

GLOSSARY OF TERMS

Additional Support for Learning Act (ASL Act)

The Education (Additional Support for Learning) (Scotland) Act 2004 aims to ensure that all children and young people receive the additional support to help meet their individual needs and make the most of their education.

Additional Support Needs (ASNs)

Where the child/young person is, or is likely to be, unable without the provision of additional support to benefit from school education. School Education includes education directed to the development of the personality, talents and mental and physical abilities of the child/young person to their fullest potential.

Agencies

Organisations, both statutory and voluntary, where staff work with children/young people and/or their families. Includes any working environment/team and there may be several "agencies" within one large organisation who work with children/young people and their families.

Assessment

An ongoing process of gathering, structuring, and making sense of information in order to inform decisions about any action required to support a child and maximise their potential.

CAMHS

Child and Adolescents Mental Health Service.

CDI

Child Development Initiative - an initiative by health to assist children with complex health needs in all stages of their development.

CHI

Community Health Index - identification number issued to a child at birth.

Childs Details

Details of the child /young person such as name, date of birth, home address, etc.

CSP

A Coordinated Support Plan - a plan that is required by the ASL Act, for children who have additional support needs. This support must be required for more than a year.

Child

A child is legally defined as any young person up to the age of 16 years but who may still receive services until 18 years of age depending on their needs.

Child/Young Person's Plan (Child's Plan)

The outcome of a GIRFEC Assessment, which pulls together the relevant information to create a plan for the child/young person.

Children's Reporter

The Children's Reporter can receive a referral from anybody about a child or young person who may be in need of compulsory measures of supervision (legal intervention) to help them address their needs and/or behaviour. The Children's Reporter will investigate the child's case and decide if the child has to attend a Children's Hearing.

Children's Hearing

A legal meeting arranged to consider and make decisions about children and young people who are having problems in their lives and who may need legal steps to be taken to help them.

Chronological Record

A record of significant changes or events that may impact on a child/young person.

Concern/worry

Where there is an unknown need, where it is not clear how needs can be met or where identified needs are not being met. This may be an event, or series of events, which affects the wellbeing of a child/young person that leads to anxiety or unease in the person identifying the child/young person's difficulty.

Disability

The Disability Discrimination Act 1995 definition of a disabled person is 'if he or she has a physical or mental impairment that has a substantial and long term effect on his or her ability to carry out normal day to day activities'.

eCare

A Scottish Government initiative to develop an electronic system for more efficient sharing of personal care data.

GIRFEC

The Scottish Government's initiative - *Getting it right for every child*.

Comprehensive Assessment Form

The Lead Professional will complete the relevant parts of the form for every Child/Young Person's Plan.

Individual Education Plan (IEP)

An IEP builds on the curriculum that a child with learning difficulties or disabilities is following and is designed to set out the strategies being used to meet the child's identified needs. All Looked after children of school age also have an IEP.

Initial Meeting

The first multi-agency meeting held to decide if a coordinated plan is need, to identify key roles and plan to be taken.

Integrated Assessment Framework (IAF)

A standard assessment and planning framework that can be applied by professionals and agencies to produce a holistic picture of a child/young person, their family and the community they live in. This now constitutes part of GIRFEC.

Key Worker

The Key Worker can act as a single point of contact with the child/young person and/or their parent(s)/carer(s) if the Lead Professional is not the best person to do this. They will also observe progress and report to the Lead Professional. The same person may occupy both the Key Worker and Lead Professional roles by in some situations, (i.e. a child on the Child Protection Register).

Lead Professional

The person who will ensure the Child/Young Person's Plan is being implemented and to whom all professionals involved in the GIRFEC will contact, reporting changes, updates or new information that may emerge.

Looked After Child (LAC)

This term refers to children who are looked after and accommodated by the Local Authority.

Multi disciplinary

Where more than one professional person is working with a child and their family. They can belong to different disciplines within the same agency or be from a different agency.

NHS 24

A service run by the National Health Service (NHS) that provides round the clock health advice and support.

Parents

Includes those who have parental rights as defined in law and those who have care of a child. There are people who assume the role of parent but who do not have parental rights for example foster carers, co-habitees.

Partnership

Where more than one person, group, agency professional or community are working together and share responsibility for decisions and actions.

Professionals

Staff who work directly or indirectly with children/young people and/or families - e.g. teachers, nursery staff, social workers, nurses, therapists, youth workers, dentists, substance misuse services, leisure and recreational workers, mental health. It could apply to 'volunteers' in contact with children, such as befrienders.

RAD (Reporters Administration Database)

IT system used by the Scottish Children's Reporter Administration.

Relevant Professional (no longer used)

The Relevant Professional is the person who has identified or received a worry or concern about a child/young person. The Relevant Professional will take responsibility for progressing the worry or concern through the GIRFEC process. **N.B.** This term has been replaced with the "Named Person".

Review Process

How the Child/Young Person's Plan will be reviewed to determine if the desired outcomes have been met, within the set timescales, and if necessary agree any changes to the plan.

Scottish Children's Reporters Administration (SCRA)

This is the national body that facilitates the work of Children's Reporters.

Schedule 1 Offender

Someone who has been convicted of a crime listed in Schedule 1 to the Criminal Procedure (Scotland) Act 1995 which details sexual offences committed against a child/young person.

Sex Offenders Register

Contains the details of anyone convicted, cautioned or released from prison for sexual offences committed against children or adults.

SHANARRI

Scottish Government's initiative that every child/young person should be Safe; Healthy; Achieving; Nurtured; Active; Responsible; Respected and Included. These constitute the components of "wellbeing", which are used to measure outcomes in GIRFEC.

Single Agency Assessment

An assessment performed by a universal service professional to assess the needs of children about whom they may have a concern or worry.

Specialist services

A targeted service that is provide by an agency but not to all children, for example Psychological services; Child Development Initiative, CAMHS.

SWIFT

IT system used by Social Work.

Team Around the Child

Any child who needs coordinated help will have their needs identified and support will be provided by the "Team around the child" as specified in the Child's Plan. The Lead Professional will coordinate this.

Universal Services

Services that all children will have access to throughout their childhood, e.g. health and education.

Young Carer

Young carers are young people who are often responsible for their own care and/or that of a family member. This family member may be a parent or sibling. The child or young person can often assume a level of responsibility usually associated with an adult.