

# Glossary of Terms and Abbreviations

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## Glossary of Terms and Abbreviations

Please note the information provided below does not cover all Terms and Abbreviations used by staff and volunteers who work with Children, Young People and their Families. We do however hope you find it useful.

If you would like to have a Term or Abbreviation included when the document is revised, please send your contribution to [slscb@stockton.gov.uk](mailto:slscb@stockton.gov.uk). We will endeavour to include your contribution.

Thank you

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on behalf of Stockton-on-Tees Children's trust


ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
A & E	Accident and Emergency
Absconder	A child or young person whom the Police may arrest without warrant. Such children or young persons are those looked after who are absent without permission of the responsible person and who are either, a Ward of Court, on remand, on a Care Order or an Emergency Protection Order.
ABSG	Anti-Bullying Steering Group
AC	Audit Commission
Acceptable behaviour contracts (ABCs)	Written agreements between unruly neighbours, typically teenagers, and the police and other public agencies banning antisocial behaviour. The contracts are not legally binding but if breached they can lead to tougher sanctions which are. The contracts are used as more moderate alternatives to the tougher antisocial behaviour orders.
Access	Access for disabled people means the right to full and equal participation in all areas of society including independent access to buildings, transport, information and employment. Negative attitudes and assumptions can also block access. Access is often used to refer only to the physical environment such as being able to get into buildings, transport, housing etc.
Access-Ability - AA	Connexions team specialising in supporting Students with LDD
Accommodated	A child is looked after within the Local Authority on a voluntary basis rather than an order.
Accountability	Responsibility for a set of actions (for example, drawing up plans, establishing processes, and providing services) about which the agency or body concerned has to report to a superior body. It should be noted that although the SCTs' role is based on the arrangements for interagency co-operation set out in section 10 of the Children Act 2004, their accountability is a reporting accountability, and not a legal accountability.
Accountable	Responsible – for a set of actions, or to a superior body
Accredited Outcome	Completion of a locally or nationally recognised award by a young person

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ACE	Against Child Exploitation
Achieving Best Evidence Interview	An investigative interview with a child who is a witness to a crime. Achieving Best Evidence in Criminal Proceedings: Guidance for Vulnerable or Intimidated Witnesses (2002) was issued jointly by key Government Departments led by the Home Office.
ACPO	Association of Chief Police Officers
ACS	Adult Care Services
Activities of daily living	Term referring to measures of independence in being able to perform personal care and other basic daily tasks; for example eating, washing, dressing, getting in and out of bed, climbing stairs etc. The assessment of the extent of a person's physical impairment or disability is often undertaken using scales based on these activities.
ADHD	Attention Deficit Hyperactivity Disorder - a medical diagnosis related to the child's behaviour and attention span which can affect their ability to concentrate and learn.
Admission Appeal Panel	An admissions appeal panel is a group of people who decide whether a child that has already been turned down for a school by the admission authority should be given a place. The appeal panel is set by the admission authority. There are strict rules about who should be on the panel - no member of the panel can be a governor of the school or a local councillor.
Admission Authority	The admission authority is the official body which decides the rules on how children will get a place at a school and also who is offered a place. For community and voluntary controlled schools the admissions authority is generally the Local Authority; for all others it is the governors.
Admissions (To Schools)	Parents have the right to express a preference for a school. They do not have a right to send their child to the school of their choice. Whether the child is offered a place will depend on the number of places available, the number of applications and any selection of religious criteria the school has.
Adolescent well-being scale	Scale used as part of the Framework for the assessment of Children in Need and their Families. The scale involves 18 questions each relating to different aspects of an adolescent's life, and how they feel about these. The scale is intended to enable practitioners to gain more insight and understanding into how an adolescent feels about his/her life.
Adoption	An adoption is made through an adoption order, which creates a legal relationship between the child and the adopter and irrevocably removes the birth parent's legal relationship with the child. The adoption order achieves this by transferring parental responsibility for the child to the adopters. It extinguishes the birth parent's parental responsibility and any order made under the Children Act.
Adoption Plan	An outline of the key processes and time-scales and record of all the actions required to complete the adoption process for a child for whom a decision is

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	made in a review that the best plan for a child is adoption as this is the most appropriate plan for permanence for a child.
Adult well-being scale	Scale used as part of the Framework for the assessment of Children in Need and their Families. This scale looks at how an adult is feeling in terms of depression, anxiety and irritability. The questions are framed in a 'personal' fashion (e.g. I feel....., My appetite is ....., - the adult selects from 4 possible answers.
Advocacy	Assistance provided to people to help them express their views, or to express views on their behalf. The advocate should be independent of any service provider involved, and can be paid or may be a volunteer. Advocates support and argue the case for a service user or help them to put across their point of view.
AEPP	Annual Evaluation and Planning Process
Agency Placement	An agency placement for adoption is where an adoption agency places the child with approved prospective adopters or where the child is already placed with people for other purposes, for example with foster carers, but the agency subsequently approves them as prospective adopters and decides to leave the child with them. An agency is authorised to place a child with prospective adopters if the birth parents have given their consent to placement or if the court has made a Placement Order.
Aim Higher	Aimhigher is a national programme run by the Higher Education Funding Council for England (HEFCE) with support from the Department for Innovation, Universities and Skills (DIUS)
Alcohol scale	Scale used as part of the Framework for the assessment of Children in Need and their Families. Alcohol abuse is estimated to be present in about 6% of primary carers, ranking it third in frequency after major depression and generalised anxiety. Drinking alcohol affects different individuals in different ways. The primary concern of the scale is not the amount of alcohol consumed but how it impacts on the individual, and more particularly on their role as a parent.
ALF	Adult Learning Fund
Allocated case	A case that has been made the responsibility of a named social worker or other key worker until the case is closed, transferred or managed in another way so that the named worker is no longer responsible for it. This information is recorded on Care First.
Annual Review (SEN)	A meeting between parents, school staff and other professionals involved to consider the progress of a child with a statement and to make sure the statement continues to meet his or her needs. The review must take place within 12 months of making the statement or within 12 months of the previous review.
Anti-discriminatory practice	Practice, which seeks to combat all forms of discrimination through the ways in which it is practised. The preferred way of tackling all forms of discrimination in the early 1990s when it became clear that the mechanisms, which support

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	<p>racism, sexist, disablism etc., are essentially the same. It attracted widespread critical comment probably because, while many people were prepared to support action against racism, they were less inclined to give the same attention to sexism or disablism.</p>
Anti-oppressive practice	<p>Practice, which seeks to combat all forms of oppression through the ways in which it is practised. Anti-oppressive practice emerged as a concept from the recognition that the mechanisms of bullying and harassment are essentially the same as those of racism and sexism. Anti-oppressive practice assumes that all examples of oppression arise in hierarchical relationships. While research suggests that most does, some discrimination and harassment comes from peers and from those without other forms of power.</p>
Antisocial behaviour order (ASBO)	<p>An injunction made by councils or the police against any one over 10 years old causing harassment, alarm or distress to a household or a neighbourhood. Breaching the order is treated as a criminal offence and carries a maximum penalty of five years in prison.</p>
Anxious Pupil Unit	<p>Educational provision for children displaying phobic or severe anxiety reactions which prevent them attending their local provision. For Key Stage 1-3 this is at Redhill and for Key Stage 4 this is provided at Abbey Hill School..</p>
APA	<p>Annual Performance Assessment. A local authority Annual Performance Assessment (APA) takes place each year and the results are sent by letter to the local authority and published on the Ofsted website. It makes judgements about:</p> <ul style="list-style-type: none"> <li>the council's children's services and the specific contributions they make to improving outcomes for children and young people</li> <li>the council's capacity to further improve these services.</li> </ul> <p>The letter notes strengths, areas for improvement and any progress evident in the previous 12 months. It indicates where the work of the council has made a measurable difference, where such work has had little impact or where further development is required.</p>
APIR	<p>The Connexions framework for Assessment, Planning, Implementation and Review. It is based on key factors, which impact on participation and progress to adult life.</p> <p>EDUCATION &amp; EMPLOYMENT:</p> <ul style="list-style-type: none"> <li>participation</li> <li>achievements</li> <li>basic skills</li> <li>key skills</li> <li>life skills</li> <li>aspirations</li> </ul> <p>FAMILY AND ENVIRONMENTAL FACTORS:</p> <ul style="list-style-type: none"> <li>capacity of parents/carers</li> <li>family history and functioning</li> <li>social and community factors</li> <li>housing</li> <li>income</li> </ul>

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	<p>SOCIAL &amp; BEHAVIOURAL DEVELOPMENT:            identity and self image            attitudes and motivation            relationships, within family and society            risk of (re-)offending</p> <p>PERSONAL HEALTH FACTORS:            physical health            emotional well-being            substance use issues</p>
Appropriate Adult	When the police are questioning a young (under 17 years of age) or vulnerable person an appropriate adult must be present. In the vast majority of cases this will be a parent, carer, relative, friend or other person who is able to provide support
ARC	Additionally-Resources Centre (for SEN)
Area child protection committee	A body required by law in each county or unitary authority with membership drawn from all statutory agencies working with children, but with an independent chair. Required to ensure that all children in their area are protected from significant harm including taking responsibility for establishing good local policies and practices and ensuring that these are adhered to.
Arrest referral scheme	Where someone whose crimes are caused by their drug or alcohol use is referred for treatment (they may still be charged and tried for the offence they committed). An example would be someone stealing from cars to fund their addiction to heroin
ASB	Anti Social Behaviour
ASD	Autistic Spectrum Disorder
ASDAN	Award Scheme Development & Accreditation Network
Asperger's Syndrome	Refers to individuals with a degree of social and communication which falls within the Autistic Spectrum. In many instances such children have ability levels at least within the average range.
Assessment	<p>Systematic process of information gathering and analysis to inform actions or response. Assessments:</p> <ul style="list-style-type: none"> <li>are child centred;</li> <li>are rooted in child development;</li> <li>are ecological in their approach;</li> <li>ensure equality of opportunity;</li> <li>involve working with children and families;</li> <li>build on strengths as well as identify difficulties;</li> <li>be inter-agency in their approach to assessment and the provision of services;</li> <li>are a continuing process, not a single event;</li> <li>are carried out in parallel with other action and providing services;</li> <li>are grounded in evidence-based knowledge.</li> </ul>

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Assessment and Progress Records A&P Record	A&P Records are used to assess and monitor the developmental progress of looked after children, and to inform the Care Plan.
Assessment Framework	<p>This is the Framework for the Assessment of Children in Need and their Families, issued by the Department of Health, Department for Education and Employment and the Home Office, 2000. The Framework describes a systematic approach to information gathering and analysis of information across three domains:</p> <ul style="list-style-type: none"> <li>▪ Child's Developmental Needs</li> <li>▪ Parenting Capacity Family</li> <li>▪ Environmental Factors</li> </ul> <p>(Each of these domains is composed of sub domains – see glossary entry for each domain). The framework sets out the process and timescales for assessment in a multi-agency context.</p> 
ASSET	<p>A structured risk assessment profile introduced by the Youth Justice Board in April 2000 for use by all youth offending teams. The assessment tool was designed by the Centre for Criminological Research (University of Oxford)</p> <p>ASSET provides a common, structured framework for assessment. ASSET is a standard assessment of the factors contributing to a young person's offending. It considers the main risk factors that lead to youth offending and also the protective factors that can prevent it. ASSET is completed at the beginning and end of all interventions, at the mid-point of Detention and Training Orders (DTO) and before reports for external audiences are written (e.g. pre-sentence reports (PSRs) or reports for Referral Order Panels).</p> <p>ASSET is the tool to:</p> <ul style="list-style-type: none"> <li>identify the key factors contributing to offending by young people</li> <li>provide a prediction of reconviction</li> <li>help to identify young people who may present a risk of serious harm to others</li> <li>identify situations in which a young offender is vulnerable to being harmed</li> <li>identify issues where more in-depth assessment is required.</li> </ul> <p>The Core ASSET profile is the core assessment document completed on all young people before any intervention is made. It includes information on 'static factors' such as criminal history but also focuses on 'dynamic factors' i.e. factors which have the potential to change.</p> <p>There are 13 sections within the profile dealing with dynamic factors:</p>

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	<ol style="list-style-type: none"> <li>1) Living arrangements</li> <li>2) Family and personal relationships</li> <li>3) Statutory education OR</li> <li>4) Employment, training and further education</li> <li>5) Neighbourhood</li> <li>6) Lifestyle</li> <li>7) Substance use</li> <li>8) Physical health</li> <li>9) Emotional and mental health</li> <li>10) Perception of others</li> <li>11) Thinking and behaviour</li> <li>12) Attitudes to offending</li> <li>13) Motivation to change</li> </ol> <p>Each of these sections contains questions requiring a 'yes', 'no' or 'don't know' response and an 'evidence box' for providing descriptive details of any problems or issues identified. Practitioners then rate (using a 0-4 scale) the extent to which each of these sections is related to the likelihood of further offending by the young person.</p>
AST	Advanced Skills Teacher
Asylum seekers Also know as "Pre- decision refugee"	Asylum seekers are people who have made a claim for asylum, but whose case has not been decided. They are supported financially by the Home Office and not allowed to work. (Some asylum seekers, who have waited more than 6 months for a decision may have a protected right to work or receive income support).
Attendance (at school)	Parents are guilty of an offence if their child does not attend their school regularly, unless the child has a legally recognised reason such as illness, which prevents them from attending school.
Attendance Procedures	The LEA's legal procedures, carried out in accordance with the Education Act 1996, for the prosecution of parents/carers who fail to ensure the regular school attendance for their child.
Audit trail	Transparent and traceable record of processes (not necessarily to do with money).
Autism	A condition which is associated with a disposition to behave in ways which suggest that the person is egocentric or finds social interaction difficult. For long blamed on 'poor parenting', it has recently been found to have a genetic component. There is no agreement among experts as to the best way to manage someone who is considered to be autistic.
BAAF	British Agencies for Adoption and Fostering
Basic care (as part of parenting capacity domain)	Providing for the child's physical needs, and appropriate medical and dental care. Includes provision of food, drink, warmth, shelter, clean and appropriate clothing and adequate personal hygiene.
Behavioural Difficulty	(Special Educational Needs) - A consistent pattern of behaviour usually specific to a particular situation which is unacceptable or inappropriate and

