. The 2009 amendments also deemed children looked after by the local authority as having additional support needs unless the education authority determine that they do not require additional support in order to benefit from education.

Additional support needs can arise from a variety of circumstances. These fall broadly into four categories.

- **The learning environment** might cause a child or young person to need additional support e.g. a child or young person who has literacy difficulties such as Dyslexia; or whose first language is not English might need additional support until they become comfortable in using English. We address difficulties by using ABLe (www.ableschools.org.uk) which helps school staff to identify strategies and adaptations to the learning environment which remove the barriers to learning.
- **Family circumstances** may give rise to additional support needs. Examples might include bereavement, divorce, any kind of family breakdown, a child or young person being looked after by the local authority, a young person becoming a parent or young carer
- **Disability or health needs** might mean that additional support is required. For example, a child or young person who has needs associated with mobility, sight, hearing, communication, autistic spectrum disorder, or mental health problems.
- **Social or emotional factors** may also give rise to a need for additional support. Examples would include a child or young person who is being bullied or a child or young person with attachment difficulties who needs nurturing approaches.

Additional support needs may last a short time, some may last for some months and some may last over a year. Some children will have needs that will last their whole lives.

It is very important to note that the same or similar circumstances will not always have the same effect or create the same kind of need for additional support for all children. So some children who appear to have similar problems may well be supported in very different ways.

The Children and Young People's Act (2014) also requires the Children & Families Service to identify any Wellbeing needs a child or young person may have and to share those concerns with the Named Person. Further information can be found at: <https://www.dundee.gov.uk/chserv> . Wellbeing is described as: Safe; Healthy; Achieving; Nurtured; Active; Respected; Responsible; Included (SHANARRI).

Does the Children & Families Service have a written policy on provision for children and young people with additional support needs?

Dundee City Council Children & Families Service's policy in relation to provision for additional support needs is available for information from any school and can be downloaded from the following page on the city Council's website: http://www.dundee.gov.uk/dundeecity/uploaded_publications/publication_1199.pdf

You can find out how children are supported in your child's school when they have additional support needs by contacting the Head Teacher.

Our 'Frequently Asked Questions' leaflet is also available from the Children & Families Service.

How is a child or young person identified as having Additional Support and Wellbeing Needs?

Some children may have their additional support and wellbeing needs identified at a very young age e.g. if they have recognised medical conditions. Other children's needs may emerge later in their development.

Parents often recognise that their own child is experiencing difficulties and seek advice. Health professionals, e.g. the health visitor or doctor, may identify the child's needs. When a child is in nursery or school, the staff working with the child are responsible for monitoring progress and identifying any need for additional support. They will consult with the child's Named Person to identify what kind of support or assistance should be sought from other agencies.

What support can be provided for a child or young person identified as having additional support and wellbeing needs?

For children up to the age of five, support may be provided by Outreach Team (0-18) in partnership with NHS Tayside and the Voluntary Sector.

A variety of support is provided in schools and nurseries. Any of the following types of support may be appropriate.

- Your child's class or subject teacher will adjust teaching methods, materials and resources to suit your child on a day-to-day basis
- A support for learning teacher working alongside the class teacher
- Specialist teachers e.g. for pupils with difficulties associated with hearing or sight or for a pupil whose first language is not English. The specialist might provide advice to the school or work alongside the classroom teacher.
- Dundee Educational Psychology Service (DEPS) has a link educational psychologist for every nursery and school who works closely with staff to promote learning and wellbeing e.g. supporting a school to assess a child's needs and plan and review intervention.
- A classroom assistant either in class, at break times or both
- Individual or small group learning situations for varying parts of the school day
- Some pupils might benefit from the use of specialised equipment. Schools will often seek advice from other professionals as to what might be appropriate.
- Support provided by other professionals e.g. health, social work and the voluntary sector
- Some very complex additional support needs are met in alternative or specialised settings when there is a need for co-ordinated educational planning and support involving education and health care

The local Supporting Learners Management Groups meet every term to discuss the complex needs of pupils who will be in transition and require some additional support in school. This group includes Headteachers of local schools, along with the Educational Psychologist, Nursery Headteacher/manager, and other specialists from Health who may have been involved with your child. They will have assessment information and recommendations of what kind of support your child will need in school. The group will also take other things into account such as:

- children remaining in their local community wherever possible to attend school
- the complexity of children's needs, where those with the most complex, lifelong needs are considered for specialised provision
- all local community schools having a range of knowledge and skills to meet a wide diversity of learning needs

How do we ensure that additional support and wellbeing needs are being met?

