An information leaflet for parents and carers

Letting Warrington Borough Council know that a child may have additional support needs when starting in a setting, nursery or school
**Why is someone talking to me about additional needs?**

Children sometimes have difficulties that need additional help. Some of the difficulties that may need additional help are:

- Hearing problems
- Vision / difficulties with sight
- Difficulties with moving about freely e.g. difficulty walking
- Difficulties with communicating and talking easily
- Difficulties with making friends / meeting new people
- Difficulties with health and being healthy
- Difficulties with learning to do things like other children do / doing things at a different age than other children

You may already be receiving help from health staff for some of these areas. Your child may recently have been referred to some health professionals e.g. Speech and Language Therapy, so they can support you and your child with their additional needs. If your child is not yet receiving help it is possible that this will start soon.

**Does my child have additional needs? Does my child need additional support?**

It is possible that, if your child has difficulties like those above, your child may need some extra support when they start attending a child minder or nursery. Warrington Borough Council wants to make sure the place you choose is trained to provide the support your child might need

Health staff are also likely to invite you and your child for appointments so they can work closely with you and the nursery / school you chose. They want to support the staff to provide the help your child needs.

Health staff would like to let the Borough Council know about your child so they are prepared.

**Why are you talking about my child going to school when they are so young?**

You may want to use a child minder or you might want your child to attend a nursery from when they are two years of age. The Borough Council wants to prepare all child minders as well as nurseries and schools for any child with additional needs. This will help you to be confident that they can meet your child’s needs.
Any health needs your child has will be managed by the doctors, therapists and nurses who work with your child now. This will continue regardless of decisions you make about attending a child minder or nursery or school.

**What can I expect the Borough Council to put in place for my child?**

- They are likely to contact the health visitors, speech and language therapists, physiotherapists or doctors that work with your child.
- They are likely to get in touch with you to discuss your plans for attending nursery if your child is not already in a nursery.
- They are likely to add your child’s name to their data base to plan for when your child attends school.
- If your child already attends a child minder or nursery they are likely to get in touch with them to see what extra support is needed for your child.

**What will health staff tell the Borough Council and who will see this information?**

We will use the form at the end of this brochure to let them know:

- Your child’s name, date of birth and your address
- What your child might need help with
- Name and address of a child minder / nursery if your child already attend one
- What nursery / school need to look out for to help your child
- If it seems your child will need long term or short term help
- What the nursery / school needs to put into place to make sure your child does as well as possible in nursery / school
- Any diagnosis your child may have
- Who has helped your child in the past and how well it worked
- If other siblings need help too
- Whether you want the Borough Council to contact you at this stage or at a later stage.
How will the Borough Council use my information and who will see this information?

- The information that is sent to them from health staff will be used for planning for your child to attend school.
- It will be seen by the education staff who plan for children attending school.
- The information shared can only be stored in line with the Fair Processing Notice attached to the consent form. This is at the end of this brochure so you can see it. You will be given a copy of the form to sign and a copy to keep.

What if I do not want to let the Borough Council know about my child?

If you do not give your consent health staff will not contact the Borough Council about your child. This will mean that the nursery / school you wish to attend will not be prepared for your child. We would strongly recommend you allow us to let the Borough Council know about your child at least 6 months before you plan to send your child to a child minder / nursery so they are ready for your child and they do all they can to support you and your child.

If I give my consent who will get in touch with me and what will happen next?

We will write to the Borough Council and the education planners will get in touch with you to discuss your child’s needs and your plans for when your child goes to nursery or school.

Our health letter to the Borough Council is called an early notification.

Ideally the Borough Council would know about your child at least 6 months before you plan to attend a nursery or school.

Once the Borough Council knows about your child they will contact you to discuss the nursery / school you want your child to attend. They will work with them to make sure they are prepared and trained to support your child’s needs.
One parent is happy to share their story to help understand why this is helpful:

“When my daughter wasn’t walking or talking at the same time as her peers it was very frightening. I didn’t understand at that time that she had additional needs even though I could see she was developing far more slowly than children of the same age, I didn’t want to think of my baby as having a disability. I kept waiting for her to catch up but it was hard to project forwards and imagine what stage she would be at when she started school compared to the other children.