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	which is incompatible with the efficient education of the child or his or her peers
Behavioural Support Plans	Individual plans to manage children with behavioural difficulties or special needs. Usually drawn up with the help of teachers, child educationalists, social services and parents.
BEST	Behaviour and Education Support Team - aimed at improving poor behaviour and attendance in schools where these issues form significant barriers to learning and pupil progress.
Best Value	Best Value is about the continuous improvement of local services. It is about improving the lives of local people by changing the way we provide our services and is required by law. The law says that every council has to review all its functions within a five-year period. The review should: Challenge why a particular service is needed at all, and if so, whether it need be provided in any particular form. Compare performance with other councils and service providers Consult with local tax payers, service users and the wider business community about what they want to get from services Compete wherever practicable to provide the best services.
BHLP	Budget Holding Lead Professional
BME	Black and Minority Ethnic
BSF	Building Schools for the Future
BSP	Behaviour Support Plan
BSS	Behaviour Support Service
Budget	A statement of the financial resources that have been reserved to provide services. Budget's may be at various levels, for example departmental, children and families or cost centres.
BVPs	Best Value Performance Indicators. These are statutory performance indicators which all Best Value Authorities must collect annually, and which are useful for comparing Newcastle City Council's performance with other councils
BVR	Best Value Review
C&YPS	Children & Young People's Service
C(LC)A	Children (Leaving Care) Act
C/C	Children's Centres
C/C Places	Childcare Places
CAF	Common Assessment Framework. A new standardised approach to assessing children's needs for services, designed for practitioners from all agencies.
CAFCASS	Children and Families Court Advisory Support Service - successor body to

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	guardians ad litem panels and court welfare services - provides the Courts with independent assessments and recommendations concerning the welfare and best interests of children in public and private law cases respectively.
Caldicott Guardian	"A Guardian is a senior health professional, or at Board level within a H.A., Special H.A., NHS Trust or PCG who has responsibility in improving the way their organisation handles confidential patient information". (HSC 1999 (012).
CAMHS	Child & Adolescent Mental Health Service provides services to children and young people with mental health problems.
CARATS	Counselling, Assessment, Rehabilitation And Through-care Services in prisons
Care Leaver	Term used to refer to those young people 16+ who are due to leave the care of the Authority e.g. residential care or care order being terminated as they reach 18.
Care management	This term, introduced in the NHS and Community Care Act 1990, refers to the management of the care of anyone in receipt of a care package.
Care Order -CO	A court order (as provided in Part IV of the Children Act 1989) directing that a child is in the compulsory care of a named local authority, and vesting shared parental responsibility in that authority. For the current purpose this definition includes both interim and full care orders, and includes care orders transferred from other jurisdictions within the United Kingdom. A care order lapses when a when a young person reaches age 18.
Care Pathway	The process of diagnosis, treatment and care a patient goes through on a step-by-step basis from first contact with health services.
Care Plan	A plan to provide care services to an individual or family. The plan should follow an assessment and involve service users, carers and their families, as well as all relevant professionals.
Care programme	A detailed programme of care, which is intended to contribute to one of the objectives of a care plan. The term is a useful alternative to 'internal care plan' which is sometimes used to describe care plans whose objectives are limited to the services of the unit in which a person is placed
Careers Co-ordinator	Responsible for delivering the Careers Education and Guidance programme
Carer	A person who provides a substantial amount of care on a regular basis who is not employed to do so by an agency or organisation. A carer is usually a friend or relative looking after someone who is frail or ill at home.
CARS	Childhood Autism Rating Scale. A checklist that has been developed to help diagnose Autism Spectrum Disorder and Asperger's Syndrome although generally less accurate than detailed interviews such as ASI and DISCO.
Case	All the information and issues that are relevant to a child's need for services.
Case "on review"	A current case that is being provided with a service for which no other action is intended until a specified review date in the future.

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Case Closed (Closed Case)	A case that was current, so appears on the records of the social service department, but for which there is no intention for the department to take any action unless a referral is made.
Case conference	A meeting ideally attended by all those involved in the provision of services to an individual or family, including the individual and family, to plan the future provision of services.
Case Current (Current Case)	A case that requires some sort of initiative to be taken by the social services department. The initiative required may be anything from intensive casework, the provision of care etc. to a decision and administrative steps to close the case. This may include cases where there is no child in need but work is nonetheless necessary, for example, a "Schedule 2" report for a step-parent adoption.
Case Open (Open Case)	Synonymous with Current Case
Case Record	A record of all the information which is relevant to a child's need for services. Traditionally these have been recorded directly onto paper. In future recording will routinely be done electronically with paper records printed off as a when required.
CASH	Contraception and Sexual Health
CC	Children's Centres
CCIS	Connexions Client information system
CEA	Client Employment Adviser
CEG	Careers Education & Guidance
CEOP	Child Exploitation and Online Protection centre
CESC	Children, Education & Social Care
CHAI	<p>The Commission for Healthcare Audit and Inspection. It was set up to help to improve the quality of healthcare by providing an independent assessment of the standards of services provided to patients‡, whether it is provided by the NHS or privately. By routinely publishing information, it will also allow the public to assess how well taxpayers' money is being spent in delivering healthcare. CHAI will take on the functions of:</p> <ul style="list-style-type: none"> <li>the Commission for Health Improvement (CHI);</li> <li>the National Care Standards Commission (in respect of private &amp; voluntary healthcare);</li> <li>the Audit Commission (in respect of national studies of the efficiency, effectiveness and economy of healthcare).</li> </ul> <p>In due course, CHAI is expected also to take over the functions of the Mental Health Act Commission.</p>
Challenging behaviour	Violent, aggressive or difficult behaviour making it hard for others to work or interact with the person

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Child	Any individual under the age of 18 years. People who received services as a child may continue to receive services as adults beyond their eighteenth birthday, for example, young people leaving care or disabled young people in transition into adulthood. These services may be met from the budget for services for children and families but this does not affect the adult status of the person receiving the services.
Child Abuse	<p>It is important to be clear about what is abuse. Somebody may abuse or neglect a child by inflicting harm, or by knowingly not preventing harm. Children may be abused in a family, an institutional setting, or more rarely by a stranger. Other children can also abuse children.</p> <p>There are three kinds of abuse:          Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. This can include degrading punishments, threats and not giving love and affection, which can undermine a child's confidence and self-esteem. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. It can involve physical contact or involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.</p>
Child at risk	See 'Risk'
Child Employment	Is governed by the byelaws which regulate the hours that can be worked by children of compulsory school age. All such employment requires an Employment Card
Child in Need CiN	<p>A child (i.e. a person under eighteen) is in need if s/he is unlikely to achieve or maintain or to have an opportunity of achieving or maintaining, a reasonable standard of health and development without the provision for him/her of services by a local authority under Part III (Children Act), or development is likely to be significantly impaired or further impaired, without the provision for him of such services, or he/she is disabled.</p> <p>The critical factors to be taken into account in deciding whether a child is in need under the Children Act 1989 are what will happen to a child's health and development without services, and the likely effect the services will have on the child's standard of health and development. Determining who is in need, what those needs are, and how services will have an effect on outcomes for children requires professional judgement by social services staff together with colleagues from other professional disciplines who are working with children and families.</p> <p>A child shall be taken to be in need if –          s/he 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 ...          his/her health or development is likely to be significantly impaired, or further</p>

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	<p>impaired, without the provision for him of such services; or s/he is disabled,</p> <p>“Family” in relation to such a child, includes any person who has parental responsibility for the child and any other person with whom he has been living.</p>
Child in Need Plan	<p>The generic term for any plan that is written as the result of an initial or core assessment that sets out the work to be done by whom, with a time-scale to meet the identified needs of the child and the case objectives. In particular circumstances, for example when a child is looked after or the subject of child protection procedures, other more specialised plans will take the place of Child in Need Plans. As with other plans it requires a review date.</p>
Child In Need Review Record	<p>A record of the review of a Child's Plan for a child in need but who is not looked after or whose name is not on the child protection register. There are specific ICS records for these circumstances.</p>
Child Looked After Review Record	<p>A record of a review child or young persons Care Plan or Pathway Plan.</p>
Child Protection Conference	<p>A formal inter-agency meeting, following an enquiry under section 47 of the Children Act, which makes judgements about the likelihood of a child suffering significant harm. The meeting will also decide what action is needed to safeguard the child and provide for their welfare.</p>
Child Protection Plan	<p>A detailed inter-agency plan setting out what work needs to be done to:</p> <p>safeguard the child from further harm;          promote the child's health and development; and          if it is in the best interests of the child, to support the family to promote the welfare of the child</p> <p>The Child Protection Plan is agreed in outline at the Initial Child Protection Conference (ICPC) and developed by the key worker, core professionals, the child and family., via Core Group Meetings</p>
Child Protection Register	<p>Child Protection Registers are no longer held by each CSSR however they do maintain records of all children who are the subject of a child protection plan as they are considered to be at continuing risk of significant harm.</p>
Child Protection Review Record	<p>A record of a review of a child's Child Protection Plan.</p>
Child welfare concerns	<p>Child welfare concerns may arise in many contexts, including where a child or family is already known to social services. There may be a number of explanations for the perceived impairment to a child's health or development – each requires careful consideration and review. .</p>
Child's developmental needs	<p>One of the three domains of the assessment framework - consists of the dimensions of:</p> <ul style="list-style-type: none"> <li>▪ health,</li> <li>▪ education,</li> <li>▪ emotional and behavioural development,</li> <li>▪ identity,</li> <li>▪ family and social relationships,</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ social presentation and</li> <li>▪ self care skills</li> </ul>
Child's Plan	<p>A plan for children and young people identified as having more complex needs following a core assessment. A Children in Need Plan is known in the Integrated Children's System as a Child's Plan. The format for a Child's Plan is more detailed and will revise and replace an Initial Plan for a child or young person.</p> <p>A Child's Plan is the Child Protection Plan for those children whose names have been placed on the child protection register. A Child's Plan will still be required for those children who have had their names removed from the register, or who have ceased to be looked after, but remain children in need who are in receipt of social services.</p>
Children and family court advisory and support service (CAFCASS)	<p>This body brings together the family court welfare service (formerly provided by the probation service), the guardians ad litem - now called children's guardians - and the children's branch of the official solicitor's department. It provides the Courts with independent assessments and recommendations concerning the welfare and best interests of children in public and private law cases respectively.</p>
Children and Young People's Plan (CYPP)	<p>The Children and Young People's Plan is a single, inter-agency strategy that covers services for all children and young people living in the local authority area. The Plan sets out:</p> <ul style="list-style-type: none"> <li>the vision that we have for our children and young people</li> <li>the key priorities and actions we commit to undertaking in partnership</li> <li>the improved outcomes we want to achieve for children and young people</li> </ul>
Children In Need - CiN	<p>Children who are defined as in need under section 17 of the Children Act 1989 are those who are disabled or whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health and development, or their health and development will be significantly impaired without the provision of services.</p>
Children Looked After - CLA	<p>A looked-after child is someone who is either: provided with accommodation, arranged by a local authority social services department, for a continuous period of more than 24 hours; or: someone subject to a relevant court order under part IV or V of the Children Act 1989. This includes children subject to accommodation under an agreed series of short-term placements (often called 'short breaks', family link placements' or 'respite care'). Most looked-after children cease to be looked after on reaching their 18<sup>th</sup> birthday. A very small number may continue to be looked after up to their 21<sup>st</sup> birthday under section 20(5) of the Children Act.</p>
Children Missing From Education CME	<p>Children of compulsory school age believed to be in a particular area but who are not on the roll of a school in that area.</p>
Children's Fund	<p>The Children's Fund provided services to identify children and young people who were showing early signs of difficulty and provided them and their families with the support they need to get back on track. The aim was to prevent children falling into drug abuse, truancy, exclusion, unemployment and crime, as well as raising aspirations and preventing underachievement.</p>

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Children's Services Plans	These plans are produced by the local authority and health services and explain the services provided and being developed in the future for 'children in need'. The Plans look at where current services are insufficient and then set targets for improving services.
Children's Guardian	An adult - but not a solicitor - appointed by a court to act on behalf of a child or young person in legal proceedings. Formerly known as guardians ad litem.
Choice Protects	Choice Protects was the Government's review of placement services for looked after children. Launched by the Health Minister Jacqui Smith in March 2002, its aim was to improve the choice of placements available to looked after children. There were two main strands to the review: improving the way children's services are planned and commissioned, and improving the provision of foster care services.
Chronically Sick and Disabled Persons Act 1970	The Act , which laid a duty on local authorities in England and Wales to ascertain the number of people with physical disabilities in their area and enabled them to make certain provisions to enhance their quality of life.
Chronology	The record of all significant events and changes in the life of a child or young person.
CIC	Children In Care
CiM	Childminder Information Meeting
CiN	Children in Need
CiPC	Children in Public Care (See Corporate Parent)
CIPFA	Chartered Institute of Public Finance and Accountancy
CIS	Children's Information Service
City Academies	Publicly funded independent secondary schools with a specialism in a particular area of the curriculum and have sponsorship from the private or voluntary sector or from a religious or faith group. They can select up to 10% of pupils on the basis of an aptitude for their specialism.
City Technology Colleges (CTCs)	CTCs are funded by the government and private business. They provide secondary education with a strong scientific and technological element or in some cases an emphasis on the arts.
CL	Care Leavers
CLA	Child Looked After alternative to LAC Looked After Children
Climbie Report	Report on the death of Victoria Climbié which sparked wholesale reorganisation of provision of protection services for children. Also known as the Laming Report.

