



CHILDREN'S SERVICES' JARGON BUSTER

2013/14

We will work together more effectively if we can communicate well. Sometimes jargon and acronyms can get in the way.

To help those new to Children's Services, (and those who are not so new to the Directorate) the Business Planning & Improvement Team has produced this glossary.

We will be reviewing it and producing updates yearly. If you spot a mistake, or have another entry to add, please contact Holly Murphy at the following e-mail address – holly.murphy@cumbria.gov.uk

Many thanks,

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Senior Manager: Information & Performance

AA – Appropriate Adult

An appropriate adult's role is to accompany young people below the age of 17 when they are detained in custody, and then explain to that person what their rights are, what some legal terms, ensure that the offender is receiving the care they are allowed to have and also to give them advice.

ABC – Acceptable Behaviour Contract

An ABC is a contract that is brought into place when it is perceived that someone is partaking in anti-social behaviour. It is normally used to try and prevent an Anti-Social Behaviour Order (ASBO) being issued. Whilst it is possible for an ABC to be awarded to an adult, they are almost always awarded to young people.

Ability Grouping

A method of assigning children to classes or teaching groups according to particular abilities. This can include setting, banding and streaming.

Web address: www.sharingsuccess.org

AC – Active Cumbria

One of 49 County Sports Partnerships across England, Active Cumbria is hosted by Cumbria County Council within the Children's Services Directorate, Active Cumbria is a partnership between local authorities, school sport partnerships, national governing

bodies of sport, NHS Cumbria, Sport England, Youth Sport Trust and many other organisations involved in delivering sport and physical activity.

The work of the partnership centres around the strategic planning and coordination of programmes for sport and physical activity including participation across all age groups, and developing the capacity and infrastructure for sport i.e. clubs, coaches, volunteers, leaders and officials. The Active Cumbria team is based in Carlisle.
Web address: <http://www.activecumbria.org/>

ACE - Assessment for Comprehension and Expression 6 – 11

A test used to identify children with impairment or delays with expression of language or comprehension skills.

ACPO – Association of Chief Police Officers

Action for Children (formerly NCH – National Children’s Home)

The NCH started in London in 1869 in response to the predicament of homeless children. Methodist Minister, Rev Thomas Bowman Stephenson, had a vision of small homes run by supportive parental figures as an alternative to the despised workhouses. By the 1960s there were branches throughout the country. Most of the homes have closed now, but the charity carries on supporting vulnerable, neglected children, young people and their families in the guise of ‘Action for Children’.

Action for Children works to try to keep families together, where possible, and campaigns on behalf of vulnerable, neglected children and young people.

Web address: www.actionforchildren.org.uk

Active Learning

A process whereby learners are actively engaged in the learning process, rather than “passively” absorbing lectures. Active Learning involves reading, writing, discussion and engagement in solving problems, analysis, synthesis and evaluation. Active Learning often involves cooperative learning.

Web address: www.activelearningchildcare.co.uk

AD – Assistant Director

There are a number of Assistant Directors throughout the Cumbria County Council. In the Children’s Services department there are 3. They are Lyn Burns, Children and Families, Caroline Sutton, Schools and Learning and John Macilwraith, Partnerships and Prevention.

Additional Support Needs

In Scotland, children who require some additional support to remove barriers to learning in any respect are deemed to have Additional Support Needs. This definition abolished the previously used term Special Educational Needs and was set out in the 2004 Additional Support for Learning Act.

ADHD - Attention Deficit Hyperactive Disorder

Behaviours associated with poor attention span, including restlessness and hyperactivity, which can hinder children's study and socialising.

Web address: <http://www.nhs.uk/conditions/Attention-deficit-hyperactivity-disorder/Pages/Introduction.aspx>

Admissions

The admission of pupils to County and Controlled Schools is the responsibility of the Local Authority. At Aided Schools admissions are the responsibility of the governors. Please refer to the appropriate admissions policy for your school.

Admissions Appeals

Where a child is refused admission to a school and the parent is not satisfied by the decision an appeal may be made to an appeals body.

Admissions Limit

The maximum number of pupils it is intended to admit into the first year of school.

Advocate

One who speaks on another's behalf, especially with regard to legal matters.

A & E – Accident & Emergency

A Hospital Department where a critical illness or injury can be treated.

AE – Adult Education

The practice of teaching and educating adults. This is often done in the workplace, or through 'extension' or 'continuing education' courses at secondary schools, or at a College or University.

Web address:

<http://www.cumbria.gov.uk/childrensservices/educationandlearning/adulteducation/default.asp>

ASB – Anti-Social Behaviour

Anti-social behaviour is behaviour that is deemed to cause alarm, distress etc, to a person or persons who are not of the same household. An example of anti-social behaviour would be something like, drinking alcohol on the streets, substance misuse or excessive noise.

ASBO – Anti-Social Behaviour Order

An Anti-Social Behaviour Order is a civil order which is given to someone if it has been proved that they have taken part in Anti-Social Behaviour. There are a number of things that fall under Anti-Social Behaviour, such as arson, begging, littering, racism and vandalism. The ASBOs themselves restrict behaviour, for example if

someone had been given an ASBO for drinking alcohol in the street, the ASBO will prevent them from drinking alcohol in public.

ASD - Autistic Spectrum Disorder

Autistic Spectrum Disorder is a lifelong condition, affecting how an individual communicates, relates to others and makes sense of the world.

Web address: <http://www.nhs.uk/conditions/autistic-spectrum-disorder/Pages/Introduction.aspx>

Assessment

The process of documenting, usually in measurable terms, knowledge, skills, attitudes and beliefs.

ASSET

This is the YJB assessment tool for young offenders.

ASW – Approved Social Worker

AWPU - Age Weighted Pupil Unit

The basis for calculating most of the money allocated to a school.

Web address: <http://www.usethekey.org.uk/administration-and-management/la-funds/age-weighted-pupil-units-awpus-funding-examples>

AYSE - Assessed and Supported Year in Employment program

The aim of the ASYE is to ensure that newly qualified social workers (NQSWS) receive consistent support in their first year of practice so that they are able to become confident, competent professionals.

Web address:

<http://www.education.gov.uk/childrenandyoungpeople/social/developing/b00211051/asye>

BAAF – British Association for Adoption and Fostering

In 2010, BAAF celebrated 30 years of advising, campaigning and supporting children in care, working with those involved in fostering and adoption in the UK. The association has regional and county offices in England, Scotland, Wales and Northern Ireland.

BAAF provides a range of services to support; publications, conferences, training & consultancy, family finding, campaigning and advice.

Web address: www.baaf.org.uk

Baby P/Baby Peter

Baby P, or Baby Peter, died on 3 August 2007 aged seventeen months. Sadly, as with many other child deaths, Peter was known to a number of services, yet there

were failings in his protection. Following several investigations, including a Serious Case Review, Lord Laming was commissioned to write a report on progress made countrywide in implementing efficient arrangements for safeguarding children. This case was one of the main reasons that the Munro review of child protection happened, so that social workers are better educated so that they are more able make judgements in the best interests of children.

BAS - British Ability Scales

A test of cognitive abilities designed for children aged 2 – 17.

BDA - British Deaf Association

The British Deaf Association is the largest organisation, run by deaf people, for deaf people.

They are focused on achieving equality for the deaf people of the United Kingdom, they do this by both campaigning and also by working with local authorities so that they have the support they need.

Web address: <http://www.bda.org.uk/>

BDA - British Dyslexia Association

'Dyslexia' is of Greek origin, meaning 'difficulty with words'. The British Dyslexia Association visualises a Dyslexia friendly society, where those affected are able to achieve their full potential.

Web address: <http://www.bdadyslexia.org.uk/>

Bichard Enquiry, The (2002)

Holly Wells and Jessica Chapman were murdered on 4 August 2002 in Soham, Cambridgeshire. Ian Huntley, a caretaker at Soham Village College, the school both girls attended was charged and later convicted of their murder.

An inquiry into the case was announced on 18 December 2003, chaired by Sir Michael Bichard. This report was published on 15 March 2005, it had a number of recommendations including the setting up of a registration scheme for individuals working with children and vulnerable adults. The development of this led to the creation of the Independent Safeguarding Authority. The enquiry also recommended a national system to be set up to enable police forces to share intelligence.

Recommendations for schools and Local Authorities highlighted the need for safer recruitment of staff and identified the need for training and recruitment panels.