Most children who have additional support and wellbeing needs are supported wholly by their class or subject teacher who provides the curriculum, materials and approaches to suit individual needs. The ABLe framework helps school staff to meet a wide range of learning needs in a classroom by:

- thinking about the pupil in their learning environment
- identifying and understanding barriers to learning and their impact on the pupil's learning
- identifying areas of progress/strengths/interests
- working with school staff, parents, the pupil and partner agencies
- planning a programme of intervention

When a child or young person is identified as having significant additional support and wellbeing needs, a written plan describing these needs and how they might be met is prepared. Just as there are different levels of needs there are different levels of individualised planning to meet the young person's needs. Parents and the young person will be consulted and involved in creating and reviewing the individual plans.

The ABLe Plan

ABLe provides a possible format for recording information gathered and interventions planned. It focuses on strengths, barriers to learning, the impact of these barriers on learning and how these barriers will be addressed. This format and the terminology used is consistent with the Code of Practice for the assessment of Additional Support Needs under Scottish legislation.

The Child's Plan

A 'Team Around The Child' meeting to draw up the Child's Plan will be held and should include parents, the child or young person and any other professionals e.g. health, social work or voluntary agencies who may provide support. In most cases, the plan will identify some targets for the child or young person's learning. If a child also has an ABLe Plan, this can be attached and referred to in their Child's Plan.

The individualised plans and the targets set within them will be formally reviewed at least once a year. Some plans will be reviewed more frequently depending on the young person's progress. Parents should always be involved in the review of their child's plan and should receive a copy.

Co-ordinated Support Plan (CSP)

A small number of children or young people whose additional support needs are such that they are unable to make progress at school without substantial, highly individualised support from education and at least one other appropriate agency, e.g. health or social work, may require a co-ordinated support plan.

A co-ordinated support plan is a statutory document. As well as detailing what support will be given and what educational outcomes can be expected, it will describe how agencies will work together.

A member of the school's senior management team, in consultation with parents, will liaise with other managers e.g. health, social work, to prepare the co-ordinated support plan and to arrange reviews which must begin at least 12 months from the date the plan was made or amended.

Partnership with Parents

If you feel your child's additional support and wellbeing needs are so significant that they require a written plan, you should approach your child's Named Person (i.e. Primary Head or Depute Head Teacher, Guidance Teacher, Support for Learning Teacher) in the first instance.

Dundee City Council January 2016

Any educational plan needs the support and co-operation of parents to work. Without your help, even the best educational plans will not be fully effective. The information you provide the Named Person will help the school amend, improve and implement your child's support plan.

Your child's Named Person will be able to provide advice on what can be done at home to get the most out of any plan designed to support your child's education.

By attending meetings and keeping in regular contact with your child's Named Person, you can stay informed.

If the partnership between you and the school or the Local Authority breaks down, there is information below about three different ways that can help sort the problems out.

Mediation

Mediation enables people who seriously disagree to reach a mutually acceptable solution with the help of a third party.

Dundee City Council has arranged for an independent mediation service to be offered to parents of children with additional support needs through a voluntary organisation. Further details of this service are available from the Education Support Officer, Additional Support Needs (01382 433344).

If parents or the local authority think that mediation would help, the service should be contacted. The mediator will then arrange to meet each party individually to give them the opportunity to discuss the situation in complete confidence. If it would be beneficial, a meeting of both parties would be arranged at a neutral venue i.e. not a school. The aim of the meeting will be to help both parties to communicate with each other, reduce conflict and reach agreement.

Participation in the mediation service will not affect a parent's right to appeal nor the outcome of that appeal.