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Clinical governance	Initiative unveiled in December 1997 to improve and maintain clinical standards in trusts and GP surgeries throughout the NHS. It includes checks on risk avoidance, detection of adverse events and dissemination of good practice. Clinical governance is monitored by the commission for health improvement (CHI).
Clinical Networks	Networks of health professionals for treating patients by sharing information and resources.
Closure Record	A summary of the impact of actions and services provided to a child and family, and the evidence that supports the decision to close a case. This is used when it is planned to cease work with a child or young person and family.
CMs	Childminders
Code of Practice (Special Educational Needs (SEN))	A Guide to schools and Local Authorities about their responsibilities to children with special educational needs. The Code offers practical recommendations about ways, according to the 1996 Education Act and Special Educational Needs and Disability Act 2001, that special needs should be identified, assessed and how support should be offered.
Collaborative commissioning	Commissioning arrangements between partners which are less formal. These arrangements typically involve joint strategies to achieve joint objectives without formally merging budget streams.
Commissioning (Services)	The development of purchasing strategies to make the best use of all available resources to meet identified needs both in the short and long term, bringing together financial and service planning. As such, it is the process of specifying, securing and monitoring services to meet individuals' needs at a strategic level. This is distinct from Providing (Services) which relates to the immediate delivery arrangements for a particular child to receive a service.
Common Assessment	When the approach, process, information gathering and analysis to assessment taken by different professionals follows an agreed set of principles and processes.
Common Assessment Framework (CAF)	Development of a national, common process for assessing, and coordinating the needs of children and young people at risk of not meeting their potential. Aims to be a more preventative, effective and multi-agency coordinated process
Common Transfer Form/File (CTF)	A form which all schools are statutorily required to provide to a child's receiving school within 15 days of their leaving
Community legal service partnerships	CLSPs are responsible for establishing local networks of quality providers of legal services, supported by co-ordinated funding and delivering services to local communities based on their needs. The local networks cover a range of different levels and types of help; they include solicitors in private practice, Citizens Advice Bureaux, law centres, and other not-for-profit groups as well as Trading Standards Officers and local authority services. CLSPs are based on local authority areas.
Community Nurses	A collective term for nursing professionals, including practice nurses, district

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
	nurses, health visitors and school nurses.
Community resources (as part of family and environmental factors domain)	Describes all facilities and services in a neighbourhood, including universal services of primary health care, day care and schools, places of worship, transport, shops and leisure activities. Includes availability, accessibility and standard of resources and impact on the family, including disabled members.
Community Safety Partnerships	Multi-agency partnerships, which work to create safer places for people to live and work in. They tackle problems such as anti-social behaviour, domestic violence and crime. They aim to reduce accidents and injuries.
Complex Needs	The term used when people have more than one significant health or social problem with which they need support.
Compulsory School Age	School attendance is compulsory for all children from the beginning of the term following their 5 <sup>th</sup> birthday until the last Friday in June of the academic year in which they have their 16 <sup>th</sup> birthday.
Connexions Co- ordinator	Responsible for Connexions within a learning provider
Connexions Service	A locally based service offering advice and guidance to young people aged 13-19 to enable them to make the best use of education, training and employment opportunities in the transition from school to employment. Connexion Partnerships consist of a range of services who employ personal advisors will help co-ordinate the work of different services in the transition process.
Consensus decision making	Decisions arrived at by reaching a general agreement amongst the members of a group
Contact	Arrangements made for parents who are not looking after their children to have agreed meetings with them. Formerly known as access.
Contact Order	The Order requires the person with whom a child lives, or is to live, to allow the child to visit or stay with the person named in the Order, or that person and the child to have contact with each other.
Contact Record	A record of any contact made by or on behalf of a child and family.
ContactPoint	The name for the national tool that has been known previously as the Information Sharing Index.
Continuum of services	Services to support children and their families (including care for a child in accommodation away from home) provided on a one off or episodic basis or over a longer period of time as determined by the child's plan.
Core Assessment - CA	An in-depth assessment which addresses the central or most important aspects of the needs of the child and the capacity of his or her parents or caregivers to respond appropriately to these needs within the wider family and community context. It should be completed within a maximum of 35 working days.
Core Assessment	A tool for social workers to record information gathered from a variety of

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Record - CAR	sources to provide evidence for their professional judgements, and facilitate analysis, decision-making and planning.
Core Group	A small inter-agency sub-group of the child protection conference members who meet more frequently with the family to develop, implement and monitor the child protection plan and reports back to the child protection reviews.
Core Subjects	English, Maths and Science: all pupils must study these subjects up to key stage.
Corporate parenting	The role the Local Authority assumes in relation to children looked after i.e. those children and young people who have been provided with accommodation by the local authority. It is the collective responsibility of all departments, individuals and elected members who should participate fully to achieve the best possible outcomes for children and young people who are in public care.
Cost Centre	An expenditure code attached to a particular department, function, or service in an organisation, which can be used to identify the total costs incurred by that department, function or service within an accounting period.
Counselling	Counselling is a talking therapy that usually deals with a recent distressing event. It can last several weeks or longer, depending on the individual's needs and response to the therapy.
Court Order	The authorising or enforcement of certain actions in relation to family proceedings, care and supervision, and the protection of children, by a special hearing in court.
CP	Child Protection
CPA	Comprehensive Performance Assessment measures how well councils are delivering services for local people and communities. It is a complex set of judgements reflecting performance from various perspectives, which taken together place authorities in one of four categories, excellent, good, fair or poor.
CPD	Continuing Professional Development
CPN	Community Psychiatric Nurse
CPP	Child Protection Plan
CRB	Criminal Records Bureau
CRI	Crime Reduction Initiative
Crime and Disorder Reduction Partnership (CDRP)	The Crime and Disorder Act 1998 set out the framework for CDRPs in which responsible authorities are required to work together in partnership to tackle crime, disorder and the misuse of drugs. The responsible authorities consist of the local authority, police, police authority, probation, fire authority and primary care trust. I

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Crime and Youth Justice Partnerships	Social services, the police, education, health, probation and voluntary groups all working together to reduce offending and re-offending by juveniles.
Crown Prosecution Service (CPS)	The Crown Prosecution Service is responsible for prosecuting criminal cases investigated by the police in England and Wales
CSA	Children's Services Authority
CSE	Child Sexual Exploitation
CSF	Children, Schools and Families
CSF/I	Children supported in their families or independently
CSP	Chlamydia Screening Programme
CSSCIR	Children's Social Services Core Information Requirements
CSSR	Councils with Social Service Responsibilities
CSTP	Children 's Services Tranformation Programme
CTAIL	National Child Trafficking Advice and Information Line
CTB	Children's Trust Board
CTMT	Children's Trust Management Team
CWD	Children With Disabilities
CX	Chief Executive
CYP	Children and Young People
CYPSP	Children and Young People's Strategic Partnership
D/Deaf	Hearing Impaired
DA	Domestic Abuse
Day Care	The provision of a regular caring service to children during planned parental absence that does not entail overnight stays. Services may include family centres, early years centres, nurseries, childminders, playgroups and out of school schemes.
Day Services	Daytime care usually provided in a centre away from a service user's home, covering a wide range of services from social and educational activities to training, therapy and personal care..
DCD (Dyspraxia)	DCD stands for Developmental Co-ordination Disorder, which is a type of Dyspraxia. It affects the way a person's ability to plan and carry out physical tasks. It is sometimes called 'Clumsy Child' Syndrome.

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
DCLG	Department of Communities and Local Government
DCSF	Department for Children, Schools and Families
DDA	Disability Discrimination Act
DED	Disability Equality Duty
Designated doctor - DD	A community paediatrician with expertise in the child protection arena, appointed by the health authority to advise the HA on all matters relating to child protection and co-ordinate health input on child protection across agencies. Each NHS Trust has a "named doctor" to fulfil a similar function for them.
Designated nurse - DN	A community nurse with expertise in the child protection arena, appointed by the health authority to, advise the Health Authority on nursing and health matters relating to child protection and co-ordinate particularly nursing input on child protection across agencies. Each NHS Trust has a "named nurse" to fulfil a similar function for them.
Designated Teacher for Child Protection	All schools must have a nominated staff member with responsibilities for Child Protection issues within school and to liaise with the Child Protection Officer for Education
Designated Teacher for Children in Public Care	All schools must have a nominated staff member with responsibilities for Looked After Children/Children in Public Care
Detached youth work	Working with young people in the community without a base.
Determinants of health	Lifestyle and social factors that contribute to the health and well being of the population – e.g., good-quality housing, education and nutrition
Developmental Assessment	An assessment of the developmental difficulties or problems a child may be experiencing and the planning of timely and appropriate action to ensure such problems are addressed.
DfES	Department for Education and Skills
DH or DoH	Department of Health
Direct Payments	Cash payments made to care users to enable them to buy their own care services. Care cannot be brought from the local authority. Money given to individuals to pay for care services on the basis of a community care needs assessment.
Disability rights commission (DRC)	Independent body set up by the government to help secure civil rights for disabled people. Advises the government as well as campaigning to encourage good practice, eliminate discrimination and promote equality.

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Disabled Child	<p>A child whose functioning in society is affected by his/her having a disability. Disability:- An aspect of the functioning of a person's body that has the effect of limiting their inclusion in society. These disabilities may be in the following aspects of functioning:</p> <ul style="list-style-type: none"> <li>▪ mobility – i.e. getting about the house and beyond;</li> <li>▪ hand function - i.e. holding and touching;</li> <li>▪ personal care – i.e. washing, going to the toilet, dressing etc;</li> <li>▪ continence – i.e. controlling the passage of urine or faeces;</li> <li>▪ communication – speaking and/or understanding others;</li> <li>▪ learning - i.e. having special educational needs etc;</li> <li>▪ hearing – i.e. degrees of deafness;</li> <li>▪ vision – i.e. degrees of seeing</li> <li>▪ behaviour – acting in a way that is socially acceptable;</li> <li>▪ consciousness – e.g. degrees of proneness to fits etc.</li> </ul>
DLA	Disability Living Allowance
DN	Designated Nurse
Domestic Violence	Defined as "the use of violence to gain power over, dominate or control a partner or ex-partner."
Domestic Violence Forum	Representatives from a range of organisations - police, probation service, solicitors etc. that facilitates, encourages and supports inter-agency initiatives on domestic violence.
DPM	Duty Practice Manager
DPW	Days Per Week
Drug and Alcohol Action Team - DAAT	A multi-agency team to oversee the development of drug and alcohol services, co-ordinate local anti-drugs activity and produce a collaborative plan of action to tackle drug use and its associated problems. Usually includes police, social services, health authority and voluntary sector groups.
Drug Treatment & testing Order (DTTO)	Drug Treatment & Testing Orders are a new order (from October 2000) under the Crime & Disorder Act, enabling courts - with the consent of an individual and the support of the Probation Service - to sentence someone to an intensive treatment and rehabilitation programme
DTLR	Department for Transport, Local Government and the Regions
DV	Domestic Violence
DVD (Dyspraxia)	DVD stands for Developmental Verbal Disorder and is another form of Dyspraxia (see entry for DCD) but where DCD mainly affects a person's movement and physical co-ordination, DVD sufferers find it difficult to pronounce word sounds.
Dyscalculia	A condition associated with specific learning difficulties in maths. In its simplest terms this means that sufferers have problems with even simple

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
	arithmetic.
Dyslexia	A disorder affecting a person's ability to process written language. Dyslexia is sometimes referred to as a Specific Learning Difficulty or SpLD.
E2E	Entry To Employment
EAL	English as an Additional Language
Early Intervention	Intervention with a child/family at the earliest point when a concern is identified by child/parent/professional
Early years development and childcare partnerships	These partnerships aim to provide good quality, affordable childcare for children aged 0-14, and up to age 16 for children with special education needs. The partnerships are led by local education authorities and bring together schools and other providers, parents, employers and colleges to develop early education and childcare services in their area.
Early Years Forums	To identify and meet needs of special needs children.
EBD	Emotional/Behavioural Difficulties
EBSD	Emotional, Behavioural and Social Difficulties
eCAF	Electronic Common Assessment Framework
E-Clips	Web based subscription information leaflet system
ECM	Every Child Matters
ECMs	Every Child Matters outcomes
Ecological	Within the context of the child's family (parents or caregivers and the wider family) and of the community and culture in which he or she is growing up.
EDS	Emergency Duty Services
Education (as dimension of child's developmental needs)	Covers all areas of a child's cognitive development, which begins from birth. Includes opportunities: for play and interaction with other children; to have access to books; to acquire a range of skills and interests; to experience success and achievement. Involves an adult interested in educational activities, progress and achievements, who takes account of the child's starting point and any special educational needs.
Education Action Zone - EAZ	National Government initiative aimed at building on the roles of schools by using local partnerships and raising levels of attainment.
Education Otherwise	When a parent/carer chooses to provide an educational provision for their child at home. This needs to be approved by LEA
Education Social Worker-ESW or	A person employed by a Local Education Authority, to work with children and their families and other agencies, to ensure the child's regular school