BIS – Department for Business Innovation and Skills

The Department's mission is to build a competitive, dynamic economy in the UK, by creating conditions for business by promoting innovation, enterprise and science and by giving everyone the skills and opportunities to succeed. To achieve this, the

Department intends to foster world class universities and promote an open global economy.

Web address: www.bis.gov.uk

BME - Black and Minority Ethnic Community

The term 'Black and minority ethnic' acknowledges the diversity present within these communities.

BPVS - British Picture Vocabulary Scales

This can be used to show the range of a child's English vocabulary and is an ideal baseline measure for a child starting nursery or school. The child is required to point at the picture cards and is not obliged to read, write or speak.

Web address:

http://soundingboard.earfoundation.org.uk/resources/?cat=6&sub_cat_id=17&page=99

BSL - British Sign Language

British Sign Language is the first, or preferred, language for deaf people in the United Kingdom. Sign Language is a visual means of communication using gestures, body language and facial expression.

The language has its own grammatical structure and syntax. It is not strongly related to spoken English, unlike Sign Supported English (SSE), which is often used in conjunction with spoken English, especially in schools where hearing impaired children are learning English grammar, as well as Sign Language, or by people who associate mainly with hearing people.

Web addresses: <http://www.britishsignlanguage.com/>

BSS - Bail Supervision and Support

Bail supervision and support is a programme which is provided by the Youth Offending Team. It helps and supports young offenders to meet the requirements of bail.

BVI - Blind and Visually Impaired

There is a range of organisations providing help and support for the blind and visually impaired.

Web address: <http://www.nhs.uk/Conditions/Visual-impairment/Pages/Help-and-support.aspx>

CA – Core Assessment

A core assessment is something that gives an in-depth assessment into a child's needs, when these needs aren't straight forward. A core assessment record gives social workers a framework which they can use to record evidence that they used to make decisions. The finished record is then used as a base to develop a care plan for the child.

Children's Act 1989

This Act of Parliament altered the law with regard to children by introducing and defining parental responsibility. All childcare law relating to children accommodated by the Local Authority comes under this Act.

The child's welfare is paramount. Any delay in deciding any question with respect to the child's upbringing is likely to prejudice the child's welfare.

The legislation also gives details on:

- parental responsibility
- children in need
- children in need of protection
- care orders

Web address: <http://www.legislation.gov.uk/ukpga/1989/41/contents>

Children's Act 2004

The Children's Act 2004 was passed on 15 November 2004, as an amendment to the Children Act 1989, largely as a result of the Victoria Climbié inquiry. It formed the basis for most official administration considered useful to children, gathering all local government functions with regard to children's welfare and education under the authority of Directors of Children's Services.

The Act established a Children's Commissioner for England, Children's Services and a Lead Member for Children's Services. It also introduced an integrated inspection framework and a Local Safeguarding Children's Board (replacing the Area Child Protection Committee).

Section 10 established a duty for Local Authorities to make arrangements to promote co-operation between agencies in order to improve children's well-being.

Web address: <http://www.legislation.gov.uk/ukpga/2004/31/contents>

CADAS – Cumbria Alcohol and Drugs Advisory Service

Founded in 1979 by a group of professionals and concerned individuals, CADAS is a charity offering advice and treatment throughout Cumbria, for those affected by the misuse of alcohol and drugs.

A range of services available includes:

- information
- education
- training
- 1-1 psychosocial intervention
- Parent/carer/family/employer support services

If you know of anyone suffering from an addiction who would like to benefit from free, non-judgemental and confidential services CADAS Head Office is situated at the following address:-

17a West Tower Street
Carlisle
Cumbria
CA3 8QT

Telephone (01228) 899358

Web address: www.cadas.co.uk

CAF – Common Assessment Framework

The CAF can be used as an assessment tool by the whole children's workforce to assess the additional needs of children and young people at the first signs of difficulties, and is outlined as follows:–

- a simple **pre-assessment checklist** to help practitioners identify children who would benefit from a common assessment
- a **process for undertaking a common assessment**, to help practitioners gather and understand information about the needs and strengths of the child, based on discussions with the child, their family and other practitioners as appropriate
- a **standard form** to help practitioners record, and where appropriate, share with others, the findings from the assessment in terms that are helpful in working with the family to find a response to unmet needs.

Web address:

<http://www.education.gov.uk/childrenandyoungpeople/strategy/integratedworking/caf>

CAFCASS – Children & Family County Advisory & Support Service

This service looks after the interests of children involved in family proceedings. It works with children and their families, and then advises the courts on what it considers to be in the children's best interests. CAFCASS only works in the family courts. Examples of matters that may be taken to family courts are:

- when parents who are separating or divorcing can't agree on arrangements for their children;
- an adoption application;
- when children are subject to an application for care or supervision proceedings by Social Services.

Web address: www.cafcass.gov.uk

CAMHS Partnership – Children & Adolescent Mental Health Services

The Child and Adolescent Mental Health Service (CAMHS) is a multi-disciplinary service which provides assessment, advice and interventions for children and young people (up to the age of 16, or sometimes up to 18 if in full time education) with mental health difficulties and their families.

The service aims to promote the emotional, behavioural, social and psychological health of children, young people, their families or carers; and to diagnose and treat mental disorders and work therapeutically with young people experiencing mental health difficulties. CAMHS works towards creating a context in which professionals support families in understanding their difficulties and discovering solutions to them. Where solutions cannot be found, the service supports and assists the development of more effective management.

Web address: <http://www.cumbriapartnership.nhs.uk/children-and-young-people-s-services-camhs.htm>

CASH – Cumbria Association of Secondary Heads

CASH is the representational body for secondary schools in Cumbria.

Web address: <http://www.cumbriasecondaryheads.co.uk/>

CASL – Cumbria Alliance of System Leaders

The Cumbria Alliance of System Leaders (CASL) is a strategic partnership of primary and secondary Headteachers, Local Authority, University of Cumbria, Church of England and Catholic Diocese and National Leaders of Governance and the National College for Teaching and Leadership.

CCCCSD – Cumbria County Council Children’s Services Directorate

The directorate within the Council that combines elements of the former Education directorate and Children’s Social Care from Social Services.

Web address: <http://www.cumbria.gov.uk/childrensservices/>

CCG – NHS Cumbria Clinical Commissioning Group

NHS Cumbria Clinical Commissioning Group is the main commissioner of local NHS services in the county. They work alongside the other NHS trusts in Cumbria; Cumbria Partnership NHS Foundation Trust, University Hospitals of Morecambe Bay NHS Foundation Trust, North Cumbria University Hospitals Trust and North West Ambulance Service NHS Trust.

Web address: <http://www.cumbriaccg.nhs.uk/index.aspx>

CDC - Child Development Centre

This is an assessment centre for children usually aged 0 – 5, experiencing problems with certain aspects of development.

CDEC – Cumbria Development Education Centre

CDEC works with students, teachers and other education providers to promote a global dimension to the curriculum.

Web address: www.cdec.org.uk

Celebrating Youth

A three year youth initiative launched on 3 July 2012. Celebrating Youth is a county-wide initiative aimed at promoting all activities for children and young people, recognising the contribution they make to Cumbria's communities and demonstrating how the vast range of activities available can encourage young people to broaden their horizons, raise ambition and aspiration and tackle problems such as youth unemployment.

Led by Cumbria County Council and involving a range of other partners including Young Cumbria, Inspira (formerly Connexions) and Cumbria Police, Celebrating Youth highlights what's on offer for young people and will help get them involved in new interests, boost their self-confidence and raise their ambitions and aspirations.

CELF - Clinical Evaluation of Language Fundamentals

This is an assessment enabling reliable and accurate analysis of a child's difficulties with language.

Child and Family Worker

A child and family worker not only listens and works with the children, but also helps the child's parents if they are struggling to be able to arrange things like doctor's appointments and they can also help if the parent is suffering something like depression.

Child Protection Plan

A plan developed by professionals, parents and carers to safeguard a child, preventing further suffering. It should also seek to advance the child's development, health and welfare.

Child Protection Teams

Child Protection Teams provide safeguarding and child protection advice and support.

Children's Trusts

Children's Trusts bring together all services for children and young people in an area, underpinned by the Children Act 2004 duty to cooperate, to focus on improving outcomes for all children and young people. They will support those who work every day with children, young people and their families to deliver better outcomes - with children and young people experiencing more integrated and responsive services, and specialist support embedded in and accessed through universal services.