However at the back of my mind I could see that she was going to be at a real disadvantage when she started school if something didn’t change pretty quickly. Family were telling us not to worry and that she would catch up in her own time, they advised us not to listen to professional advice and to wait until she started school before assuming she needed extra help. The argument went-enjoy her babyhood, this is spoiling you time with her. Once she gets to school they can then see if she needs any extra help.

At the same time I was reading books that talked about the importance of early intervention to improve outcome and being advised to look around different types of schools including special schools. Although this was hard to do I found I started to get a gut feeling about the kind of nursery and school place that would be best for her and it was really helpful to have the advice of professionals who had seen a wide range of children of different abilities because they had more idea of the big picture than I did and they did have the experience to be able to project forward.

For example I was advised that the nursery place at the local primary school that I wanted for her was not going to be suitable. This was upsetting but another friend did send their child there against advice and it was a traumatic experience for them and the child whereas my daughter started to really improve at a nursery that had special places for children with additional needs. When my child did finally start school she had a really good experience and I am very glad that we listened to advice and planned ahead so that the support she needed was in place as soon as she started.”
Where can I get more information?

The Local Offer website: this is where you can get loads of information about local services, support groups and people who can help you

<table>
<thead>
<tr>
<th>Area</th>
<th>Local Offer Website</th>
</tr>
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<tbody>
<tr>
<td>Warrington</td>
<td><a href="https://askollie.warrington.gov.uk/localoffer/site/index.php">https://askollie.warrington.gov.uk/localoffer/site/index.php</a></td>
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</tbody>
</table>

**Warrington Parent and Carer Forum is called WarrPac**

We can signpost you to specific support groups that could offer support and services for you and your family

<table>
<thead>
<tr>
<th>Contact Details</th>
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<tbody>
<tr>
<td>07940 466092</td>
</tr>
<tr>
<td><strong><a href="http://www.warringtonparentsandcarers.org">www.warringtonparentsandcarers.org</a></strong></td>
</tr>
<tr>
<td>or email</td>
</tr>
<tr>
<td><strong><a href="mailto:warrpac@gmail.com">warrpac@gmail.com</a></strong></td>
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NATIONAL ORGANISATIONS – these are useful links:

Contact A Family - A national charity for families with disabled children, who provide information advice and support **www.cafamily.org.uk** 0808 808 3555

Council for Disabled Children – **www.councilfordisabledchildren.org.uk** 0207 843 1900

**Your Local** Borough Council:

<table>
<thead>
<tr>
<th>Borough Council</th>
<th>Address</th>
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</table>
| Warrington      | Integrated Service for Children with Additional Needs  
|                 | Warrington Borough Council  
|                 | New Town House  
|                 | Buttermarket Street  
|                 | Warrington WA1 2NH  
|                 | Tel: 01925 443173 |

**SENDIASS** (Special Educational Needs and Disability Information, Advice and Support Service): this is a free service that offers information, advice and support to families of children and young people who have special educational needs or disabilities (SEND)
<table>
<thead>
<tr>
<th>AREA</th>
<th>SENDIASS</th>
<th>Phone contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrington</td>
<td><a href="http://www.warringtonsendiass.co.uk">http://www.warringtonsendiass.co.uk</a></td>
<td>01925 442978</td>
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Early Notification from Health Clinicians to Borough Council

This notification is made in accordance with Section 36 of the Children and Family Act 2014

<table>
<thead>
<tr>
<th>Child's Full Name:</th>
<th>DOB:</th>
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<tbody>
<tr>
<td>Address:</td>
<td>NHS No:</td>
</tr>
<tr>
<td>Age:</td>
<td>Year Group:</td>
</tr>
<tr>
<td>Parent/Carer's Name:</td>
<td>Educational Placement Name (if appropriate)</td>
</tr>
<tr>
<td>Address (if different):</td>
<td>2nd Parent / Carer's Details:</td>
</tr>
<tr>
<td>Parental contact details:</td>
<td>Is the Child Looked After?</td>
</tr>
<tr>
<td></td>
<td>If so, name of social worker:</td>
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Please list the services the family are involved with across education, health and care as appropriate, at the time of the notification:

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Health issues that should be taken into account in nursery / school

<table>
<thead>
<tr>
<th>Area of Need</th>
<th>What will my child find difficult and what do people around my child need to think about</th>
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<tbody>
<tr>
<td>Behaviour</td>
<td></td>
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<tr>
<td>Speech and Language</td>
<td></td>
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<tr>
<td>(understanding what you say and interacting with others)</td>
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</tr>
<tr>
<td>General Health, Medical and Medication</td>
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<tr>
<td>Meeting milestones</td>
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<td>-------------------</td>
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<tr>
<td>Physical Needs</td>
<td></td>
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<tr>
<td>Self Help, daily living and Independence</td>
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<tr>
<td>Equipment needed</td>
<td></td>
</tr>
<tr>
<td>Any other concerns</td>
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You may want to take this away to read it and return to your health professional. You should ask for a copy when it is completed.

**Please return to**

earlyhelpfrontdoor@warrington.gcsx.gov.uk

or

Senior Administrator Early Help (EY Inclusion Panel),

Orford Youth Base,

Capesthorne Rd,

Orford WA2 0JF
Agreement of Parents / Carers

Parent / carer declaration:

☐ I / we confirm that the health professional has discussed this information with me / us and I / we have been fully involved in the decision to tell the Borough Council about my / our child

☐ I / we support the health professional’s view that the Borough Council should prepare the setting for my child as they may have additional needs

☐ I / we are happy for the Borough Council to contact me / us to discuss my child

☐ I / we are happy for any future letters from health to be copied to the Borough Council so the setting is prepared to support my child when they start in the setting

☐ I / we agree with letters being shared with settings and education, health and care professionals where, and when appropriate

☐ I / we agreeing to the gathering and sharing of information as detailed in the attached Fair Processing Notice (which is on the next page)

Name(s): ........................................................................................................................................................................

Signature(s): ........................................................................................................................................................................

Date: ...................................................................................................................................................................................

Office Use

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Date contact made with family:</th>
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<tr>
<td>Officer:</td>
<td>List clinic correspondence provided:</td>
</tr>
</tbody>
</table>
Early Health Notifications: Fair Processing Notice

Warrington SEND Team work with a range of teams and agencies within the Council and the NHS to provide support to children and young people with Special Educational Needs and Disabilities (SEND) and their families.

These include:

- Early Learning and Childcare Teams
- Education Psychology Services
- Specialist Sensory Education Teams
- Children Centre Teams
- Targeted Education Support Services
- Ethnic Minority Achievement Services
- Bridgewater Community Healthcare Trust
- Warrington Clinical Commissioning Groups
- Social Care Teams

In order to provide this support, the SEND Team will sometimes need to exchange information with other teams in the NHS and Local Authority. This includes some basic details such as name, address, date of birth and any other appropriate information that you might have given to a member of the team, for example:

- Who is in your immediate family and the type of support your family needs
- Which agencies might have helped you in the past
- Details about gender and ethnicity

This information is held securely on a number of databases on Local Authority and NHS IT systems. With your consent, we will share this information, but only if it is beneficial to you. Your information will not be passed on to anyone else unless we are legally bound to do so or if there is a risk of serious harm to you or anyone in your family. This is in line with the principles of the 1998, Data Protection Act. Under this Act you also have a right to see a copy of the information we have on your family.

In order to make sure that you get the right help at the right time, we would like to update your details on a regular basis so that our records are current. We will do this by asking you directly to let us know if any of your details have changed.

If you require any more information you can speak to one of the SEND team members on 01925 443173

For impartial and confidential advice or information on the services provided by Bridgewater or to receive this leaflet in an alternative format call our Patient Services team on 0800 587 0562.

www.twitter.com/Bridgewater_NHS
www.facebook.com/BridgewaterNHS