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Education Welfare Officer - EWO	attendance and help them to achieve their academic and social potential. Also to carry out LEA's statutory duties in relation to non-attendance.
Educational Attainment	The expected standard of achievement of school pupils, it is measured at four key stages of the national curriculum, which sets out programmes of study for what each pupil should be taught and the targets each pupil is measured against.
Educational Psychologist (Special Educational Needs)	EPs work with children and young people who require support and guidance in an educational setting. They provide assessment, counselling and advice on meeting individual needs. For children with statements of special educational needs, educational psychologists will provide statutory advice and reviews of ongoing support. They also give advice and help to parents and teachers on the social, emotional, behavioural and learning difficulties of children
EET	Employment, Education and Training
Eligibility criteria	The requirements a person needs to meet to receive a treatment/service
EM	Elected Member
EMA	Educational Maintenance Allowance
Emergency Duty Team	The EDT is part of Social Services and provides an out-of-hours response to emergency situations involving child protection, childcare, mental health and other adult services matters. It provides a point of advice and, where necessary, immediate service to individuals and families who are experiencing crisis in their lives. The EDT works closely with other emergency services including Health, Warden Call, Police, Women's refuges and the Benefits Agency. The EDT operates from 5.00 P.M. to 8.30 a.m. the following morning. At weekends and public holidays a 24-hour service is provided. The team can be contacted by telephone on 01642 527764
Emergency Protection Order - EPO	An order made by a court requiring that a child is removed to, or remains in, accommodation where the child is protected from suffering significant harm when there is reasonable cause to believe the child would otherwise do so.
Emotional and behavioural development (as domain of child's developmental needs)	Concerns the appropriateness of response demonstrated in feelings and actions by a child, initially to parents and caregivers and, as the child grows older, to others beyond the family. Includes nature and quality of early attachments, characteristics of temperament, adaptation to change, response to stress and degree of appropriate self-control.
Emotional Literacy	This is a term used to define the level a young person operates at in their daily discourse with other people.
Emotional warmth (as part of parenting capacity domain)	Ensuring the child's emotional needs are met and giving the child a sense of being specially valued and a positive sense of own racial and cultural identity. Includes ensuring the child's requirements for secure, stable and affectionate relationships with significant adults, with appropriate sensitivity and responsiveness to the child's needs. Appropriate physical contact, comfort and cuddling sufficient to demonstrate warm regard, praise and encouragement.

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Employment (as part of family and environmental factors domain)	Who is working in the household, their pattern of work and any changes? What impact does this have on the child? How is work or absence of work viewed by family members? How does it affect their relationship with the child? Includes children's experience of work and its impact on them.
Employment Team	Source vacancies for young people and provide support to help them secure employment
Empowerment	Enabling people to take responsibility for themselves and helping them to make decisions about their own lives.
EMS	Extended Management System. A Software package used by Local Authorities to manage education related information
EMTRAS	Ethnic Minority Traveller and Refugee Pupil Achievement Service
Engagement	Engagement means bringing young people into decision-making processes to give them as much influence over decisions that may affect them. In Newcastle we believe that engaging children and young people in meaningful participation contributes to the agendas of democracy, citizenship and social inclusion and gives them a greater awareness of local and global issues and a real stake in their communities
EOHC	Emergency Oral Hormonal Contraception
EP	Educational Psychologist
EPPE	Effective Provision of Pre-School Education Project
EPS	Educational Psychologist
Equality of opportunity	Equality of opportunity does not mean that all children are treated the same but understanding and working sensitively and knowledgeably with diversity to identify the particular issues for a child and his/her family, taking account of experiences and family context.
ESBD	Emotional, Social and Behavioural Difficulties
ESC	Education Support Centre
ESCOs	Extended Schools Co-ordinator
ESF	European Social Fund
Evaluation	To judge or assess the success of something which has taken place.
Every Child Matters	It sets out proposals for development and organisation in services for children young people and their families.
EWO	Education Welfare Officers are responsible for carrying out the Local Authority's statutory responsibilities in relation to school attendance. Essentially they are concerned with ensuring that children who are registered at a school

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
	attend that school regularly. EWOs also have responsibilities in relation to child employment, children in entertainment, children who are home educated, missing children and child protection
EWS	Education Welfare Service
Excellence for All Children	Scheme for improving the achievements of children with special educational needs (SEN), part of the agenda for higher standards launched with the White Paper "Excellence in Schools".
Excellence in Cities	A government initiative to fund and rejuvenate the raising of educational achievement in inner-city areas.
Excellence in Schools	White Paper to raise standards in education. Excellence is to be achieved through a partnership of local school, parents, pupils, teachers, families, local authorities and the wider community.
Exclusion	The suspension of a pupil from school. The reasons for this action may relate to serious misbehaviour. The exclusion can either be for a fixed period (of up to 45 days over the school year) or permanent (the pupil being removed from that school).
Exclusion Order	A range of powers available under the Family Law Act 1996 which allow a perpetrator to be removed from the home, instead of the child being removed.
Exemplar	An exemplar is an example of a record which can be used by Social Services practitioners and managers. It demonstrates how information can be recorded in a structured manner, and can also be used to general reports required for work with children and families. The exemplar includes all the core information to be collected during a particular stage in the process, for example, during an initial assessment.
EYDCP	Early Years Development & Childcare Partnership
EYFS	Early Years Foundation Stage
EYPS	Early Years Professional Status
Families Information Service	A Service to keep parents and carers informed about the range of facilities in the locality.
Family Activity Scale	<p>Scale used as part of the Framework for the assessment of Children in Need and their Families. The scale gives practitioners an opportunity to explore with carers the environment provided for their children, through joint activities and support for independent activities.</p> <p>This includes information about the cultural and ideological environment in which the children live, as well as how their carers respond to the children's actions (e.g. concerning play and independence).</p>
Family and environmental factors	<p>One of the three domains of the assessment framework - consists of the dimensions of:</p> <ul style="list-style-type: none"> <li>▪ family history and functioning</li> </ul>

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
	<ul style="list-style-type: none"> <li>▪ wider family</li> <li>▪ housing</li> <li>▪ employment</li> <li>▪ income</li> <li>▪ family's social integration</li> <li>▪ community resources</li> </ul>
Family and social relationships (as dimension of child's developmental needs)	Development of empathy and the capacity to place self in someone else's shoes. Includes a stable and affectionate relationship with parents or caregivers, good relationships with siblings, increasing importance of age appropriate friendships with peers and other significant persons in the child's life and response of family to these relationships.
Family Assistance Order	In any Family Proceedings, a Court may make a Family Assistance Order, which requires a Probation Officer or Social services Department Social Worker to be available to advise, assist and, where appropriate, befriend, any person named in the Order. This Order may not last more than 6 months, is only used in exceptional circumstances and requires the consent of all parties excluding the child.
Family Centre	A therapeutic setting where one or both parents attend with their children, as part of a family support strategy designed to help a family under stress stay together as a unit. See also Residential Family Centre.
Family conference	A meeting attended by all members of a family and the professionals working with them to determine action or to plan the provision of a service.
Family history and functioning (as part of family and environmental factors domain)	Family history includes both genetic and psychosocial factors. Family functioning is influenced by who is living in the household and how they are related to the child; significant changes in family/household composition; history of childhood experiences of parents; chronology of significant life events and their meaning to family members; nature of family functioning, including sibling relationships and its impact on the child; parental strengths and difficulties, including those of an absent parent; the relationship between separated parents.
Family placement team	Social services team responsible for organising adoption and fostering.
Family support workers	Staff, usually associated with Social Services Departments, who work closely with families for example, to support families where children may be suffering from neglect or other problems
Family's social integration (as part of family and environmental factors domain)	Exploration of the wider context of the local neighbourhood and community and its impact on the child and parents. Includes the degree of the family's integration or isolation, their peer groups, friendship and social networks and the importance attached to them.
FE	Further Education
FIP	Family Intervention Programmes
Fixed Term Exclusion	The formal exclusion of a pupil for disciplinary reasons from a school for a fixed

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
(FTEX)	period of time (maximum of 45 days in a school year)
Food insecurity	The limited or uncertain availability of nutritionally adequate safe foods, or limited or uncertain ability to acquire foods in socially acceptable ways. Experiences of food insecurity include running out of food, running out of money to buy food, missing meals, or buying cheaper foods because of financial constraints.
Food poverty	Food poverty is the inability to purchase food for a healthy diet. This may be because of low income; lack of access to reasonably priced shops, (local shops may be non-existent or expensive); cheaper supermarkets selling a wide range of foods may be difficult to get to (because of lack of public or private transport); and, inadequate knowledge about healthy eating.
Forensic Services	Specialist health services for offenders with mental health problems.
Foster Care	A method of caring for a child or young person being "looked after" by the authority by placing him/her with a family
Foster Carer	An approved carer for placement of a child or young person being "looked after" by the authority. Foster carers are rewarded (financially) for the skills they use with the young people they care for.
Foundation Stage Profile (FSP)	An Assessment of educational abilities made at the end of a child's first year in school.
fpa	Family Planning Association
FSD	Family Services Directory
Fuel poverty	A fuel poor household is one that cannot afford to keep adequately warm at reasonable cost. The most widely accepted definition of a fuel poor household is one which needs to spend more than 10 per cent of its income on all fuel use and to heat its home to an adequate standard of warmth.. Older people, children, and people with disabilities or a long-term illness are especially vulnerable. The main cause of fuel poverty in the UK is a combination of low income and poor energy efficiency in homes.
G and T	Gifted and Talented
GCSE	General Certificate of Secondary Education
GNVQ	General National Vocational Qualification. Intermediate level is equivalent to 4 GCSE's
GONE	Government Office North East
Governing	To direct and control the actions of a body of people (e.g. of an organisation)
Governing Board	The body or group responsible for directing and controlling the actions of a single organisation or another set of bodies or groups (which could be multi-agency)

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Governors Attendance Panel- GAP	A panel set up by schools to include a senior member of school staff, school governor and ESW to meet with pupils & their parents/carers whose attendance is a cause for concern
GPSI	General Practitioner with Special Interest
Grooming	<p>This term refers to the process by which child sex offenders ensnare their victims by befriending them. The abuser will often pretend to share a common interest with the child or offer them support and advice before persuading them to meet one-to-one.</p> <p>Public awareness of grooming has grown following a number of cases where paedophiles have used internet chatrooms or email to befriend children in order to abuse them, often pretending to be children themselves.</p>
Guidance and boundaries (as part of parenting capacity domain)	Enabling the child to regulate their own emotions and behaviour. The key parental tasks are demonstrating and modelling appropriate behaviour and control of emotions and interactions with others, and guidance which involves setting boundaries, so that the child is able to develop an internal model of moral values and conscience, and social behaviour appropriate for the society within which they will grow up. The aim is to enable the child to grow into an autonomous adult, holding their own values, and able to demonstrate appropriate behaviour with others rather than having to be dependent on rules outside themselves. This includes not over protecting children from exploratory and learning experiences. Includes social problem solving, anger management, consideration for others, and effective discipline and shaping of behaviour.
GUM	Genito Urinary Medicine
Hague Convention	An international agreement that aims to establish safeguards to protect the best interests of the child and put in place a system of co-operation between countries to prevent the abduction of, sale of, or traffic of children. The UK will ratify the Convention on 1 June 2003.
HE	Higher Education (Level 4 and above)
Health (as dimension of child's developmental needs)	Includes growth and development as well as physical and mental well-being. The impact of genetic factors and of any impairment should be considered. Involves receiving appropriate health care when ill, an adequate and nutritious diet, exercise, immunisations where appropriate and developmental checks, dental and optical care and, for older children, appropriate advice and information on issues that have an impact on health, including sex education and substance misuse.
Health Assessment	An assessment of a child/young person's health status and needs by a qualified medical or nursing practitioner.
Health Care Plan	A plan to set out the work needed to meet a child's health needs as identified in the Health Assessment. It is part of the overall Care Plan.
Health Community	Includes all health organisations and workers within a Health Authority area including NHS Trusts, Primary Care Trusts, GP practices, pharmacists,