The mediation service is independent of Dundee City Council and is free to parents.

Independent External Adjudication

If you are not satisfied with aspects the support provided, you may make a request for Independent External Adjudication. This is sometimes also referred to as 'Dispute Resolution.' There is a leaflet with more information about this on the Council's website:

http://www.dundee.gov.uk/dundeecity/uploaded_publications/publication_3510.pdf

There is also a form that can be completed and submitted if you wish to submit a referral to Independent External Adjudication also available from the Council website:

http://www.dundee.gov.uk/dundeecity/uploaded_publications/publication_3511.pdf

Additional Support Needs Tribunals for Scotland (ASNTS)

If you wish to challenge any aspect of your child's co-ordinated supported plan whether or not a plan is currently in place, you can refer your complaint to the ASNTS. More information can be had by visiting their website at the following address: http://www.asntscotland.gov.uk/asnts/CCC_FirstPage.jsp.

The ASNTS consider appeals made by parents and young people against decisions of Education Authorities regarding the provision of educational support for children and young people who already have, or are potentially entitled to have, a co-ordinated support plan.

A helpful booklet about the ASNTS and referring a case to the ASNTS is available at <http://www.asntscotland.gov.uk/asnts/files/FINAL%20LEAFLET%20ASNTS.pdf>

Let's Talk ASN

Let's Talk ASN: is a charitable body under registration number Charity No. SC030193. It offers a free of charge advocacy service which provides support for parents and young people from the time they have grounds to make a reference to the Additional Support Needs Tribunal for Scotland (ASNTS). Advice and information regarding this service can be obtained from their website - www.letstalkasn.org.uk

Section 2 - Contact Details

CHILDREN & FAMILIES SERVICE
DUNDEE HOUSE, 50 NORTH LINDSAY STREET, DUNDEE DD1 1NL
TELEPHONE: (01382) 434000 (Main Council Switchboard)

For any issues relating to your child's education, please contact your child's Head Teacher, in the first instance. You can find the Head Teacher's contact details on the Dundee City website:

<http://www.dundee.gov.uk/education>

If you are unable to resolve a difficulty by speaking with the Head Teacher, please contact our Advice, Information and Support Manager on 01382 433477

For information and advice on additional support needs and supporting learners in Dundee, please contact the Education Support Officer (Additional Support Needs) 01382 433984

For information on provision for pre-school children, please contact

EARLY YEARS AND CHILDCARE TEAM (EYCC)

Helpline 01382 433900

Education Manager 01382 433950

Out of School Care Co-ordinator 01382 434437

Children with additional support needs of a profound and complex nature are provided for in two special schools:

Frances Wright Pre-School Centre, Caird Avenue, Dundee DD3 8AR; Tel. No. 01382 436406 Fax No: 01382 833926 Head Teacher: Ms K Calder

Kingspark School, Gillburn Road, Dundee DD3 0AB; Tel. No. 01382 432803, Fax No: 01382 432820 Head Teacher Ms L. Smith

Resources Directory

There is a **Resources Directory** of organisations in Dundee who can support children, young people and their families.

This Resources Directory is available on the internet at the following address:

<https://www.dundee.gov.uk/chserv/services.php>

Dundee City Council January 2016

All mainstream schools offer universal provision to support learners. In addition, some schools have enhanced capacity through provision of additional staffing and resources to support children with significant additional support needs for whom mainstream support may otherwise be insufficient.

There is a specialist highly individualised unit for children and young people with mental health issues which is managed by NHS Tayside in which Dundee City Council staffs a specialised Education Provision. Entry to this unit is dependent on a child or young person's health and through assessment by Child and Adolescent Mental Health Services (CAMHS).

