



Preparing for Adulthood

An information guide for parents and carers

Wokingham Borough Council and Partner Agencies September 2021

About this Guide

This information guide was prepared with the help of SEND Voices Wokingham, SENDIASS, Promise Inclusion, Addington School, Berkshire Health Foundation Trust, and Wokingham Borough Council's Transition Team.

This edition was first published in September 2021.

Please refer to Wokingham's Local Offer for up-to-date information and guidance.

Website: www.wokingham.gov.uk/lo

The **Local Offer** helps you find information about local services, support, activities and events for children and young people aged 0 - 25 years who have Special Educational Needs or Disabilities (SEND).

Website: www.wokingham.gov.uk/lo

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Preparing for Adulthood (PfA)

Preparing for adulthood is a time when young people and their families are thinking about their hopes for the future. Planning for the future will involve the young person, their parent carers, and other people that know the young person well from Education, Health, Social Care Services or the Voluntary Sector.

This guide will provide useful information to support young people's plans for the future.

Things to consider are:



Leaving school or
starting college



Training or work
experience



Finding a job



Finding day time
activities



Benefits and
money



Where to live



Short breaks /
respite



Health



Paying for care
and support



Longer term
plans



Leisure and
social activities



Transport

It is never too early to start preparing for life after school or college.

For young people who have an Education Health & Care Plan (EHCP), Preparing for Adulthood (PfA) starts as part of their Year 9 (age 13/14) Annual Review process.

At each EHCP Annual Review the information about moving to adulthood will be reviewed and updated as required.

An important part of preparing for adulthood is to make sure that the young person has means of expressing their aspirations and views.



Advice, Guidance and Support

Professionals working in Education, Health and Social Care services will be able to provide more detailed information about the ongoing support for young people and their future needs.

There are also other local providers, community and voluntary groups that can support young people and help them reach their goals.

Please see **Useful Links** at the back of this booklet for more information.

Wokingham SENDIASS provides information advice and support about education, health and social care to parents and carers of children and young people (aged 0-25) who have special educational needs and/or disability. This service is also offered to children and young people.

This is a free, confidential and impartial service. It is at arm's length from the Council.

Call the Wokingham SENDIASS helpline on 0118 908 8233

Email: sendiass@wokingham.gov.uk

Website: www.sendiasswokingham.org.uk



What will Happen and When?

Year 9 (Age 13/14)	
PfA Key Outcomes	<p>The Preparation for Adulthood (PfA) process will be introduced as part of the Year 9 EHCP Annual Review.</p> <p>The young person and their families (with support if required and where appropriate) will be asked what their wishes are for the future. The Annual Review (AR) will include what support might be needed to achieve their wishes.</p>
Education and Employment	<p>As part of the Year 9 EHCP Annual Review, discussions on what independence will look like for the young person will begin. The aspirations of the young person for their adult life and the possible pathways to achieving those aspirations will be discussed and planned. The young person will be encouraged to make their own decisions where possible but still receive support where/when needed.</p> <p>The school, SEND Team, or the Children's Social Worker may request permission to refer a young person to the Transitions Team within Adult Social Care so that a Transition Worker can attend the Year 9 EHCP Annual Review if required.</p> <p>The Year 9 Annual Review needs to include information about training, further education, employment and support for community inclusion, independent living and health.</p> <p>The EHCP will be reviewed, and the outcomes updated to reflect the young person's pathway to adulthood.</p> <p>During the meeting, a lead professional will also be identified.</p>

Year 9 (Age 13/14) cont...

Health and Wellbeing	<p>If the young person has long-term health needs, preparation for adulthood generally begins around the age of 14. In health different pathways have different transition ages. Please speak to your healthcare practitioner for more information.</p> <p>The Ready Steady Go framework is used, or a more bespoke transition documents for those with more complex needs. This programme helps the young person plan and prepare for the move to Adult Health Care Services. The young person's Healthcare Team will be able to provide information and advice about moving on, and which adult healthcare teams are likely to be involved post-18. Healthcare Professionals should ensure the young person understands their health conditions, at an appropriate level for the young person, so that they can begin to be involved in decisions about their care and look after their own health.</p> <p>If the young person has a Learning Disability, they can register on their GP's Learning Disability register at 14. Once the young person is on the GP's Learning Disability register, they will be entitled to an Annual Health Check. Find out more about Annual Health checks.</p> <p>Website: www.england.nhs.uk/learning-disabilities/improving-health/annual-health-checks/</p> <p>Any assessments or reports that have been completed by a Health Professional, should also be included in the EHCP Annual Review process.</p>
Social Care and Independent Living	<p>Transitions planning for Social Care will begin with a member from the Transitions Team attending the EHCP Annual Review as necessary. They will work alongside the Children's Social Worker where there is one already allocated. A Transitions Team Worker will focus on support needed in adulthood. Their role at this stage will be to provide advice and information on an annual basis. Children's Social Care will continue any support provided to the young person, until age 18.</p> <p>If the young person is not currently working with the Children's Social Care Team and support is required, the young person can be referred to Children's Social Care via the Duty, Triage and Assessment Team. Transitions Team support may also be requested if transition support is needed.</p> <p>Young people who do not have an EHCP can be supported by Children's, or Adult Services as necessary.</p>

Year 9 (Age 13/14) cont...