The Children's Trust Board has recently undergone a major overhaul, as a result of this; the Children's Trust Board now has strategic representatives from the following:

- Children's Services Portfolio Holders
- Children's Services Directorate
- Safer and Stronger Communities Directorate
- Cumbria Constabulary
- NHS Cumbria - Public Health
- NHS Cumbria - GP Consortia
- NHS Cumbria - Foundation Partnership Trust
- Local Safeguarding Children's Board
- Voluntary Sector Reference Group
- Cumbria Chief Executives Group

The 5 main joint strategic priorities of the Children's Trust are listed below:

- No avoidable child deaths
- No children living in poverty
- All children are ready for school by age 5
- Young people are proactive and productive citizens by age 16
- Children and young people respect and value themselves and each other

Children with Disabilities Teams

Children with Disabilities Teams provide short or long term support for disabled children with significant and complex needs and their carers.

CICC – Children in Care Council

Three Children in Care Councils aim to provide children and young people who are looked after in Cumbria, an opportunity to express their wishes and feelings about issues that concern them, and help to shape the overall strategy for children in care in Cumbria. Children in Care Councils raise concerns and make recommendations to the MALAP which will incorporate issues and concerns into their action plans. The councils help ensure children and young people are not only listened to but are also responded to. Children in Care Councils are linked into the county council's democratic processes through Local Committee Children and Young People Working Groups.

CIN – Children in Need

Under the Children Act 1989, a child is classed as in need if they are disabled or if their health or welfare will suffer without help and support.

The following excerpt from the Children Act 1989 Section 17, point 10 gives the definition of a child in need.

For the purposes of this Part a child shall be taken to be in need if –

- (a) 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 under this Part;
- (b) his health or development is likely to be significantly impaired, or further impaired, without the provision of him of such services; or
- (c) he is disabled

and “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.

Web address: <http://www.legislation.gov.uk/ukpga/1989/41/contents>

Children in Need of Protection (Section 47)

Where a Local Authority –

- (a) Are informed that a child who lives, or is found in their area –
 - (i) is the subject of an emergency protection order; or
 - (ii) is in police protection; or
- (b) have reasonable cause to suspect that a child who lives, or is found in their area is suffering, or likely to suffer significant harm. Children Act 1989 s47(1)

Section 47 of the Children Act 1989 charges Local Authorities with a duty to investigate when a child or children are suspected of suffering, or there is the potential of suffering, significant harm. In this event the Local Authority will make enquiries to help them decide whether any action should be taken to safeguard or promote the child or children’s welfare.

Web address: <http://www.legislation.gov.uk/ukpga/1989/41/section/47>

Children with Special Needs

Children who have special needs are children who have a disability and they need extra care so that they can live happily. For example, a blind child may need someone to help them move around safely.

CLA – Children Looked After (formerly known as LAC – Looked After Children)

These are children who are in the care of Cumbria County Council. The majority of children in care have suffered varying degrees of neglect or abuse. This area also covers issues such as adoption, foster care, family and friends as carers, educational achievement etc.

Web address:
<http://www.cumbria.gov.uk/childrenservices/childrenandfamilies/childrenlookedafter.asp>

CLLD - Communication, Language & Literacy Development

This programme provides support with improving achievement in communication and literacy development.

Web address:

http://www.childrenscentres.org.uk/ey_communication_language_literacy_dev.asp

CME – Children Missing from Education

The Education Inspections Act 2006 placed a statutory duty on Local Authorities to identify such children.

Children Missing from Education are defined as children of compulsory school age and therefore not included on a school roll, receiving education elsewhere either privately, at home or other alternative provision.

The aim is to ensure fewer children disappear from the education system and those who do are swiftly returned.

Web address: <http://www.ofsted.gov.uk/resources/children-missing-education>

Collaborative Learning

Collaborative learning is an umbrella term for a variety of approaches in education that involve joint intellectual effort by students or students and teachers. Groups of students work together in searching for understanding, meaning or solutions or in creating a product.

Web address: www.collaborativelearning.org/questions.html

Contingency Plan (Planning)

Contingency Plans are often formulated by governments and organisations in preparation for all eventualities.

They are designed to help businesses, governments or individuals recover quickly, with minimum disruption and expenditure, from incidents of a serious nature. During the cold war, governments made contingency plans in order to protect themselves and the populace in the event of nuclear war.

CPD – Continuous Professional Development

Continuous Professional Development is a combination of approaches, techniques and ideas that help manage an individual's learning and growth.

CPS – Crown Prosecution Service

The Crown Prosecution Service is responsible for all criminal cases once they are beyond investigation. This means that they advise the police on charges to bring and also prepare cases for court.

CRASBO – Criminal Anti-Social Behaviour Order

The difference between a CRASBO and an ASBO is that a CRASBO is made on the back of a criminal conviction.

CRB – Criminal Records Bureau (now replaced by DBS)

Web address: <http://www.homeoffice.gov.uk/agencies-public-bodies/crb/>

CS – Children’s Services

Please refer to CCCSD.

CSE – Child Sexual Exploitation

The sexual exploitation of children and young people is a form of child sexual abuse which includes some combination of:-

- Pull factors: children exchanging sex for attention, accommodation, food, gifts or drugs;
- Push factors: children escaping from situations where their needs are neglected and there is exposure to unsafe individuals;
- Control: brain washing, violence and threats of violence by those exploiting the child

Cumbria LSCB has a procedure on ‘Safeguarding Children and Young People from Sexual Exploitation’ which can be found on their website.

Web address: <http://www.cumbrialscb.com/pagesall.aspx?id=300>

CSP – Cumbria Strategic Partnership

The Cumbria Strategic Partnership is a countywide partnership with over 50 partners, including all seven Local Authorities and further representatives from public, private and voluntary organisations in all parts of Cumbria. Its aim is to speak with a single voice for Cumbria and influence both business planning of partner organisations and regional and national policy development to better impact on the agreed priorities to secure economic growth and social progress for Cumbria. It has launched a Community Strategy for Cumbria and was established in 2001.

Web address: <http://www.cumbriapartnership.org.uk/>

Cumbria CC or CCC – Cumbria County Council

A tier of local government that covers all of Cumbria and has lead responsibility for a number of statutory processes relating to children and young people.

Cumbria Children’s Trust

Cumbria Children’s Trust was formed on Thursday 6 September 2007 as a forum of senior representatives from all partners with a ‘duty to cooperate’ under the CA 2004, and other key stakeholders, including a representative of the voluntary sector. It has

a board that provides effective strategic leadership, direction and accountability, and enables executive decisions to be made collectively.

The Trust provides a Cumbria-wide focus for issues relating to children and young people, building on Cumbria's children and young people plan, advising on key priorities and issues for action, and champions the interests of Cumbrian children and young people at local, regional and national levels.

Cumbria LSCB – Cumbria Local Safeguarding Children Board

The LSCB devotes itself to ensuring agencies work together to promote and safeguard the welfare of children. The group is made up of Local Authority and multi-agency representatives.

The Cumbria LSCB represents and coordinates the work of statutory sector agencies and partners in the voluntary sector to safeguard and promote the welfare of children in Cumbria.

The scope of the LSCB role falls into three categories:

they engage in activities that safeguard all children and aim to identify and prevent maltreatment, or impairment of health or development, and to ensure that children are growing up in circumstances consistent with safe and effective care; they lead and coordinate proactive work that aims to target particular groups; and they lead and co-ordinate arrangements for responsive work to protect children who are suffering, or likely to suffer, significant harm.

The following organisations are members of the LSCB:

- Cumbria County Council
- Children and Family Court Advisory and Support Service
- Inspira (formerly Connexions)
- Cumbria Police
- National Probation Service Cumbria
- NSPCC
- Cumbria Youth Offending Service
- NHS Cumbria
- Barnardo's (Representing Cumbria's Voluntary Sector Reference Group)

The Cumbria Children's Trust Board is also represented on the LSCB by the Trust Chair.

Web address: <http://www.cumbrialscb.com>

Curriculum (plural curricula)

The set of courses and their contents offered by an institution such as a school or university. In some cases, a curriculum may be partially or entirely determined by an external body (such as the National Curriculum for England in English schools).

CVA – Contextual Value Added

The CVA measures a child's progress at secondary school, taking into account a range of social factors alongside their level of academic achievement on entry. These include gender, first language, and a family poverty index developed by the office of the former Deputy Prime Minister.

The Government in power at the time argued that it would provide a “more sophisticated” measure of performance by recognising the impact of influences beyond schools' control. Critics expressed concern that it could be used to explain away low standards in schools serving poorer children, who are in most need of a good education.