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
	dentists and opticians. It can also include non-statutory sector providers of health services.
Health promotion	Giving people and communities the resources and information they need to make choices about their health (e.g., measures to help people give up smoking, eat more healthily, adopt healthier lifestyles, etc) and to make their environments safer
Health Visitor HV	A trained nurse who has undergone further training to specialise in the prevention of ill health, particularly for children.
Healthy schools	A programme consisting of a package of proposals to improve the health of children in schools. It aims to make children, teachers, parents and communities more aware of the opportunities that exist in schools for improving health. These include a National Healthy Schools Standard, a website for health information – Wired for Health, a National Advisory Group for Personal, Social and Health Education, a Healthy Schools Network and the development of strategies for safe travel to school.
HH	Hidden Harm
Holistic approach	Describes an approach to patient care in which the physical, mental and social factors in the patient's condition are taken into account, rather than just the diagnosed disease. The term is applied to a range of orthodox and alternative methods of treatment.
Home and Hospital Tuition	Tuition made available to a child of compulsory school age either during a stay in hospital or at home if they are absent from school for a consecutive period of three weeks or more.
Home Conditions Scale	Scales used as part of the Framework for the assessment of Children in Need and their Families. This addresses various aspects of the home environment (for example, smell, state of surfaces in house, floors). The total score has been found through research to correlate highly with indices of the development of children.
Home zones	Areas where priority is given to people rather than traffic. In home zone areas, measures are taken to achieve very low traffic speeds, road space is designed for community use, priority given to pedestrians, play equipment made available, and the area is landscaped. The aim is to give quiet residential streets back to the people who live in them so that they can walk around freely, sit, play or cycle.
Housing (as part of family and environmental factors domain)	Does the accommodation have basic amenities and facilities appropriate to the age and development of the child and other resident members? Is the housing accessible and suitable to the needs of disabled family members? Includes the interior and exterior of the accommodation and immediate surroundings. Basic amenities include water, heating, sanitation, cooking facilities, sleeping arrangements and cleanliness, hygiene and safety and their impact on the child's upbringing.
HP	Health Promotion

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
HSD	Health Systems Development
IASC	Infant Assessment and Support Classes – specialist provision in some mainstream schools to provide high quality small group education which can contribute to the ongoing evaluation of a child's special needs.
IB	International Baccalaureate
IC	Improving Choice
ICB/IB	Incapacity Benefit
ICG	Institute of Careers Guidance
ICS	Integrated Children's Services (Local CESC Dept)
ICS	Integrated Children's Systems (National)
ICT	Information and Communications Technology
Identification	The identification of strengths and needs of children/young people and their families as early as possible to enable early provision of support
Identity (as dimension of child's developmental needs)	Concerns the child's growing sense of self as a separate and valued person. Includes the child's view of self and abilities, self-image and self-esteem, having a positive sense of individuality. Feelings of belonging and acceptance by family, peer group and wider society, including other cultural groups. Race, religion, age, gender, sexuality and disability may all contribute to this.
IEP	Individual Education Plan
iC	Investing in Children
ILP	Individual Learning Planning/Plans
IMD	Index of Multiple Deprivation
Income (as part of family and environmental factors domain)	Income available over a sustained period of time. Is the family in receipt of all its benefit entitlements? Sufficiency of income to meet the family's needs. The way resources available to the family are used. Are there financial difficulties, which affect the child?
Ind/NMSS	Independent or Non-Maintained Special Schools
Independent Advocate	Independent Advocacy refers to the professional provision of advice, information and support to victims of domestic violence aimed at increasing safety. The advice must be based on a thorough risk assessment
Independent Fostering Agency	The provider, other than a CSSR, of a fostering service on a for profit basis or as a voluntary organisation, as defined in the Fostering Services Regulations 2002. These agencies can approve foster carers.

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Independent Parental Supporter (IPS)	Someone who can support parents in helping the parent to understand the SEN framework. Independent means someone independent of the decision making progress.
Independent Sector	The independent sector includes private, profit-making organisations and voluntary and non-profit making organisations.
Independent, Public and Private Schools	provide education on a fee paying basis. Most education law applies only to state schools. Infant Class Sizes - must all be limited to 30 pupils per qualified teacher
Indicators of Need	Indicators of need are a means of noting early indications that a child may need some additional service or help. Signals of need are either event based, e.g. child/family become homeless or judgement based. Judgement based signals of need are identified through the assessment framework domains and are indicative, e.g. in the judgement of the GP the carer may need advice/guidance about how to manage his three year old child's behaviour. Judgement based signals of need are recorded on the outline assessment
Individual Education Plan (IEP)	A planning and teaching-reviewing tool. It is a working document for all teaching staff recommending key short term targets and strategies for an individual pupil that are different or additional to those in place for the rest of the class.
InfoFile	Leaflet service for young people in youth projects
Information Sharing	The practice of employees and volunteers working within Children's Services, legally and professionally sharing the information they have collated about children between different agencies and departments
Information Sharing and Assessment (formerly IRT - Identification, Referral and Tracking)	Information Sharing and Assessment (formerly IRT), is part of the government strategy, documented in the Green Paper 'Every Child Matters', and the subsequent 'Children Bill'. The aim of the project is to improve information sharing amongst children and young people's services in order to prevent children from 'falling through the net' of service provision, while ensuring that support needs are met and intervention happens as early as possible to prevent the escalation of vulnerability. The project will support <b>every child and young person</b> between the age of <b>0 – 19</b>
Information, Advice and Guidance (IAG)	Information, Advice and Guidance (IAG) brings together organisations, who give information, advice and guidance about learning and work. It is part of a national strategy to widen participation in learning and is funded by the Department for Education and Skills.
Initial Assessment	A brief assessment of each child referred to Social services with a request for services to be provided. This should be undertaken within 7 working days, but could be brief depending on the child's circumstances.
Initial assessment record IAR	A record form published by the Department of Health developed for all staff to record salient information about a child's needs, the parents' capacity and the family's circumstances, to assist in determining the social services' response and whether a core assessment should be considered.

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Initial Child Protection Conference Report ICPC	A summary to assist analysis of all the existing information gathered by social services at the time the initial child protection conference is held.
INSET	In Service Education Training
Integrated Care	A system of care based upon partnerships and co-operation, which aims to ensure the delivery of more effective clinical performance.
Integrated Children's System - ICS	The integrated children's system will bring together the processes for assessment, planning, intervention and reviewing and recording information for all children in need. It is derived from the integration of the Assessment Framework and Looking After Children system.
Integrated provision	The Health Act 1999 enables local authorities, Primary Care Trusts, and NHS Trusts to become integrated providers. This means that one statutory organisation could provide both health and social care services, so Social Services could provide community health services e.g. physiotherapy and a Primary Care Trust could provide social care services. The idea is to provide the service from one provider rather than many regardless of who funds or purchases services, users should get an integrated package without having to go through a lot of bureaucracy.
Integrated Support Plan - ISP	Multi agency plan of support interventions for young people and families on the SWITCH Project.
Integrated Working	Organisations providing services to children and young people will be working in new ways e.g. through localities, in Children's Centres or Extended Services through Schools, sharing information and working together to safeguard children and young people and help them achieve what they want in life. In addition, through the partnership, we will be giving children and young people far more say about issues that affect them as individuals and collectively. Parents and Carers are also helping to shape services in ways that will help them and their families
Inter-agency and inter-disciplinary work	<p>Work involving a number of agencies and disciplines acting together to support a child in need and his/her family according to an agreed plan.</p> <p>The following principles should guide inter-agency, inter-disciplinary work with children in need. It is essential to be clear about:</p> <ul style="list-style-type: none"> <li>the purpose and anticipated outputs from the assessment;</li> <li>the legislative basis for the assessment;</li> <li>the protocols and procedures to be followed;</li> <li>which agency, team or professional has lead responsibility;</li> <li>how the child and family members will be involved in the assessment process;</li> <li>which professional has lead responsibility for analysing the assessment findings and constructing a plan;</li> <li>the respective roles of each professional involved in the assessment;</li> <li>the way in which information will be shared across professional boundaries and within agencies, and be recorded;</li> <li>which professional will have responsibility for taking forward the plan when it is agreed.</li> </ul>

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Interim care/supervision order	A court order committing child to the care of a local authority. These can initially last for up to 8 weeks with further Orders for up to 4 weeks. Interim Supervision Orders may be linked to a Residence Order. The grounds for an Interim Care or Supervision Order is that the Court has to be satisfied that there are reasonable grounds for believing that the child's circumstance fulfil the criteria for a care or Supervision Order
IPF	Institute of Public Finance
IRO	Independent Reviewing Officer
IRT	See Information Sharing & Assessment (ISA)
IS	Information Sharing
ISA	Integrated Service Area (Local)
ISA	Independent Safeguarding Authority (National) Independent Body that has responsibility for the Vetting and Barring Scheme for staff and volunteers who work with vulnerable adults or children.
ISI	Information Sharing Index
IYSS	Integrated Youth Support Service
JAR	Joint Area Reviews: formal inspections of the children's Services in an authority, replacing previous Ofsted and CSCI inspections
JED	Job Explorer database
Joint Agency Panel	A panel comprised of staff from different agencies, such as health, social services and education, to agree funding of specialist placements.
Joint assessment	Assessment of service needs done jointly by or on behalf of staff from different agencies (e.g., a health trust, social services, education)
Joint Commissioning	Joint Commissioning describes the way in which organisations such as Health and Social Services work together to jointly plan and purchase services. Joint commissioning aims to provide a more complete picture of needs and to match limited funding to those needs. It aims to develop patterns of health, housing and social care services, which are planned in advance and complement each other.
Joint eligibility	Criteria for deciding who is eligible for services agreed jointly by different agencies (e.g., a health trust, social services, education)
JSA	Job Seekers Allowance
Key Contact	The key contact is the professional who is the key link for a child/young person when they have relatively minor extra needs or signals of need which triggers a response from a universal service to a time limited extra intervention

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Key stages	A child's progress through school is measured in key stages. Key stage 1 covers pupils from 5 to 7 years, Key stage 2 from 7 to 11, Key stage 3 from 11 to 14, and Key stage 4 from 14 to 16.
KT31	Reporting Document
L & G	Licensing & Gambling
LA	Local Authority
LAA	Local Area Agreement
LAC	Looked After Children
LARC	Long Acting Reversible Contraception
LDD	Learning Difficulties and Disabilities
LDP	Local Delivery Plan
LEA	Local Education Authority
Lead Professional - LP	The lead professional is the practitioner who takes key responsibility for case co-ordination and case management for child/young person.
LEaP	Learn, Education and Progress
Learning disabilities	A term covering people who find activities that involve thinking and understanding difficult and will need additional help and support with their everyday lives. Some people with a learning disability may also have an additional impairment such as a sensory impairment or a physical disability.
Learning Support Assistants (LSA's)	Someone who supports pupils within the classroom environment in addition to the class teacher.
Life story book	A collection of information and memorabilia collected by and for a child or young person whose life has involved multiple placements and/or trauma to enable the child or young person to make sense of their past.
Link worker	An individual employed to provide a link between the agency and the person accessing the service. A link worker can also offer a supportive role to medical or other professionals and the patient. Link workers may provide language skills or other specific skills and act in a coordinating role between different services and agencies.
LLDD	Learners with Learning Difficulties and/or Disabilities
LMI	Labour Market Information
Local Authority Social services Act 1970 - Section 7	Guidance is often issued by the Department of Health under section 7 of this Act. which requires local authorities in their social services functions to act under the general guidance of the Secretary of State. Such guidance does not

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
	have the full force of statute but should be complied with unless local circumstances indicate exceptional reasons, which justify a variation.
Local Strategic Partnerships (LSP)	Cross- sector partnerships made up of representatives from the public, private, voluntary and community sectors so that different initiatives and services support each other and work together. LSPs are intended to improve local public services by bringing those who deliver or commission different services together with those for whom the services are provided.
Looked after Child LAC	A child who is in the care of the local authority or who is provided with accommodation (defined as accommodation for a continuous period of more than 24 hours – section 22(2) Children Act) pursuant to any of the functions of a social services department. Seventy per cent of looked after children return to their birth families within a year.
Looked After Children's Team (LAC Team)	A team of teachers and a teaching assistants set up to help raise the levels of achievement of children in public care.
Looking After Children System - LAC	The 'Looking After Children' (LAC) materials, are an information and record keeping system and practice tool for social workers who deal with looked-after children. This system has now been incorporated into the Integrated Children's System.
Lost Pupils Database (LPD)	When a school puts transfer information (CTF) on the DfES School to School website and the receiving school is unknown, the information goes into a 'lost pupils' database on the website. This is to improve the tracking of children within and between authorities.
Low birth weight	The weight of a baby at birth of less than 2,500 grams. High rates of low birth weight babies in a population indicate poor health overall.
LPA	Lead Personal Adviser
LSC	Learning and Skills Council
LSCB	Local Safeguarding Children Board
LSP	The Local Government Act 2000 has placed a duty on all local authorities to produce a community strategy together with Local Strategic Partnerships. A Local Strategic Partnership is a group of stakeholders who will develop ways to involve local people in shaping the future of their neighbourhood and in how services are provided. LSP's are part of the Government's wider reform agenda to improve the quality and responsiveness of public services.
LSU	Learning Support Unit
Lunch Time Exclusion (LTEX)	The formal exclusion of a pupil for disciplinary reasons from school premises on a lunchtime for a fixed period of time (each session equivalent to half a school day)
Maintained Nursery Class	a class for 3 - 5 year olds within the Local Authority area

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Maintained School	A school that is funded by a Local Authority or Central Government.
MALAP	Multi Agency Looked After Partnership
MAP	Management Action Plan
MAPPA	Multi Agency Public Protection Arrangements
MESMAC	Services Supporting Gay and Bi-Sexual Men
Minority ethnic	All sub groups of the population not indigenous to the UK who hold cultural traditions and values derived, at least in part, from their countries of origin. This excludes national minorities such as the Scottish, Northern Irish and Welsh but they equally have the right to have their distinctive cultural traditions respected in the way that they are offered services.
MIS	Management Information Services
Missing person (Looked after children)	A child or young person who is Looked After by the Local Authority but is not the subject of any Order and who has not returned within the agreed time.
MIU	Management Information Unit
Mixed Economy of Care	When health and social care services are provided by a range of service providers from the voluntary, statutory and private sectors.
MLD	Moderate Learning Difficulties/Mild Learning Difficulties
MMR	Measles Mumps and Rubella
MSI	Multi-Sensory Impairment (i.e. Deaf/Blind)
MSLC	Maternity Services Liason Committee
Multi-agency	More than one agency working with a child/young person/family where services are provided by agencies acting in concert and drawing on pooled resources or a pooled budget or services defined as such in legislation, for example youth offending teams.
Multi-disciplinary assessment	An assessment carried out by representatives of both health and social services
Multi-disciplinary working	Co-operative working by professionals within both health and social services
MYPs	Members of the Youth Parliament
Named nurse	A named nurse (also called a key worker or key nurse) is the person with special responsibility for you when you are in hospital.
Named person	Social Services, the Police, Health and Education services across the South Tees area employ individuals with specific responsibilities in relation to child protection, including giving advice in individual cases and liaison with other agencies.