Dudhope House (Young People's
Unit)

15 Dudhope Terrace
Dundee DD3 6HH
Telephone 01382 204004
Fax 01382 346555

OFFSITE EDUCATION PROVISION

Head of Offsite Education Provision is based in
Dryburgh Education Centre
Napier Drive
Dundee DD2 2TF
and can be contacted on 01382 436603

Castlepark Learning Centre
15A Dudhope Terrace
Dundee DD3 6HJ
Tel. 01382 435246
Fax 01382 435251

Balerno Learning Centre
Happyhillock
Dundee
Tel. 01382 509876
Fax 01382 438794

Connect 5 Learning Centre
Dryburgh Education Centre
Napier Drive
Dundee DD2 2TF
Tel. 01382 436611
Fax 01382 436610

Kick-it Kick-Off
Kirkton Community
Centre

EDUCATION SUPPORT SERVICES

Bilingual Pupils' Support Service

Dryburgh Education Centre
Dundee DD2 2TF
Tel. 01382 438055

Multi Sensory Service (supporting children and young people with hearing and visual impairment)

Dryburgh Education Centre
Dundee DD2 2TF
Tel. 01382 438055
Fax 01382 438056

Dundee Educational Psychology Service (DEPS)

St Ninian's Primary School
Dochart Terrace
Dundee DD2 4HB

Tel. 01382 432980
Fax 01382 432977

The Outreach Team (0-18)

St Ninian's Primary School
Dochart Terrace
Dundee DD2 4HB

Tel. 01382 432980
Fax 01382 432977

School Community Support Service (SCSS)

Tel. 01382 307130 (SCSS switchboard)

SCSS Attendance Co-ordinator 01382 307121

SCSS Protecting Children Team 01382 307122

MULTI AGENCY SCREENING HUB (MASH)

The Multi Agency Screening Hub provides an effective response to child care concerns. The MASH comprises of representatives from the core agencies of social work, education, health and police.

The representatives in the hub will:

- offer advice and guidance to staff in respect of child care concerns within their own agencies
- contribute to discussions and decision making where child concerns require consideration on a multi agency basis

and also:

- participate in the ongoing review of practice both single and multi agency
- contribute to the ongoing review of MASH processes
- identify and report any resource deficiencies

OTHER SERVICES/SUPPORTS

You can find more information on services and support facilities for children, young people and families in the Directory of Local Services and Resources (Children's Services). This is available via the Council's website link to Integrated Children's Services in Dundee (<http://www.dundeeccity.gov.uk/chserv/services.php>)

This site will help you find many different types of support for children, young people and their families.

Dundee Voluntary Action is the umbrella body of voluntary organisations in Dundee. It is located at 10 Constitution Road and the Telephone number is (01382) 221545. They would be happy to help point you in the right direction of an organisation that may be able to provide you or your child with support.

Social Work

Access Team

Dundee City Council
Social Work Department
Seymour House, 274 Clepington Road
Dundee DD3 8DY
Tel. 01382 307940

Services Offered

Referrals to specialist social work services e.g. occupational therapy, respite, child protection, mental health service.

Referrals to other agencies

The Access Team provides a single point of entry for all new referrals and requests for social work services. Following initial assessment, an enquiry may be dealt with within one or two appointments. If it becomes apparent that help is required over a period of time then a specific member of staff may be allocated to work with you.

Where longer-term work is needed a referral is passed to the appropriate section team within the social work department and ongoing support is provided on an interim basis.

User Group:

All age and client groups covered

Who provides this service?

Social Workers drawn from Children's Services, Adult Care and Older People's Services.

How can People Access the Service?

Anyone can approach this Team for advice. If you don't already have a member of social work staff working with you, you can make an appointment to come into the office. Where appropriate, a home visit can be arranged. Remember, you can bring a friend, relative or someone to support you to any appointment arranged for you.

Other Relevant Information:

The team has links with many voluntary and specialist agencies that can be commissioned to undertake work on behalf of the Social Work Department. For services specific for children with additional or complex needs, there is an Information Pack for Parents and Carers available on the Council's web-site which also has a Resource Directory of Local Services and Resources (for children and young people) across statutory and voluntary organisations.

HEALTH SERVICES

If you have any health concerns about your child please contact your GP, Health Visitor, School Nurse, or the Doctor or Therapist involved with your child. As part of the Team Around The Child (TATC) they will work with your child's Named Person to address any Wellbeing concerns that you may have.