Web address: http://www.education.gov.uk/schools/performance/archive/schools_10/s3.shtml

C&YP – Children and Young People

DAAT Partnership – Drug & Alcohol Action Team Partnership

This partnership combines representatives from Local Authorities (county and district council), health, probation, voluntary sector, etc. The DAAT ensures that the work of these local agencies is brought together effectively and that cross-agency projects are coordinated successfully. They try to cut down on the number of young people who participate in risk taking behaviour. Their work involves commissioning services; monitoring & reporting on performance; and communicating plans, activities and performance to stakeholders.

Web address: <http://www.cumbriadaat.org.uk/>

DBS – Disclosure and Barring Service

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions. It also prevents unsuitable people from working with vulnerable groups, including children, through its criminal record checking and barring functions.

DBS was established when the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) merged in 2012.

Web address: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

DCS – Director of Children's Services

Based within Cumbria County Council, the acting DCS is John Macilwraith. He is professionally accountable for the delivery of the Local Authority's education and social care functions for children and any health functions for children delegated to the authority by the NHS.

D of E - Department of Education (formerly known as DCSF - Department for Children, Schools and Families)

The Government Department for the UK. This Department has responsibility for Children's Services, families, schools, 14-19 education and the Respect Taskforce.

The Department of Education is determined to offer more support for the poorest children and improve the choices that parents have so that they can ensure that some children are not forced to have a second-rate education.

Web address: <http://www.education.gov.uk/>

DH – Department of Health

The Government Department, which aims to improve the health and well-being of people in England.

Web address: <https://www.gov.uk/government/organisations/department-of-health>

Distance Education or Distance Learning

A field of education that focuses on delivering education to students who are not physically "on site" to receive their education. Instead, teachers and students may communicate asynchronously (at times of their own choosing) by exchanging printed or electronic media, or through technology that allows them to communicate in real time (synchronously). Distance education courses that require a physical on-site presence for any reason including the taking of examinations is considered to be a hybrid or blended course or program.

Districts for Children's Services

CSD works in three districts in Cumbria, each of the districts contains two areas. The first district contains Barrow & South Lakes. The second district contains Carlisle & Eden. The final district contains Allerdale & Copeland.

DJ – District Judge

The first group of district judges sit in the County Court, whilst the second group sit in the Magistrates Court. The second group hear criminal cases as well as youth cases. The first group of district judges are full-time judges who deal with the majority of cases in the County Court.

DLA – Disability Living Allowance

This is a tax-free benefit for children and adults, under the age of 65, who need help caring for themselves and have mobility issues because they are physically or mentally disabled.

The benefit comprises two components, care and mobility. Some people may be entitled to one or both. Being in receipt of DLA may increase the amount of other benefits and credits, such as income support, housing benefit etc.

From 8 April 2013 Personal Independence Payment (PIP) is starting to replace DLA. Most people getting DLA won't be affected by PIP until 2015 or later.

Web address: <https://www.gov.uk/dla-disability-living-allowance-benefit>

DLT - Directorate Leadership Team

The Directorate Leadership Team comprises the Director of Children's Services, the Assistant Directors and all Senior Managers.

DP – Direct Payments

The scheme is a UK initiative that pays money directly to people, qualifying for social care, enabling them to pay for their own care, rather than the Local Authority providing it for them.

Direct Payments make an important contribution to the independence, quality of life and well-being of disabled people.

Web address: <https://www.gov.uk/apply-direct-payments>

DPA - Data Protection Act 1998

The 1998 Act was designed to bring law in the United Kingdom in line with the European Directive of 1995, in respect of people's rights with regard to processing personal data.

The Act's eight principles are outlined as follows:-

- Data may only be used for the specific purposes for which it was collected.
- Data must not be disclosed to other parties without the consent of the individual whom it is about, unless there is legislation or other overriding legitimate reason to share the information (for example, the prevention or detection of crime). It is an offence for Other Parties to obtain this personal data without authorisation.
- Individuals have a right of access to the information held about them, subject to certain exceptions (for example, information held for the prevention or detection of crime).
- Personal information may be kept for no longer than is necessary and must be kept up to date.
- Personal information may not be sent outside the European Economic Area unless the individual whom it is about has consented or adequate protection is in place, for example by the use of a prescribed form of contract to govern the transmission of the data.
- Subject to some exceptions for organisations that only do very simple processing, and for domestic use, all entities that process personal information must register with the Information Commissioner's Office.
- Entities holding personal information are required to have adequate security measures in place. Those include technical measures (such as firewalls) and organisational measures (such as staff training).

- Subjects have the right to have *factually incorrect* information corrected (note: this does not extend to matters of *opinion*)

Web address: <http://www.legislation.gov.uk/ukpga/1998/29/contents>

DTO – Detention and Training Order

A detention and training order is a sentence that is imposed by the court if a young person is engaging in either persistent or serious offending. When a young person is placed under a DTO, they have to work on goals and targets, attend weekly appointments, attend review meetings, act responsibly and meet with their Youth Offending Service worker.

Duty of Care

There is a duty for those working with children to share a degree of responsibility for their welfare and safety.

DV – Domestic Violence

Domestic Violence is common. It affects one in four women during their lifetime and to a lesser extent also affects men. Domestic Violence makes up between 16% and one quarter of recorded violent crime, costing the Criminal Justice System around £1 billion per annum. The cost to society as a whole is in the region of £23 billion per annum. For the victims who lose their lives every year and children left without a parent the cost is incalculable.

Domestic Violence is a learned intentional behaviour. There are various types of domestic abuse – not all are construed as violent. Destructive criticism, verbal abuse, threats, sexual and physical violence, denial, harassment and disrespect are usually indicative of an abuser's desire for power and control over partners and family members, including children.

Web address: www.womensaid.org.uk

DWP – Department for Work & Pensions

The Government Department which aims to: promote opportunity and independence for all; help individuals achieve their potential through employment; and work to end poverty in all its forms.

Web address: www.dwp.gov.uk

Dyslexia

Dyslexia is thought to be a neurological disorder with biochemical and genetic markers. Dyslexia was originally defined as a difficulty with reading and writing that could not be explained by general intelligence.

One diagnostic approach is to compare their ability in areas such as reading and writing to that which would be predicted by his or her general level of intelligence, but some would say that it is not certain that intelligence should be a predictor of reading

or writing ability; and also that the causes, effects and treatments of reading disabilities may be similar for all levels of intelligence.

Web address: <http://www.bdadyslexia.org.uk/>

Education Act 2002 (Section 175)

As a consequence of Lauren Wright's death on 6 May 2000, the Act introduced a new statutory duty on maintained schools, institutions of Further Education and Local Authorities. Section 175 stipulated that they must safeguard and promote children's welfare.

Web address: <http://www.legislation.gov.uk/ukpga/2002/32/contents>

EBDST – Emotional and Behavioural Difficulties Support

This service is committed to promoting social inclusion and raising attainment, believing children will realise their learning potential if their emotional and social needs are met. The service encompasses three Pupil Referral Units (PRUs) and a team of peripatetic specialist teachers and teaching assistants.

EBP – Evidence Based Practice

Evidence based practice is when expertise combines with evidence to ensure that the practitioner makes the best decision on what is best for the child or parents. This form of intervention means that it is much more likely that the practitioner will be making the correct decision.

Education

A social science that encompasses teaching and learning specific knowledge, beliefs, and skills. Licensed and practicing teachers in the field use a variety of methods and materials in order to impart a curriculum.

Web address: www.guardian.co.uk/education

EET - Education, Employment and/or Training

A standard indicator used for young people aged 16 and over.

e-Government – Electronic Government

A term used with reference to the use of technology and information in improving government services for citizens, government departments and businesses in general.

EIA – Equality Impact Assessment

An Equality Impact Assessment involves assessing the probable or existent effects of services or policies on people with regard to gender, disability or racial equality. An assessment of this nature takes into account their requirements in developing and implementing new services and policies, when they are under review or in the process of amendment.

Web address:

<http://www.intouch.ccc/childrensservices/strategyandcommissioning/equality/eia.asp>

E-Learning

E-Learning is an approach to facilitate and enhance learning through, and based on, both computer and communications technology. Such devices can include personal computers, CD ROMs, Digital Television and Mobile Phones.

ELT – Extended Leadership Team

This comprises DLT and all team managers from Children’s Services who meet regularly to discuss strategic issues and development of the business.