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
NAOMIE	Planning model: Needs, Aims, Objectives, Method, Implementation/Indicators, Evaluation
NASS	National Asylum Support Service
NAT	National Average (Statistic)
National Curriculum	Sets out a clear, full and statutory entitlement for all pupils in maintained schools between the ages of 5 and 16. It determines the content of what will be taught and sets attainment targets for learning. It also determines how performance will be assessed and reported. Please view <a href="http://www.nc.uk.net">www.nc.uk.net</a> for further details.
National Curriculum Levels	There are eight levels to the national curriculum. It is expected that a child will reach Level 2 by the end of Key Stage 1, Level 4 by the end of Key Stage 2 and Level 5/6 by the end of Key Stage 3.
National Literacy Strategy	This strategy came into effect in September 1998, it is designed to raise the level of children's attainment in literacy against national and local targets. The national target is for 80% of 11-year olds to attain fluency in reading. Local targets vary between LEAs. Locally literacy is a major priority and literacy initiatives included the setting up of a literacy resource centre as part of a fully co-ordinated action plan.
National Service Framework (NSF)	Introduced in 1998 to establish a set of minimum national standards of clinical quality and access to services in a series of major care areas and disease groups (including, children, mental health, diabetes, older people and coronary heart disease). The aim is to drive up performance and decrease geographical variations in care standards.
National Standards for Adoption	Government standards issued for consultation in 2002 including standards of practice, the role of adoption for looked after children, inclusion in strategic plans for children's services, experience and training of staff and the mechanisms for monitoring effectiveness.
NCMA	National Childminder Association
NCSC	National Care Standards Commission
NCVCCO	National Council of Voluntary Child Care Organisations
NCVYS	National Council for Voluntary Youth Services
NDNA	National Day Nurseries Association
Need	A person's requirement for a service, which has been accepted by the organisation providing it.
Needs-led assessment	An assessment reached by comparing a person's current needs with a framework of common human needs

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
NEET	Not in Employment, Education and Training
NEG	Nursery Education Grant
Neglect	Children can suffer from neglect when any of their basic needs are not being met. It may involve failure to provide adequate food, shelter, and clothing or the failure to ensure access to appropriate medical care or treatment.
New Deal for Communities	Government initiative to tackle deprivation by providing intensive financial and other support to the poorest communities to bridge the gap between these neighbourhoods and the rest of the country. Aimed at tackling poor job prospects, crime, educational under-achievement, poor health and poor housing and physical environment in a co-ordinated way. Nearly £2bn has been committed to the scheme.
New Deal for Lone Parents	A Government initiative to provide employment support and opportunities to anyone looking after at least one school age child on their own, and claiming income support.
New Directions	A 10-week full time programme, based at Bishopton Centre, for KS3 pupils from mainstream schools who are at risk of permanent exclusion. An admissions panel considers applications from schools.
New Information	Information received by the department on a current case that requires action or must be transmitted to the worker or team to whom the case is allocated. New information about a closed case is a new Referral.
New Start	A part time alternative education programme for KS4 pupils available for purchase by schools, usually for 1.5 days per week in Y10 and 2.5 days per week in Y11. The programme offers individualised accredited courses in colleges and with vocational providers with support from programme staff.
NFCA	National Foster Care Association
NGFL	A web portal which provides a gateway to educational resources on the internet.
NHS	National Health Service
NHS Direct	Telephone help line and website that gives access to a 24-hour nurse advice and health information service, providing confidential information on: what to do if you or your family are feeling ill; particular health conditions; local healthcare services such as doctors, dentists or late night opening pharmacies, and self help and support organisations.
NHSS	National Healthy Schools Standards
NI	National Indicator
NMS	National Minimum Standards
NNI	Neighbourhood Nurseries Initiative

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
NOF	National Outcomes Framework
Non Maintained Special School	A special school, which charges fees, usually run by a charitable body
Non-Agency Placement	A non-agency placement for adoption is where the child is already in the care of a person who then notifies the local authority of his or her intention to adopt the child by applying for the court to make an adoption order. The applicant is required to give the local authority at least three months notice so that the authority may prepare a report for the court. Such prospective adopters are likely to be stepparents, foster carers or relatives of the child.
NOR	Number on Roll
NPIA	National Police Improvement Agency
NPQICL	National Professional Qualification in Integrated Centre Leadership
NQSW	Newly Qualified Social Worker
NQT	Newly Qualified Teacher. A person in his or her first year of teaching after successful completing a training course
NRF	Neighbourhood Renewal Fund
NSF	National Service Framework
NSPCC	National Society for the Prevention of Cruelty to Children
NT & H	North Tees & Hartlepool
NVQ	National Vocational Qualification
NYA	National Youth Agency
NYAS	National Youth Advocacy Service
Occupational therapist	A professional qualified to assess, plan and implement rehabilitation plans for people who have suffered disabilities or disabling injuries
Occupational Therapy (OT)	A service that gives or lends disabled people special equipment and makes changes to their homes such as arranging for handrails or bath hoists to be fitted. It can also offer training to help people live more independently. It employs occupational therapists, often called OTs.
ODPM	Office of the Deputy Prime Minister
Ofsted	The Office for Standards in Education - set up in September 1992. Ofsted is a non-ministerial government department whose main aim is to help improve the quality and standards of education and childcare through independent inspection and regulation, and provide advice to the Secretary of State. Its principal role is the management of the system of school inspection defined

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
	originally by the Education (Schools) Act 1992. This provides for the regular inspection of all 24,000 schools in England, which are wholly or mainly state-funded.
OIP	Outcome Improvement Plan
ONS	Office of National Statistics
Onsett	Assessment tool used by SWITCH Family Liaison Worker, to present to panel.
Outcome Indicator	A special case of performance indicator. A numerical indicator of change that relates directly to the developmental well-being of a child or children, for example educational attainment, health condition or physical developmental milestones.
Outcomes	An outcome is the end or desirable result of particular activity. Outcomes for children and young people are broadly categorised into being healthy, staying safe, realising potential, social engagement, material well being and attractive, safe environment. In the assessment process they should be measurable and achievable.
PA	Personal Adviser
PAE	Personal Adviser Education
PAMs/Professions Allied to Medicine	Collective term for medical professionals, other than doctors and nurses, for example, midwives, occupational therapists, paramedics
PANDA	Performance and Assessment: Data Analysis - generated by OfSTED to enable individual schools to make comparisons with other school nationally. This helps schools set realistic targets for their pupils
Parental Responsibility	"All the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property" (Children Act 1989 section 3 (1)). A Care Order confers parental responsibility on a Local Authority but it does not remove it from the child's parents.
Parenting capacity	One of the three domains of the assessment framework - consists of the dimensions of: basic care ensuring safety emotional warmth stimulation guidance and boundaries stability
Parenting Daily Hassles Scale	Scale used as part of the Framework for the assessment of Children in Need and their Families. The scale aims to assess the frequency and intensity/impact of 20 potential parenting 'daily' hassles experienced by adults caring for children.
Parenting Responsibility	The responsibility of a person or persons who has the care of a child, either on a day to day or long term basis, to do what is necessary to safeguard and

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
	promote the welfare of the child.
Participation	Participation is the process by which children and young people assert their right to be involved in decisions that affect them
Pastoral Support Programme (PSP)	A short and practical school based intervention, aimed at pupils who are at serious risk of permanent exclusion, to help them manage their behaviour better.
Pathway Plan	Under the Children (Leaving Care) Act 2000, all looked after children should have a pathway plan set up by their 16th birthday. The plan should set out the support and assistance which the young person will receive in transition to independent life, and should cover the period up to age 21 or when independence is achieved.
Patients Advice and Liaison Service (PALS)	Patients Advice and Liaison Service (PALS) are required to be established in every NHS Trust. The PALS team will provide help and information to patients and carers. PALS workers will be able to act as independent facilitators to handle patient and family concerns, and will have direct access to Chief Executives and Trust Boards. Where necessary they will steer patients and families towards the NHS complaints procedure.
PAYP	Positive Action for Young People
PAYP	Positive Activities for Young People
PBC	Practice Based Commissioning
PCP	Person Centred Plan
PCT	Primary Care Trust
PDP	Personal Development Plan (see PMDS)
Peer education	Young people working with their peer to deliver youth work
Performance Assessment Framework - PAF	The Performance Assessment Framework is a set of quantitative indicators of outcome and performance defined by central government in consultation with CSSRs that contribute to the performance monitoring CSSRs.
Performance Indicators - PI	Measurable numerical indicators of performance set by the Government, the Audit Commission, or local authorities themselves.
Performance Tables	The published results of national examinations and tests by schools and Local Authorities
Permanent Exclusion (PEX)	The permanent exclusion of a pupil from school for a serious disciplinary reason.
Personal education plan (PEP)	Every child and young person in public care must be provided with a Personal education Plan which ensures access to services and support, contributes to stability, minimises disruption and broken schooling, signals particular and special needs, establishes clear goals and acts as a record of progress. A

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
	PEP must be provided within 20 days of entering care or joining a new school.
Personal Social Services (PSS)	Personal care services for vulnerable people, including those with special needs because of old age or physical disability and children in need of care and protection. For instance, residential care homes for the elderly, home help and home care services, and social workers who provide help and support for a wide range of people.
Personal, Social and Health Education programmes	Non-subject specific programmes used by schools to teach topics relating to personal development and education, for example smoking, bullying.
PFI	Private finance Initiative
PIC	Participation Inclusion & Consultation
PICU: Paediatric Intensive Care Unit.	Unit providing care and treatment for children who are seriously or critically ill and require round-the-clock care by specialist clinical staff.
PIR	Placement Information Record
PIVATS	Performance Indicators for Value Added Target Setting
Placement	A formal decision made regarding where, and with whom, a child should live.
Placement Information Record	Supplemental information to the Referral and Information Record provided to carers. It is completed at the time a child becomes looked after. It contains key information required by carers in order to provide appropriate care for an individual child and agreements made by the child's parents with respect to medical consent, contact etc.
Placement Order	A Placement Order is an order made by the court authorising a local authority to place a child for adoption with any prospective adopters who may be chosen by the authority.
Placement Plan	A written document detailing the arrangements for day-to-day care and the role of the placement in meeting the objectives described in the Care Plan.
Placement Unit	Residential places for looked after children
Planning	The analysis, judgement and decision-making following an assessment will form the plan, which is the basis of work with child/family.
PLASC	Pupil Level Annual Schools Census. A Statutory annual school census which requires schools to provide the government with detailed information on their pupils
PM	Principal Manager
PMDS	Performance Management & Development Scheme
PMLD	Profound and Multiple Learning Difficulties

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PMS: Personal Medical Services	They are the same type of services as the General Medical Services, except that they are intended to give Health Authorities/PCG/PCTs and providers – particularly GPs, nurses and community trusts – freedom to develop innovative options for meeting primary care needs. PMS allows general medical practitioners to 'opt-out' of the provision of general medical services as laid down by the Statement of Fees and Allowances and undertake the provision of health services tailored to the needs of their practice patients.
PNI	Physically and Neurologically Impaired
PNS	Primary National Strategy
Police Protection Powers	Powers that permit police constables, who have reasonable cause to believe a child would otherwise suffer significant harm, to remove the child to suitable accommodation or prevent a child being removed from somewhere where the child is safe (for example a hospital). This action must be reported to the local authority who would normally follow up to secure the child's wellbeing in the longer term
Pooled budget arrangements	Common funds are often called pools. The purpose of setting them up is so that the identity of contributions does not have to be preserved.
POPO	Persistent and Other Priority Offenders
Positive Action	A term adopted by the police to make clear their commitment to improving victims' safety.
PQF	Project Quality File
PracM	Practice Manager
Practitioner	Trained professional employed to deliver services
Pre e2e	Course prior to attending e2e
Private Fostering	An arrangement made directly by a parent (or person with parental responsibility) for their child to be looked after for more than 27 days by an adult who does not have parental responsibility for the child. CSSR's will not have made these arrangements. They do not approve or register private foster carers and children placed with them are not looked after. But CSSRs are under a duty to satisfy themselves that the welfare of the child is being satisfactorily safeguarded and promoted.
Prohibitive Steps Order	The Order imposes a specific restriction on the exercise of parental responsibility, e.g. to prohibit a child's removal from the country.
Protection	Children in need of protection are those for whom concerns have arisen which indicate that a child has suffered or is likely to suffer significant harm. Such children may be The subject of an investigation/assessment under child protection procedures (Section 47 Children Act) and/or