EMA - Ethnic Minority Achievement

The achievement of ethnic minority pupils is supported by various programmes and initiatives which are in place to encourage and support learning in pupils from different backgrounds. They aim to narrow achievement gaps for pupils from those minority ethnic groups who are at risk of underachieving, enabling every child to fulfill his or her potential.

Children’s Services has a dedicated equality officer for black and minority ethnic groups whose role is to promote inclusion and equality of opportunity to ensure improved educational outcomes in schools.

Web address:

<http://www.education.gov.uk/schools/pupilsupport/inclusionandlearnersupport/mea/a0013246/ethnic-minority-achievement>

EP - Educational Psychologist

An Educational Psychologist’s role is that of helping children and young adults experiencing difficulties in an educational environment.

EPD – Early Professional Development

EPD is usually undertaken by teachers in the early years of their career – a component of CPD (Continuous Professional Development).

Equality and Human Rights Commission

This comprises the Commission for Racial Equality (CRE), Disability Rights Commission (DRC) and Equal Opportunities Commission (EOC).

Web address: www.equalityhumanrights.com

EYFS - Early Years Foundation Stage

This is used for setting standards for learning, development and care for children from birth to the age of 5.

EYFSATS - Early Years Foundation Stage Advisory Teachers

Supporting the provision of Early Years Foundation Stage from the time of birth to the age of 5.

Web address: www.birthtofive.org.uk

EYOD - Early Years Outcomes Duty

Local Authorities have a duty to improve inequalities and well-being for children up to five years of age.

Early Years Professional

Early Years Professionals work with children from birth to five years of age. During this time children learn to form relationships and relate to their environment. It is vital they are helped and supported at this time.

Early Years Professionals are responsible for managing play, care and learning. Their remit may also include introducing and leading development work, inspiring others, possessing up-to-date understanding and knowledge of early years' practices.

By 2015, at least one Early Years Professional will be required in all full daycare settings.

EYQISP - Early Years Quality Improvement Support Programme

This program seeks to help improve the quality of education and childcare during the formative years. The guidance materials in the programme supply the means to enable Local Authority Early Years Consultants and readers in early years' environments to implement continuous improvement.

Web address: <http://nsonline.org.uk/node/123129>

FII – Fabricated and Induced Illness

In 1977, Professor Sir Samuel Roy Meadow described Fabricated and Induced Illness or Munchausen's Syndrome by Proxy as it has also been known, in a paper written for The Lancet.

Fortunately FII seems rare. Fabricated and Induced Illness is deemed a form of child abuse. A child's parent or carer, usually the mother, fabricates, or indeed causes, a child's illness by various means in order to gain attention for herself from the medical profession. Unfortunately, in the process, the child may undergo unnecessary medical examinations and operations.

Focus Families

In Cumbria Children's Services a Focus Families Team was created in 2012 to deliver the Troubled Families programme. The team is made up of colleagues from Children's Services, JobCentre Plus, the police and youth offending. They work with families identified as having long-standing problems which can lead to their children repeating the cycle of disadvantage.

Frontline Staff

Those providing services directly to children, young people and their families.

FSM – Free School Meals

Free school meals are available to the children of families who are in receipt of one of the following:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- An income-related Employment and Support Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of April 2012 does not exceed £16,190. Note: From 1st May 2009 where you are entitled to Working Tax Credit during the four-week period immediately after your employment ceases, or after you start to work less than 16 hours per week, your children are entitled to Free School Meals, this may be extended.
- The Guarantee element of State Pension Credit

Children who receive Income Support or Income Based Jobseekers Allowance in their own right are also entitled to receive Free School Meals.

Functional Literacy

Functional Literacy refers to the inability of an individual to use reading, speaking, writing, and computational skills efficiently in everyday life situations.

GCSE - General Certificate of Secondary Education

The General Certificate of Secondary Education is a qualification which is taken by 14-16 year olds in a specific subject.

Gifted (intellectual giftedness)

An intellectual ability significantly higher than average.

Gifted and Talented

The term Gifted and Talented describes children and young people able to progress ahead of their year group. 'Gifted' meaning those with abilities in one or more academic subjects - 'Talented', skilled in music, creative arts and sport. Other attributes, such as decision making, leadership and organisational skills are also taken into account.

Health & Well Being Board

The Health and Wellbeing Board exists to provide a mechanism for partners to work better together so that everyone in Cumbria is able to benefit from improvements in health and wellbeing. The Health & Well Being Board brings together local commissioners of health and social care, public health, councillors, and HealthWatch to agree an approach to improving local health and wellbeing and reducing health inequalities.

Web link: <http://moderngov.ccc/mgCommitteeDetails.aspx?ID=1082>

HI - Hearing Impairment

Hearing impairment does not necessarily mean that a person is deaf. It can just mean that they suffer from hearing loss.

Someone who has a hearing impairment which is ranked as "profound", means that even the loudest noises may not be picked up by them.

HLTA - Higher Level Teaching Assistant

Higher level teaching assistants (HLTAs) work alongside teachers, providing valuable support for teaching and learning activities. HLTAs work right across the curriculum, acting as specialist assistants for specific subjects or departments, or helping to plan lessons and develop support materials. They work closely with teachers, complementing their role and freeing them up to have more time to develop each pupil to his or her potential.

HMYOI - Her Majesty's Young Offender Institution

A HMYOI is a type of prison specifically for 18 to 20 year olds. Some institutions house young offenders who are between the ages of 15 and 17 as well.

Home Schooling (home education or home school)

An educational alternative - children are educated at home and in the community.

Hot Desking

This usually involves one desk being shared by several people at different times. Motivation for hot desking is largely cost reduction through space savings in offices.

HR – Human Resources

This area of work covers areas such as conditions of employment, working practices, recruitment etc.

IA – Initial Assessment

Initial assessment is carried out to ensure that learners are on the right track and are getting all the support that they need.

ICS – Integrated Children’s System

ICS is Children Social Care Case Management system, which holds electronic records on children who have come into contact with Children Services. The ICS system is a tool that supports good practice by providing a framework based on the key areas of: assessment, planning, outcomes, intervention and review.

ICT – Information and Communication Technology

ICT is an umbrella term that includes any communication device or application, encompassing: radio, television, cellular phones, computer and network hardware and software, as well as the various services and applications associated with them, such as videoconferencing.

IEP – Individual Education Plan

An Individual Education Plan is designed to build on the curriculum that a child with learning difficulties or disabilities is following. The IEP should be written clearly and concentrate on 3 or 4 targets, relating to the key areas of literacy, mathematics, behaviours and social skills. Wherever possible the IEP should be discussed with the child and their parents.

Web address: http://www.learningtrust.co.uk/special_needs/what_schools_do/iep.aspx

IIP - Investors in People

The Investors in People standard is an externally assessed national award operating in all workplaces whether they are large or small, public or private or in the voluntary sector. The programme exists to encourage, measure and reward organisational commitment to effective communication and appropriate workforce learning and development.

The Investors in People standard has three principles, namely Plan - Do - Review. The principles are underpinned by ten indicators of good practice. Each of the ten indicators has a central theme.

Web address: http://www.intouch.ccc/orgdev/investors_in_people.asp

INSET - In Service Education and Training

In service education training is when staff of a school attend training sessions on one of 5 set days in the school year. During this day the pupils of the school are not required to go to school due to all of the staff either doing training or administration tasks.

IQF – Integrated Qualification Framework

The Integrated Qualification Framework provides a practical guide to sector approved qualifications for those working with children and young people. IQF is designed to play a key role in achieving an integrated workforce. Nationally accredited qualifications included in the Integrated Qualification Framework will help to develop skills and enable people to move jobs with greater ease.

ISA – Information Sharing and Assessment

Information Sharing and Assessment is a term used to describe a range of activities intended to encourage services working with children to share information appropriately, in order to identify children with additional needs and provide them with the relevant services.

IS - Information Sharing

Information Sharing is a process for helping practitioners work together more effectively to meet children's needs through sharing information legally and professionally.

IS – Integrated Services

Integrated working concentrates on enabling and encouraging professionals to work together effectively in delivering frontline services to children, young people and their families.

ISSP - Intensive Supervision and Surveillance Order

An ISSP is the most strenuous type of intervention which doesn't involve the young person being held in custody. It is aimed at the most serious repeat offenders.