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	<p>on the child protection register with a child protection plan in place subject to a court order enabling the local authority to take action to protect her/him  Social services carry the prime local authority duty for child protection services but all agencies are required to co-operate and comply with locally agreed procedures under the remit of the ACPC.</p>
Provider	Any body providing health or social care under contract arrangements with a purchasing body.
Providing (Services)	The delivery arrangements that result in a particular child or family receiving one or more services.
PSHE	Personal, Social & Health Education
PsLA	Pre-School Learning Alliance
Public care	The care of the Local Authority; this includes children who are living with foster carers, in residential homes, detained or with their parents under a care order. Children in public care are also referred to as "looked after"
Public Protection Unit (PPU)	A police area command based unit formed to improve the service and support Northumbria Police gives to people suffering domestic violence and abuse. The unit also monitors the activities of registered sex and other dangerous offenders.
Public Service Agreement PSA	The Public Service Agreement for the Department of Health sets out the priorities for the Department's spending programme and, for each priority, the target it is expected to achieve
Pupil Referral Units (PRU's)	The primary and secondary pupil referral units provide full time alternative education provision for pupils permanently excluded from school or who have a fixed term exclusion of over 15 days. The Primary PRU also makes part time, fixed term provision for pupils at risk of permanent exclusion.
Purchaser	Any budget-holding body that buys health or social care services from a provider on behalf of its resident population or service users.
PVI	Private, Voluntary, Independent Sector
QA	Quality Assurance
QCA	Qualifications and Curriculum Authority
QES	See MIS
QTi	Qualified Teacher Involvement
R&DM	Review & Development Manager
RAP Team	The Raising Achievement and Performance Team: A team of specialist teachers. The RAP Team consists of sub-teams: Learning, Behaviour, Autism,

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
	Speech and Language, Early Years Intervention and Children in Public Care.
RDO	Review & Development Officer
Recent Life Events Questionnaire	Questionnaire used as part of the Framework for the assessment of Children in Need and their Families. It focuses on recent life events (i.e. those occurring in the last 12 months) and is intended to assist in the compilation of a social history. Respondents are asked to identify which of the events still affects them thus getting a fuller picture of the family's history, contributing to greater contextual understanding of the family's present situation, helping practitioners explore how particular life events have affected the carer and the family and possibly identifying life events which family members have not reported earlier.
Record of Outcome of s47 Enquiries	A record of the outcome of s47 enquiries which have been instigated following a strategy discussion or meeting, and sets out the further actions to be taken after the s47 enquiries have been completed.
Record of Strategy Discussion	A record of the decisions made at a strategy discussion/meeting. Such discussions may take place following a referral to social services and initial assessment, or at any other time, if concerns about significant harm emerge in the course of social services work with a child and family.
Recorded outcome	Evidence of a young person's personal progress or "distance travelled"
Referral	A request for services to be provided by the Social Services Department. The response may include no action, but that itself is a decision and should be made promptly and recorded. A case becomes current only after a referral has been made.
Referral and Information Record R&IR	A record of the source and reason for referral or request for services; the response of social services and other relevant agencies to a referral or request for services; essential information about a child or young person.
Refugees	Refugees are people who have received a positive decision on their claim for asylum. They have full employment rights, may claim benefits and are eligible for employment programmes.
Residence Order	The Order determines the person with whom a child is to live. If a Residence Order is made in respect of a child in care, it discharges the Care Order. A person who obtains a Residence Order in respect of a child also acquires parental responsibility if they do not already have it. Parental responsibility lapses when a residence Order is discharged unless it has been acquired or granted otherwise.
Residential family centre	A centre in which a family lives for a set period. Children remain under their parents' care while living in the centre.
Respite care	Care provided by a day or residential centre or by a family as much for the benefit of the carers as for the person concerned.
Responsible	Answerable – for a set of actions, or to a superior body (see Accountable)

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Review	<p>A meeting ideally attended by all those involved in the provision of services to an individual or family, including the individual and family, to review the provision of service and plan its future provision.</p> <p>Evaluation of the outcome of implementing a particular plan.</p>
Risk	<p>This term has most commonly been used to imply that the child or young person is, or may be, at risk of significant harm under the Children Act. This may be the case either as the consequence of poor, inadequate or abusive parenting, behaviour of other adults, her/his own behaviour or combination of these situations.</p> <p>The concept of risk has now been widened. It has been used in guidance from the Children and Young Person's Unit in relation to The Children's Fund and IRT to include children or young people who are thought to be at risk of (a) offending or (b) social exclusion, and (c) significant harm. Children and young people could be at risk in all three dimensions but not all children at risk of becoming involved in crime or social exclusion will necessarily be in need of child protection. Potentially this term could be used even more widely e.g. at risk of poor health, under achievement, teenage pregnancy, or drugs/alcohol dependency.</p>
Risk factor	<p>Any social, economic, (e.g. poverty) biological, (e.g. inheriting a breast cancer gene), behavioural, (e.g. smoking) or environmental (e.g. poor housing, pollution) factor that is associated with or can cause an increased risk of a particular disease, illness or injury. Some risk factors including smoking or a sedentary lifestyle can be controlled, others such as age or inherited genes cannot.</p>
Risk management	<p>A systematic approach to reducing loss of life, financial loss, loss of staff availability, safety, or loss or reputation.</p>
RM	Registered Manager
RMFHC	Runaway and Missing from Home and Care
Rooted in child development	<p>Based on a clear assessment of the developmental progress and difficulties a child may be experiencing ensuring that planned action is timely and appropriate in terms of the child's developmental needs.</p>
S140	Section 140 documentation for the identification of a young persons support needs
SA/SA+	School Action/School Action +
SALT/SLT	Speech and Language Therapy
Sanctuary Scheme	<p>"Sanctuary Schemes" are victim centred initiatives, which aim via home security and personal safety advice and support to enable victims of domestic violence to remain safely in their own homes.</p>
SAPG	Strategic Area Planning Group

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
SAT	Statutory Assessment Task. National tests that pupils sit at the end of Key Stages One, Two and Three. This name is being phased out in favour of National Curriculum Tests
SBC	Stockton on Tees Borough Council
School attendance order	This is issued when parents fail to ensure that a child of compulsory school age is registered at school.
School Performance Tables	Available at the end of the year to help parents whose children are moving to secondary school choose where they want them to go
School to School website	A School to School website set up by the DfES. When a child transfers to a school in another authority, the transfer information (CTF) must be uploaded to this website, rather than direct to the receiving school.
Schools without walls	An Education and Social Services Partnership Initiative, which offers services to young people who are not attending school. The three services are: home tuition – relating to literacy and numeracy Asdan – educational support where young people work towards GCSE's, credits /achievement awards social inclusion – outreach support offering the opportunity to work either on an individual basis or in group work, undertaking activities in a structured setting
SCR	Serious Case Review Formerly know as Part 8 Reveiws. Whenever a case involves an incident leading to the death of a child where child abuse is confirmed or suspected, or a child protection issue of major public concern arises the guidance “ Working Together to Safeguard Children” requires that each agency should review its involvement and produce a report. The individual agency reports are then used by the Local Safeguarding Chidlren BOARd (LSCB) to prepare a composite report on the case – a Serious Case Review. The purpose of the review is to: establish whether there are lessons to be learned from the case about the way in which local professionals & agencies work together to safeguard children; identify clearly what those lessons are, how they will be acted upon, and what is expected to change as a result; and as a consequence, and to improve inter-agency working and better safeguard children. Case reviews are not enquiries into how a child died or who is culpable; that is a matter for the Coroner's and Criminal Courts respectively to determine as appropriate.
SCTP	Stockton-on-Tees Children's Trust Partnership
SEAL	Social and Emotional Aspects of Learning
SECOS	A service operated by Barnardos which offers support, counselling services and outreach work with people ages 12 and upwards who are at risk of abuse or involved/abused through prostitution
Section 17	Section 17 of the Children Act 1989 imposes on every local authority a duty to

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
	safeguard and promote the welfare of children in their area who are in need.
Section 20 accommodation	Statutory arrangements whereby a local authority provides accommodation without a Care Order being made by a court. Where there are people with parental responsibility for a child under the age of 16, they must agree to the local authority looking after the child.
Section 26 Review	A review of a child looked after in accordance with the statute.
Section 27	<p>Children Act 1989 section 27 states: Where it appears to a local authority that any authority or other person mentioned in sub-section (3) could, by taking any specified action, help in the exercise of any of their functions under this Part, they may request the help of that other authority or persons, specifying the action in question.</p> <p>An authority whose help is so requested shall comply with the request if it is compatible with their own statutory or other duties and obligations and does not unduly prejudice the discharge of any of their functions.</p> <p>The persons are – any local authority; any local education authority; any local housing authority; any health authority, special health authority, National Health Services Trust or Primary Care Trust; and any person authorised by the Secretary of State for the purpose of this section.</p>
Section 31 of the Health Act	This allows the NHS and Local Authorities (covering all health related functions), i.e. education, leisure, environment, housing and transport, as well as Social Services) to delegate commissioning and providing functions to one another, and to enter into pooled budgets for specific services
Section 31 Order	An order made by a court requiring that a child is either looked after or supervised by a local authority.
Section 38 Interim Care (or Supervision) Order	An order made by a court when proceedings are adjourned requiring that a local authority look after or supervise a child for a maximum of 8 weeks
Section 44 Emergency Protection Order	An order made by a court requiring that a child is removed to, or remains in, accommodation where the child is protected from suffering significant harm when there is reasonable cause to believe the child would otherwise do so.
Section 46 Police Protection Power	A power that permits a police constable, who has reasonable cause to believe a child would otherwise suffer significant harm, to remove the child to suitable accommodation or prevent a child being removed from somewhere where the child is safe (for example a hospital). This action must be reported to the local authority who would normally follow up to secure the child's wellbeing in the longer term.
Section 47 Enquiry	Section 47 of the Children Act requires every local authority to make enquiries about children thought to be at risk, enabling them to decide whether they need to take further action to safeguard and promote the child's welfare.

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Section 7	Section 7 of the Children Act gives the court the power to request a report on any question in respect a child under the Act. Either a probation officer or an officer of the local authority can present the report.
Section 8 Order	One of the following orders can be made on children in family proceedings: a contact order; a prohibited steps order; a residence order; a special issue order.
Secure Accommodation	Specialist residential accommodation provided by local authorities as part of the community homes network. It is provided for young people generally between the ages of 10 and 18 who are likely to cause serious injury to themselves or others or who will persistently abscond if placed elsewhere. It is also provided for young people detained or remanded to local authority accommodation who are thought likely to abscond if detained elsewhere and could cause harm to themselves or others.
SEF	Self-Evaluation Form
Self assessment	A means by which people set out their own estimation of their needs for support, usually on a standardised form.
Self care skills (as dimension of child's developmental needs)	<p>Concerns the acquisition by a child of practical, emotional and communication competencies required for increasing independence. Includes early practical skills of dressing and feeding, opportunities to gain confidence and practical skills to undertake activities away from the family and independent living skills as older children. Also includes encouragement to acquire social problem solving approaches.</p> <p>Special attention should be given to the impact of a child's impairment and other vulnerabilities, and on social circumstances affecting these in the development of self care skills.</p>
SEN	Special Educational Needs
SEN (Special Education Needs) Statutory Assessment	The formal process undertaken when children have such complex needs that access to resources beyond those normally available may be required.
SENCO	Member of staff of a school or early education setting who has responsibility for co-ordinating and monitoring the support for children with SEN, identifying needs, advising teachers, liaising with other professionals and parents within that school
Sensory support team	This team provides an assessment and care management service for children and young people who are visually impaired, hearing impaired, deaf or deaf blind. The service provides specialist equipment to assist people in their daily life.
SENSS	Special Educational Needs Support Services
SENTASS	Special Educational Needs Teaching And Support
Service Level	A Document which sets out the agreement reached between buyer and

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Agreement (SLA)	provider as to the services to be provided, amounts costs, quality standards and performance/review measures
Service user	An individual who uses, requests, applies for, or benefits from services (e.g. health or local authority services). They may also be referred to as a client, patient or consumer.
Sex and relationship education (SRE)	Sex and relationship education is about physical, moral and emotional development. It is about understanding the importance of marriage for family life; stable and loving relationships, respect, love and care. It is also about the teaching of sex, sexuality and sexual health. It is not about the promotion of sexual orientation or sexual activity. SRE keeps unsuitable materials out of the classroom, is age appropriate and involves parents fully in its development. In addition its aim is to help to reduce teenage pregnancies.
SGMT	Senior General Management Team
Shared governance	Accountability to two different superior bodies
Sharing the Caring	A fostering scheme, which gives regular short term, breaks to children/young people with medical, physical or a learning disability special need.
SI	Statutory Instrument
Signals of Need	Signals of need are a way of noting early indications that a child may need some additional service or help. Signals of need are either event based, e.g. child/family become homeless (these events are defined in appendix 8.6) or judgement based. Judgement based signals of need are identified through the assessment framework domains and are indicative, e.g. in the judgement of the GP the carer may need advice/guidance about how to manage his three year old child's behaviour.
Significant harm	The threshold that justifies compulsory intervention in family life in the best interests of children. The local authority is under a duty to make enquiries (assess what is happening to the child), or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. Harm means ill treatment, or impairment of physical or mental health, or physical, intellectual, emotional, social or behavioural development.
SIP	School Improvement Partner
SLD	Severe Learning Difficulties
SLSCB	Stockton-on-Tees Local Safeguarding Children's Board
SLTs/Speech & Language Therapists	Professionals who provide services to adults and children with a communication disorder and/or swallowing difficulties. These may include assessment and diagnosis of communication and swallowing disorders, treatment, advice, counselling and provision of alternative communication systems.
SMART	Specific Measurable Achievable Realistic and Targeted

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
SN	Special Needs
SNVQ	Scottish National Vocational Qualification
Social exclusion	To leave out of society, or prevent from entering into it, or to alienate. This term is used to describe people or areas that suffer from a combination of factors that include unemployment, high crime, low incomes and poor housing. The government's approach to regeneration is based on tackling the problems posed by social exclusion as a whole, rather than simply focusing on its individual elements.
Social Model of Disability	The Social Model of Disability says that disability is not caused by the individual disabled person's particular impairment but by the way in which society fails to meet their needs. It has been developed by disabled people and their own organisations because of widespread dissatisfaction about the way they had traditionally been defined. It turns the individual model which sees disability as being the problem of the individual person on its head.
Social presentation (as dimension of child's developmental needs)	Concerns child's growing understanding of the way in which appearance, behaviour, and any impairment are perceived by the outside world and the impression being created. Includes appropriateness of dress for age, gender, culture and religion; cleanliness and personal hygiene; and availability of advice from parents or caregivers about presentation in different settings.
Socially Excluded	The Government has defined 'social exclusion' as 'a shorthand term for what can happen when people or areas suffer from a combination of linked problems such as unemployment, poor skills, low incomes, poor housing, high crime, bad health and family breakdown'.
Special educational needs	A child is said to have special educational needs if (s)he has – " a learning difficulty which calls for special educational provision to be made for him". A child has a learning difficulty if: he has a significantly greater difficulty in learning than the majority of children his age; he has a disability which either prevents or hinders him from making use of educational facilities of a kind generally provided for children of his age in schools within the area of the LEA, or he is under the age of five and is, or would be if special educational provision were not made for him, likely to fall within paragraph (a) or (b) when over that age.
Special School	A school that caters for pupils who, due to the severity / complexity of their special educational needs, would best benefit from a specialist school setting. Thus these are schools that cater for pupils with special educational needs , such as physical disabilities, severe or moderate learning difficulties, emotional or behavioural difficulties and autism. They can be day or boarding schools. Some special schools are outside the state maintained sector (known as non maintained special schools) which are often run by charities and are non-profit making. There are also independent special schools, some of which have whole school approval from the Department of Education and Skills.
Specialist placements	Places provided for children with severe disabilities who cannot be provided with adequate services within their own home and community. These are

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
	usually in specialist schools often outside the county providing care - for example, for children with severe physical and learning disabilities who require round-the-clock nursing care as well as regular therapy and specialist teachers and equipment
Specialist Services	Specific support and/or intervention to meet the needs of a child or young person. Requires a referral and assessment process
Specific Issues Order	The Order determines any specific question which has arisen, or which may arise, in connection with any aspect of the child's welfare.
SPLD	Specific Learning Difficulties
SRE	Sex Relationship Education
SSD	Social Services Department
SSP	School Sports Partnership
Stability (as part of parenting capacity domain)	Providing a sufficiently stable family environment to enable a child to develop and maintain a secure attachment to the primary caregiver(s) in order to ensure optimal development. Includes: ensuring secure attachments are not disrupted, providing consistency of emotional warmth over time and responding in a similar manner to the same behaviour. Parental responses change and develop according to child's developmental progress. In addition, ensuring children keep in contact with important family members and significant others.
STARS (Schools Tackling Absence and Rewarding Success)	A project aimed at improving attendance at targeted schools, through the use of group work with pupils, incentives and rewards for good or improved attendance in Stockton-on-Tees.
STASH	Stockton Together Against Substance Misuse
Statement of purpose	A statement setting out why a residential or day care centre is in business, what it seeks to achieve and how it will set out to achieve it.
Statement(ing)	<p>The process of assessing in England and Wales that a child has special needs which will require special services from the local authority.</p> <p>Introduced in the Education Act 1981 to implement the recommendations of 'Special Educational Needs' (Warnock Report) replacing the previous mechanisms of ascertainment.</p>
Statutory Assessment Tests (SAT's)	Children nationally sit these tests at the end of Key Stage 1 (Year 2), Key Stage 2 (Year 6), and Key Stage 3 (Year 9). Key Stage 4 is Years 10/11 (GCSE Years)
STI	Sexually Transmitted Infection
Stimulation (as part of parenting capacity domain)	Promoting child's learning and intellectual development through encouragement and cognitive stimulation and promoting social opportunities. Includes facilitating the child's cognitive development and potential through interaction, communication, talking and responding to the child's language and

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
	questions, encouraging and joining the child's play, and promoting educational opportunities. Enabling the child to experience success and ensuring school attendance or equivalent opportunity. Facilitating child to meet challenges of life.
STP	Sustainable Transport Plan
Strategy	Describes how a person or organisation will achieve a goal or aim. It is often a written document which explains what is being aimed for and how that will happen. It may be a short-term aim or a longer term one. A development strategy involves new activities usually oriented towards new service users.
Strengths and difficulties questionnaire	Scales used as part of the Framework for the assessment of Children in Need and their Families – these are a modification of the Rutter A+B scales for parents and teachers used to screen for emotional and behavioural problems in children and adolescents. Although similar to Rutter's, the Strengths and Questionnaire' wording has been re-framed to focus on a child's emotional and behavioural strengths as well as difficulties. The questionnaire incorporates 5 scales: pro-social, hyperactivity, emotional problems, conduct (behavioural) problems and peer problems.
Summary Personal Health Record	A short version of the primary care record containing information critical to the professions involved in caring for a patient.
Supervision order	The Court may only make a Supervision Order if it is satisfied that the child concerned is suffering, or is likely to suffer, significant harm and either: The harm, or likelihood of harm, is attributable to the care given to, or likely to be given to, the child if the Order was not made, not being what it would be reasonable to expect a parent to give the child OR the child is beyond parental control
Supporting People	New regime for funding the running costs of housing for vulnerable people, such as rough sleepers, older people and those with special needs. The money will be paid directly by local authorities to housing associations and other supported housing agencies. It replaces the former system under which supported housing was funded by combination of housing benefit and grant from the housing corporation
Sure Start	Sure Start and Children's Centres are concentrated in areas where a high proportion of children are living in poverty. Sure Start works with parents and parents-to-be to improve children's life chances through: Family support Advice on nurturing Health services Early learning.
SW	Social Worker
SWITCH	Stockton's Youth Inclusion and Support Panel Project.  SWITCH is a voluntary support programme for children and their families, to reduce the risk of exclusion, anti social behaviour and offending. SWITCH

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
	provides direct access to support interventions via an Integrated Support Plan.
TAC	Team around the child
Target	An agreed, desirable level of a performance or outcome indicator to be achieved by a specified date.
Targeted Services	These are services which focus on providing a level of service intervention above universal to meet the needs, across different domains, of children and young people.
TC	Team Clerk
TCS	Through Care Service
TDA	Training and Development Agency
Tertiary care	Care provided by specialist trusts. These include the Mental Health Services and Cancer services. Specialist trusts are formed where there is an overriding need to create centres of expertise in order to provide the required standard of care
Third Sector	Voluntary and community organisations, charities, social enterprises, co-operatives and mutuals
Threshold	A threshold is an identifiable set of criteria pointing to a particular level of need. A shared understanding and agreement about where the points of change lie can be problematic. Eligibility criteria refer to criteria to meet requirements for access of a service
TM	Team Manager
TOP	Termination of Pregnancy
TOPSE	Tool of Parenting Self-Efficacy
TPC	Teenage Pregnancy Co-ordinator
TPP	Teenage Pregnancy Partnership
TPSS	Teenage Pregnancy Support Service
Transition Plans	Documentation to be completed at a Transition review
Transition Reviews	Multi agency review with Year 9 students who have a statement
Travellers: Highly mobile travellers  Seasonal travellers	These families travel for work. For example laying tarmac, dealing with scrap metal, gardening, selling antique furniture or carpets. Families may stay for periods from two to three days a month and have an extensive travelling period. Many of the travellers are from Ireland.  These are families who spend the winter in the region either on an official

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Occasional travellers  Partially settled travellers  Occupational travellers  East European Roma	<p>Gypsy site or in housing and travel during the summer, normally for seasonal work or to attend annual Gypsy fairs e.g. the Appleby Horse Fair. These families have two to four locations in a fairly close geographical region, crossing from time to time into neighbouring authorities. They may be on official or unofficial locations, or a mixture of the two.</p> <p>Families who live most of the year on an official location or in housing, travelling back to base when they do go away. They normally have a touring caravan to attend such events as Horse Fairs and other social and cultural gatherings. Travel is mainly for pleasure, economic and family reasons. Show people spend their winter at the Fairground winter base site and travel during the summer season to fairs throughout the country. Circuses have a particularly long travelling season from nine to eleven months allowing only a very brief stay at the winter base.</p> <p>These families are mainly from Romania and the Czech Republic, escaping persecution and seeking Asylum in this country.</p>
Triage	A process used in hospitals' emergency departments for assessing the relative needs of patients when deciding which should be given priority for treatment.
TSP	Training Support Programme
TYS	Targeted Youth Support
TYSP	Targeted Youth Support Programme
UASC	Unaccompanied Asylum Seeker Children
UCAS	Universities and Colleges Admissions Service
UKBA	UK Border Agency
Unallocated Case	A case that requires the attention a named social worker or other staff member but, for the time being, there is no capacity within the organisation to allocated a worker.
Unauthorised absence	A missing child or young person for whom there are no immediate concerns regarding their safety or welfare after an agreed Missing from Placement Risk Assessment has been carried out.
Universal Service	A service which is open to all who need it without any criteria for access e.g. education or the health service
User Involvement	User Involvement is when people who use services are involved in making decisions about, and planning those services. Service users could be asked for their views on a particular subject or may join a working group which decides how a service will develop.
V	Replacement for Millennium Volunteers- a nationally accredited volunteering scheme for young people
VI	Visual Impairment

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
Viewpoint Interactive Software	A computer software package which assists in engaging young people in consultation with Looked After Children
Voluntary Sector	Voluntary or community organisations run on a not-for-profit basis, usually governed by a voluntary management committee
VRQ	Vocational Related Qualifications
Vulnerable Children	Vulnerable children are those disadvantaged children who would benefit from extra help from public agencies in order to make the best of their life chances.
VYP	Vulnerable Young People
Walking bus	Usually aimed at children aged between 5 and 11 years old, the walking bus is a safe and healthy way for children to walk to and from school. Each bus has an adult volunteer 'driver' at the front and 'conductor' at the back. The bus follows a set route, based on where the children live and assessed by a road safety officer, and picks up children at pre-arranged 'bus stops'.
WBL	Work Based Learning
WBLP	Work based learning provider
WEX	Work Experience
Whole systems approach	Term for a strategic, integrated approach to planning and delivering services. A local whole system of care covers all local health and social service provision and any other service that impacts upon health and social care.
Wider family (as part of family and environmental factors domain)	Who are considered to be members of the wider family by the child and the parents? Includes related and non-related persons and absent wider family. What is their role and importance to the child and parents and in precisely what way?
WILSRAAR	A package used by speech and language therapists to support parents to develop their children's listening and speaking skills.
Working Together WTSC	"Working Together to Safeguard Children" is a guidance document jointly produced by the Department of Health, the Home Office and the Department for Children, Schools and Families, setting out how all agencies and professionals should work together to safeguard and promote children's welfare and protect them from abuse and neglect.
WRL	Work Related Learning
YESS	Young Employee Support Scheme
YISP	Youth Inclusion Support Panel
YOF	Youth Opportunity Fund

ABBREVIATION/ WORD(s)	PHRASE / DESCRIPTOR
YOS	Youth Offending Service
YOT	Youth Offending Team
Young Carer	A child of compulsory school age who has a significant role in the care of a family member.
Young Person YP	An older child of secondary school age or young adult. Although some tighter definitions are provided in the criminal law, they are inconsistent and are not being used here.
Youth Inclusion & Support Panel YISP	Youth Inclusion and Support Panel - multi agency panel who devise a Integrated Support Plan for individuals to prevent anti social behaviour and offending.
Youth Offending Teams YOT	Teams who act as case managers for young people going through the youth justice system. They should assess, organise, administer and supervise interventions in support of final warnings and sentences for young offenders
Youth Service Awards	Annual Youth Service achievement awards based on the 5 ECMs
Youth Work Training for Young People	Formerly YADS. Competence-based learning for young people who wish to gain a youth work qualification
YPSMCG	Young People's Substance Misuse Commissioning Group
YS	Youth Service
YSW	Youth support worker