KS – Key Stages

For pupils aged 5 to 14, the National Curriculum provides a structured and assessed education through 4 Key Stages –

- Key Stage 1 – relates to years 1 and 2 (children aged 5-7)
- Key Stage 2 – relates to years 3 to 6 (children aged 7-11)
- Key Stage 3 – relates to years 7 to 9 (children aged 11-14)
- Key Stage 4 – relates to years 10 and 11 (children aged 14-16) with some taking GCSEs or other national qualifications

LA – Local Authority

Please refer to Cumbria County Council.

LADO – Local Authority Designated Officer

The Local Authority Designated Officer's role is set out in the HM Government Guidance 'Working Together to Safeguard Children (2006).

The LADO is based within Children's Services and should be informed when an individual has allegedly behaved in a manner that, may or may not, have harmed a child, committed a criminal offence against a child or children, or behaved in such a way towards a child or children that indicates she/he is unsuitable to work with children. Allegations are managed according to Chapter 7 of Cumbria's Safeguarding Procedures.

The LADO's based in Cumbria are listed below;

Carol Holt

Phone: 07795 287902

Email: carol.holt@cumbria.gov.uk

Laura Cross

Phone: 01229 407580 or 07825 340449 (mobile)

Email: laura.cross@cumbria.gov.uk

The Local Authority Designated Officer is involved from the onset through to the conclusion of the case, offering advice or guidance and helping to determine whether the allegation sits within the scope of the procedures.

Web address:

http://www.nspcc.org.uk/Inform/cpsu/helpandadvice/organisations/lscbs/lado_wda68916.html

LASCH - Local Authority Secure Children's Home

Secure children's homes provide care and accommodation for young people who have been placed by local authorities (LAs) under secure accommodation welfare orders (section 25 of the Children Act 1989) for their welfare and protection, or who have been placed under criminal justice legislation by the Youth Justice Board.

LASL – Local Alliance of System Leaders

CASL has three area based Local Alliance of System Leaders (LASL) underpinning it. The Local Alliances cover the geographical areas of North (Carlisle and Eden), West (Allerdale and Copeland) and South (South Lakes and Furness). Each Local Alliance will from September 2013, take increasing responsibility for identifying the educational needs of the area and that of some schools, supporting these through increasing use of school based reserves to complement those of the local authority and thereby enhance school improvement work.

LD – Learning Disabilities

The Department of Health defines these as including the presence of a significantly reduced ability to understand new or complex information and learn new skills with a reduced ability to cope independently, which started before adulthood with a lasting effect on development.

LJ/IEP - Learning Journey/Individual Education Plan

An IEP is a plan or programme designed for children with special educational needs to help them to get the most out of their education. An IEP builds on the curriculum that a child with learning difficulties or disabilities is following and sets out the strategies being used to meet that child's specific needs.

LM – Lead Member

The Councillor within the County Council who has political accountability for the same range of services as the Director of Children's Services. For Children's Services this is Councillor Anne Burns.

LP – Lead Professional

Lead Professionals work with children and young people with often complex needs and who require support from several practitioners.

The Lead Professional's role is an essential component of effective frontline delivery of integrated children's services ensuring professional involvement is rationalised, communicated and co-ordinated effectively, in order to provide a better experience for children, young people and their families involved with more than one agency.

Web address:

<http://www.education.gov.uk/childrenandyoungpeople/strategy/integratedworking/a0068961/the-lead-professional>

MARAT – Multi Agency Referral and Assessment Team

A MARAT accepts referrals for children and young people that are deemed to be in need of a certain level of support and undertakes child protection enquiries where appropriate, acting as a 'front door' service. In Cumbria Triage provides this function.

MALAP – Multi-Agency Looked After Partnership

MALAP brings together senior representatives from all services to oversee and scrutinise how agencies are working together to improve outcomes for Looked After Children. In Cumbria, A MALAP has been established, bringing together the Local Authority's responsibility and that of other agencies represented by the involvement of key people including Elected Members to ensure the needs of these children and young people are met. This Partnership provides a common understanding of each

agency's responsibility as referenced in their organisation's strategic plans, culminating in better outcomes for children and young people who are looked after.

MAPPA – Multi-Agency Public Protection Arrangements

These arrangements encapsulate 'responsible authorities' in England and Wales charged with managing sex offenders and other offenders who pose 'a serious risk of harm to the public'.

The 'responsible authorities' include National Probation Directorate, HM Prison Service and England and Wales Police Forces.

MAPPA is co-ordinated and supported nationally by the Public Protection Unit within the National Offender Management Service. It was introduced and strengthened by the Criminal Justice and Courts Services Act 2000. The contact details for Cumbria are:

MAPPA Coordinator
Cumbria Police Headquarters
Carleton Hall
Penrith, Cumbria
CA10 2AU
Tel: 01768 217648
Email: mappa@cumbria.pnn.police.uk

MARAC - Multi Agency Risk Assessment Conference

In a MARAC, all of the local agencies will meet to discuss the victims in their area who are at the highest risk of domestic abuse and the best ways in which to help them.

Moodle (noun)

Acronym used for modular object-oriented Dynamic Learning Environment. An on-line Learning Management System (LMS), designed to create opportunities for interaction between learners and teachers.

Moodle (verb)

A process of enjoyable tinkering, often leading to greater knowledge, insight and creativity - it applies to the way Moodle was developed, and how it may be used to teach and learn.

Web address: <http://moodle.org/>

NACRO - National Association for the Care and Resettlement of Offenders

NACRO is a voluntary organisation who is working on not only tackling crime but also constructively dealing with the offenders. As a charity, they work with disadvantaged people, offenders and people who are at risk of offending to show them alternative ways of getting by without resorting to crime. **Web address:** <http://www.nacro.org.uk/>

NAF – National Assessment Framework

The Framework for the Assessment of Children in Need and their Families (often referred to simply as the Assessment Framework) was issued jointly by the Department of Health, the Department for Education and Employment (as it then was) and the Home Office in 2000. It provides guidance to local authorities' social services departments and other agencies on the assessment of children in need under the Children Act 1989.

The framework sets out to provide a systematic way of analysing and recording what is happening to children and young people within their families and the wider community in which they live, so that sound professional judgements can be made on children's needs. It describes a systematic approach to information gathering across three domains of a child's life: the child's developmental needs, parenting capacity, and family and environmental factors.

Nasen

Nasen is the premier special needs association in the United Kingdom, organising local, regional and national activities throughout Scotland, Wales, Northern Ireland and England.

Nasen promotes the development of children and young people with special educational needs (SEN) and supports those who work with them.

Web address: www.nasen.org.uk

NEET – Not in Education, Employment and/or Training

A standard indicator used for young people aged 16 and over.

Neighbourhood Policing

A style of policing that works with the community to provide solutions to local problems and offer reassurance.

Web address: www.neighbourhoodpolicing.co.uk

NHS – National Health Service

The health and social care system managed nationally by the Department of Health and delivered locally through a variety of agencies and individuals.

NQSW – Newly Qualified Social Worker

The Newly Qualified Social Worker (NQSW) programme closed on 31 March 2013 and has been superseded by the Assessed and Supported Year in Employment (ASYE) programme. NQSW was established in 2008 as an enhanced 12-month package of support for social workers working with children and families in their first year of practice and was delivered through employers. Organisations used it to give their newly qualified social workers a firm foundation for a long-term career within social work.

NSPCC – National Society for the Prevention of Cruelty to Children

The NSPCC came into being in 1881. The NSPCC still holds to its vision of ending cruelty to children in the UK and continues its work via projects and services for children and adults, including national helplines. It is the only charity in the UK to be granted statutory powers under the Children Act 1989, allowing it to apply for care and supervision orders for children at risk.

Web address: www.nspcc.org.uk

OFSTED / CQC – Government Inspectors

These are the two Government inspection agencies for Children's Services. Ofsted is the inspectorate for children and learners in England. Its job is to contribute to the provision of better education and care through effective inspection and regulation. Launched in April 2004, The Care Quality Commission is the single, independent inspectorate for all health and social care services in England.

PACE - Police and Criminal Evidence Act 1984

This is an act of parliament which details the powers that the police have to combat crime and also codes of practice for these powers.

Web address: <http://www.legislation.gov.uk/ukpga/1984/60/contents>

PAYP - Positive Activities for Young People

Positive Activities for Young People is a programme which is aimed at 8-19 year olds who are at risk of school exclusion, anti-social behaviour and also community crime. The programme helps these young people to remove themselves from anti-social behaviour and also helps them to find new peer groups which they can get along with.

PCSO – Police Community Support Officer

A PCSO is a paid, usually full-time, non-sworn member of the police force – a position that can lead to a career with the Police. PCSOs have various roles with different forces, but often provide a visible, reassuring presence on the streets, interact with the public and offer assistance to police officers at crime scenes and major events.

Police Community Support Officers do not have the same powers as regular police officers, but carry a great deal of responsibility and form a critical part of the force.

Web address: www.policecouldyou.co.uk

PEIP – Parent Early Intervention Programme

The Parenting Early Intervention Programme (PEIP) aims to increase support for parents of children and young people (aged 8 – 13 years old) at risk of negative outcomes (particularly anti-social behaviour) and ensure they receive an earlier, more effective, co-ordinated package of support.

PEP – Personal Education Plan

A Personal Education Plan for children in care. There is a national target that one should be formulated within 20 days of a child's admission into care. The Plan should be reviewed at 6 monthly intervals. A Personal Education Plan identifies learning and areas of support etc and allows access to funding for learning etc required. It is a plan of celebration and action involving the child and their carer/support worker.

Peripatetic

A "peripatetic" teacher is a teacher who travels around the country teaching in several different schools.

PEX – Permanent Exclusions

Permanent exclusions can only be applied by the school's headteacher if a pupil has seriously breached the school's discipline policy, and if they were to remain in school it would seriously harm or put at risk the pupil or others in the school. Permanent exclusion is used only as a last resort.

PHA – Primary Heads Association

PHA is the representational body for primary schools in Cumbria.

Web address: <http://www.millenniumschoools.co.uk/pub/cumbria/pha/>

PI – Performance Indicators

Ways of measuring achievement and success that consist of a measure and a target.

PID – Project Initiation Document

A PID is an in-depth project brief. It is made up of a number of other documents, which are, the Terms of Reference, the Risk Register, the Business Case, the Project Plan, the Project Tolerances and the Communication Plan.

PIVATS - Performance Indicators for Value Added Target Setting

Performance Indicators for Value Added Target Setting (PIVATS) is concerned with Assessment of Learning, Performance Monitoring and Effective Target Setting for Pupils through the P Scales and up to National Curriculum Level 4.

PMF – Performance Management Framework

The Performance Management Framework is a tool that enables an organisation to measure, monitor and manage their performance. This tool is used to identify performance measures and targets that will be used to track whether or not we are meeting our objectives and to identify areas for improvement.

PNC - Police National Computer

The police national computer holds records of vehicles, people, property and crimes. This information can be accessed electronically by police across the country.

PQ – Post Qualifying

PQSW – Post Qualification for Social Work

The Post Qualifying Social Work Award framework consists of three levels of post qualifying education which enable qualified social workers to enhance and develop their practice as they progress within their careers.

Prevention Panel

A prevention panel aims to promote the use of the Common Assessment Framework, early support for children aged 0-19 and also to provide problem solving in difficult cases.

Primary Education

Primary Education consists of the first years of formal, structured education that occurs during childhood.

PRU – Pupil Referral Units

The remit of pupil referral units is to provide a suitable and appropriate education to children of compulsory school age who, because of illness, exclusion or otherwise, are unable to attend a maintained (i.e. mainstream or special) school. Under section 19 of the Education Act 1996, Local Authorities have a duty to provide suitable education for children of compulsory school age who, because of illness or exclusion from school for example, will not receive a suitable education without these arrangements. Cumbria has three of these.

PSED - Personal, Social and Emotional Development

Personal, Social and Emotional Development is recognised as one of the building blocks of success in life. It supports children's development by helping them to interact effectively and develop positive attitudes to themselves and others.

PSR - Pre-Sentence Report

A pre-sentence report is a report which is produced with a view to assisting the court in deciding the most suitable way of dealing with an offender and also contains information as to how the offender should be dealt with.

PYO - Persistent Young Offender

Persistent young offenders are young people who consistently commit offences such as car crime and shoplifting.

QAG – Quality Assurance Groups

There are 3 Quality Assurance Groups (QAGs) that are local multi-agency subgroups of the LSCB linked through the Performance Management and Quality Assurance Group. Their purpose is to quality assure practice, including through joint audits of case files involving practitioners in order to assure the LSCB that practice is consistent, that children are safe, that policies are being applied and are having appropriate impacts and that lessons are identified and learned from.

QCF – Qualifications Credit Framework

The Qualifications and Credit Framework (QCF) is the national credit transfer system for education qualification in England, Northern Ireland and Wales. The QCF replaced the National Qualifications Framework (NQF).

RCB - Remanded on Conditional Bail

Being remanded on conditional bail means the following. The remand period is the time between the first court hearing and the closure of the case. Conditional bail is when requirements are imposed on the young person concerned which are necessary to make sure that defendants attend court and do not commit offences or interfere with witnesses whilst on bail.

Reintegration Panels/Co-ordinators

Reintegration involves longer term planning for permanently excluded pupils' reintegration into school or full-time education.

RI - Reading Intervention

Cumbria County Council has supported The Cumbria Reading Intervention Project since the 1990s. This is an effective programme designed to speed up the development of children's literacy skills.

RIC - Remanded in Custody

Being remanded in custody is when an offender is held in prison until their trial or the sentencing.

RIP – Research in Practice

Research in Practice is a registered charity established in 1996. RIP aims to build capacity for evidence informed practice in Children's Services. Research in Practice

supports a network of partners going forward together using evidence-informed practice to improve the lives of children, young people and their families.

The charity provides a wide spectrum of publications and products, as well as a website, a learning programme that includes conferences, case study, research support and transition workshops. Regional, tailored support for partner agencies, a Change Project Programme, knowledge exchange networks, monthly research, policy updates and annual residential events.

Web address: www.rip.org.uk

RJ - Restorative Justice

Restorative Justice is when people have been harmed by conflict etc, meet with those who harmed them and they communicate together, so that they can repair the harm and find a positive way forward.

RLAA - Remanded to Local Authority Accommodation

When a young person is remanded to local authority accommodation, they are looked after by the local authority.

ROSH - Risk of Serious Harm

Children who are at risk of serious harm are children who are neglected, abused and generally maltreated.

RPA - Raising the Participation Age

RPA is a national strategy that seeks to ensure young people have the necessary opportunities to participate fully in education and training leading to happy and productive lives. By 2015 all young people up to the age of 18 will be required to be in full-time education, education with training, or employment with training. For young people with a Learning Difficulty Assessment (LDA) the age is up to 25.

Web address: <http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lis/post-16.asp>

RSW – Residential Support Worker

Residential Support Workers look after the social welfare of children or adults in residential care.

Web address: www.careersadvice.direct.gov.uk

RUB - Remanded on Unconditional Bail

Being remanded on conditional bail means the following. The remand period is the time between the first court hearing and the closure of the case. Unconditional bail is when the court thinks that the young person is unlikely to commit further offences, will attend court when required and will not interfere with the justice process, they will usually be released on unconditional bail.

Safeguarding

The government has given a definition for Safeguarding. It is as follows, 'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'

SA+/SAP - School Action Plus

This involves a school working with relevant external services regarding interventions for pupils, whose progress is limited despite interventions at School Action, or input is required from external services.

SALT - Speech and Language Therapist

Speech and language therapists (SLT) assess and treat speech, language and communication problems in people of all ages to help them better communicate.

SAT - Specialist Advisory Teacher

Are experienced specialist teachers who provide advice and support to meet the needs of individual pupils.

SAT - Standard Attainment Tasks/Tests

These are used to assess levels of pupils' attainment.

Scaled Approach

The scaled approach has had a large effect on youth justice. The project has led to a tiered structure being assigned to interventions; this lowers the likelihood of reoffending. It has also offered support to case management and has supported practitioners in the introduction of a new framework.

SCR - Serious Case Review

This is a review of practice undertaken after a child fatality, when abuse and neglect are either suspected, or known elements, in the child's untimely demise. Reviews are also considered when a child is subject to serious sexual abuse or sustains serious injury and the case in point raises concerns about inter-agency working to protect children.

SEAL/SEBS – Social & Emotional Aspects of Learning and Social, Emotional & Behavioural Skills

These were introduced as part of the Behaviour and Attendance Strategy. SEAL for Primary schools and SEBS for Secondary schools.

Section 11 of the Children Act 2004

The statutory section 11 arrangements require all agencies to have:

- Senior management commitment to the importance of safeguarding and promoting children's welfare
- A clear statement of the agency's responsibilities towards children, available for all staff
- A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children
- Service development that takes account of the need to safeguard and promote welfare, and is informed, where appropriate, by the views of children and families
- Training on safeguarding and promoting the welfare of children for all staff working with, or in contact with, children and families
- Safe recruitment procedures in place
- Effective inter-agency working to safeguard and promote the welfare of children
- Effective information sharing

Web address: <http://www.legislation.gov.uk/ukpga/2004/31/section/11>

Section 20 of the Children Act 1989

Under Section 20 of the Children Act 1989, it is the duty of all Local Authorities to make accommodation available for children in need.

Web address: <http://www.legislation.gov.uk/ukpga/1989/41/section/20>

Section 47 of the Children Act 1989

Section 47 of the Children Act 1989 places a duty on Local Authorities to make enquiries into children's circumstances thought to be at risk of 'significant harm' and where enquiries indicate the need, to carry out a full investigation into the child's circumstances.

Web address: <http://www.legislation.gov.uk/ukpga/1989/41/section/47>

SEND – Special Educational Needs and Disabilities

Where the special provision made by the school over a period of time is not enabling a child to access the curriculum and make sufficient progress the school or parent may refer the child to the special educational needs service.

SENCO - Special Educational Needs Co-ordinator

A SENCO is responsible for the day-to-day operation of the school's SEN policy, co-ordinating the provision for children and young people with SEN and/or disabilities in school.

SI - Sensory Impairment

Sensory Impairment (SI) is an inability to accurately interpret an outside source of stimuli. SI can be related to sight, hearing, smell, touch, taste and spatial awareness.

SLA - Service Level Agreement

A Service Level Agreement is a formal contract establishing the relationship and expectations between parties.

SLCN – Speech Language Communication Needs

Speech, Language and Communication Needs (SLCN) is the term used to describe the wide and extensive range of needs related to all aspects of communication.

SLD – Severe Learning Difficulties

Pupils with Severe Learning Difficulties (SLD) have significant intellectual or cognitive impairments.

SLT – Senior Leadership Team

In Children's Services this consists of the Director and the three Assistant Directors. They meet fortnightly.

SOGS - Schedule of Growing Skills

This is a tool enabling professionals to establish children's developmental levels.

SSPs – Safer Schools Partnerships

The SSP Programme was launched as a pilot in September 2002 and became mainstream policy in March 2006. The programme enables local agencies to address behavioural and crime-related issues in and around schools.

All schools involved have a police officer based on site who is involved in reducing criminality, anti-social behaviour and victimisation in and outside the school. Working on approaches to behaviour and discipline, identifying children at risk of becoming victims or offenders, ensuring young offenders are in full-time education and creating a safer learning environment are also part of the remit.

At present there are over 450 SSPs operating in England and Wales.

Web address: <http://www.justice.gov.uk/youth-justice/prevention/safer-school-partnerships>

Stakeholder (corporate)

A person, group or organisation with an interest in another service, organisation or practice and as a result can be affected by their actions.

STC - Secure Training Centre

A secure training centre is a private education centre where young people up to the age of 17 are sent to if they are given a custodial sentence.

SULP - Social Use of Language Programme

The programme focuses on social communication skills and self/other awareness, which are seen as key areas for social interaction etc.

SW – Social Worker

Social workers hold a qualification in social work and are registered with the HCPC; they advise and listen to people; they assess and interpret people's needs. Social workers engage not only with those they directly support but with a range of organizations such as schools, the Police or the NHS.

SWOT/Pestle

SWOT

A method used to evaluate the internal strengths, weaknesses, opportunities and threats applying to a business or project.

Pestle

The threats and opportunities offered by an organisation's external environment.

TAC - Team Around the Child

The TAC brings together parents and practitioners, regardless of agency boundaries, into a small, individualised team for each particular child who has been identified as having additional needs.

It can be defined as an evolving team of practitioners who have contact with the child/young person and family on a regular basis and who provide practical support and advice with and to those who are able to work directly with the child/young person and family as appropriate.

TDA – NHS Trust Development Authority

At the moment, the NHS Trust Development Authority (TDA) is preparing health trusts for the transition to foundation trust status.

Following the abolition of strategic health authorities (SHAs) in 2013, the TDA will be responsible for overseeing the performance management and governance of NHS trusts, including clinical quality, and managing their progress towards foundation trust status.

The TDA will play its part in safeguarding the core values of the NHS, ensuring a fair and comprehensive service across the country and promoting the NHS Constitution.

It will be accountable nationally for the outcomes achieved by NHS trusts and for financial stewardship within the NHS trust system as it is winding down.

Web address: <http://www.ntda.nhs.uk/>

Troubled Families

Troubled families are those that have problems and often cause problems to the community around them, putting high costs on the public sector. In December 2011, the Prime Minister launched a new programme to turn around the lives of 120,000 troubled families in England by 2015. The aims of the Troubled Families Programme are to get children back into school, reduce youth crime and anti-social behaviour, put adults on a path back to work and bring down the amount public services currently spend on them.

All 152 upper-tier local authorities in England are taking part in the programme and have agreed the number of troubled families in their area that they will work with. The Government is making £448 million available to councils on a payment-by-results basis. This represents a contribution of up to £4000 per family, around 40% of the estimated costs of actions needed to turn a family around. The Government is also funding a national network of troubled families co-ordinators, who operate at a senior level to oversee the programme of action in their area.

For the purposes of qualifying to be part of the Troubled Families Programme, they are those who meet 3 of the 4 following criteria:

- Are involved in youth crime or anti-social behaviour
- Have children who are regularly truanting or not in school
- Have an adult on out of work benefits
- Cause high costs to the taxpayer

Web address: <https://www.gov.uk/government/policies/helping-troubled-families-turn-their-lives-around>

UNCRC – United Nations Commission on the Rights of the Child

In the 1940s the United Nations produced the Universal Declaration of Human Rights, which applied to children as well as adults. However, there were growing calls for a dedicated children's human rights treaty.

The United Nations Convention on the Rights of the Child was drafted between 1979 and 1989. On 20 November 1989, governments represented at the General Assembly adopted the convention into international law. It came into force on 15 January 1992.

Presently, it is the most widely ratified international human rights treaty and the most comprehensive statement of children's rights produced with 41 substantive articles, setting out fundamental rights and freedoms, yet taking into account the need for protection and assistance. It is the first legal document to concentrate solely on children, irrespective of gender, race, religion or social status.

Web address: <http://www.unicef.org/crc/>

VI - Visual Impairment

The partial or complete loss of vision.

ViSOR - Violent and Sex Offenders Register

The Violent Offender and Sex Offender Register (ViSOR) is a national database designed to enable probation, police and prison services to share information, risk assessments and intelligence about high risk offenders.

Wellbeing

Section 10 of the Children Act 2004 requires Local Authorities and other specified agencies to co-operate with a view to improving children's well-being in relation to the five outcomes first set out in Every Child Matters. On October 10th 2011, "World Mental Health Day", the Cumbria Strategic Framework for Wellbeing and Mental Health 2011-2014 has been launched, marking the start of the decade of wellbeing.

Working Together

Working together to safeguard children is statutory guidance that sets out how organisations and individuals should work together to safeguard and promote the welfare of children and how practitioners should conduct the assessment of children.
Web address: <http://www.education.gov.uk/aboutdfe/statutory/g00213160/working-together-to-safeguard-children>

YISP – Youth Inclusion Support Panel

Youth Inclusion Support Panels aim to prevent anti-social behaviour and offending by 8-13 year olds considered to be at high risk of doing so.

These panels comprise representatives of various agencies and are designed to help children and their families access mainstream public services.

Web address: www.yjb.gov.uk

YJB - Youth Justice Board

The Youth Justice Board oversees the youth justice system, works to prevent reoffending and offending by young people under the age of 18, the YJB also ensures that the custody of the young people is safe and secure.

YOS – Cumbria Youth Offending Service

The aim of this service is to prevent offending by children and young people. It delivers this by: preventing crime and the fear of crime; identifying and dealing with young offenders; and reducing re-offending.

Youth Council

Youth councils are made up of elected young people, who represent the views of young people in their area and work alongside other organisations to ensure their views are taken into account. In Cumbria there are six youth councils which cover the districts.

Youth Parliament

The Uk Youth Parliament is run by young people and provides opportunities for 11-18 year-olds to use their voice in creative ways to bring about social change.

YP – Young Person

YRO - Youth Rehabilitation Order

The Youth Rehabilitation Order is a standard sentence and is used for nearly all of the children and the young people who offend. This simplifies and speeds up the sentencing process.