Social Care and Independent Living	<p>Duty, Triage and Assessment Tel: 0118 908 8002 Email: triage@wokingham.gov.uk Website: www.wokingham.gov.uk/children-and-families/child-protection-and-family-support/</p> <p>Transitions Team Tel: 0118 974 6832 Email: TransitionsDuty@Wokingham.gov.uk</p> <p><u>Local Offer</u> Contains details regarding Preparing for Adulthood, Transitions Social Worker and Moving to Adult Social Care as well as the Transitions Policy and procedure. Website: www.wokingham.gov.uk/local-offer-for-0-25-year-olds-with-additional-needs/becoming-an-adult/becoming-an-adult-social-care/</p>
Other	<p>Mental Capacity Act will be discussed if it is likely to be relevant to the young person.</p> <p>The young person may also be offered an Advocate, to support the young person to express their views.</p> <p>Information may also be provided about any benefits available to the young person.</p>

Year 10 (Age 14/15)

PfA Key Outcomes	Following the Year 10 EHCP Annual Review the young person and their family will have a clear understanding of any changes that are needed in their provision across Education, Health, and Social Care for Year 11 onwards.
Education and Employment	<p>The Year 10 Annual Review will include discussions on the Education, Health and Care needs and whether any information needs updating. The appropriate next steps for education will be considered and options explored in time for the Year 11 EHCP Annual Review. It is important to also consider work related learning and opportunities for work experience. There are local Opportunities Evenings/Careers Events which can provide information on employment options.</p> <p>Any personal budgets, or direct payments will be reviewed and opportunities for travel training explored, along with information about Post 16 travel arrangements/fees.</p> <p>There is a fare-paying scheme for all young people aged 16-18 years old. In exceptional circumstances funding for transport will be considered on a case-by-case basis. Please see the Wokingham Borough Council School Transport Policy for additional information. Website: www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-and-college-transport/ Email: CTU.Group@wokingham.gov.uk</p> <p>Travel training may be useful for some young people. Please contact Optalis Supported Travel Training Programme for more information. Tel: 0118 977 8600 Website: www.optalis.org/ability-travel Email: info@optalis.org</p>
Health and Wellbeing	<p>Young people with Learning Disabilities should have their Annual Health check with the GP.</p> <p>Update Ready Steady Go framework or bespoke plan where necessary. In health different pathways have different transition ages. Please speak to your health care practitioner for more information.</p>

Year 11 (Age 15/16)

PfA Key Outcomes	<p>The Year 11 EHCP Annual Review process will review the outcomes on the EHCP and pay particular attention to Preparing for Adulthood (PfA) outcomes.</p> <p>Post 16 provision will be discussed, and providers consulted.</p> <p>Future housing needs and the possible local options will be discussed and noted.</p>
Education and Employment	<p>The Year 11 EHCP Annual Review should take place early in September/October of Year 11, to conclude Post 16+ choices, so that Educational Placements can be allocated in accordance with the placement deadline (31st March). The EHCP Annual Review should include how the young person will get to school/college/employment/training. The EHCP Annual Review will also need to reflect the needs and outcomes of the young person for the next stage of their education including planning for appropriate employment and independent living.</p> <p>The EHCP Annual Review will include professionals from the SEND Team and Children with Disability (CWD) Social Worker and Transition Team Worker (where appropriate), alongside any other key people and professionals providing support for the young person.</p> <p>There is a fare-paying scheme for all young people aged 16-18 years old requiring transport. In exceptional circumstances funding for transport will be considered on a case-by-case basis. Please see the Wokingham Borough Council School Transport Policy for additional information.</p> <p>Website: www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-and-college-transport/</p>

Year 11 (Age15/16) cont...

	<p>All young people are entitled to have independent career guidance. Ask their educational setting for more information. You can also contact the following for careers help and advice:</p> <p>Elevate Me NEET Prevention Team for advice for 16 to 18 year olds: Website: www.wokingham.elevateme.org.uk</p> <p>Optalis Supported Employment Service can provide information about how their service can support with travel training, support to access work experience, internships, apprenticeships, and employment. Travel training may be useful for some young people. www.optalis.org</p> <p>Adviza for independent careers advice: www.adviza.org.uk</p>
Health and Wellbeing	<p>Young People with Learning Disabilities should have their Annual Health check with the GP.</p> <p>Update Ready Steady Go framework or bespoke plan where necessary. In health different pathways have different transition ages. Please speak to your healthcare practitioner for more information.</p> <p>Referrals should be made to transition clinics if appropriate.</p>
Social Care and Independent Living	<p>The Transition Team Worker will pass information on to Adult Social Care for those young people who are likely to need Adult Social Care services in the future.</p> <p>It is assumed that all young people have the capacity to make decisions about their future. If there are concerns that a young person may lack capacity, a Mental Capacity Act Assessment, can be carried out. The Mencap website has helpful information on mental capacity and a downloadable resource called The Mental Capacity Act; www.mencap.org.uk/advice-and-support/mental-capacity-act</p> <p>There is also information on the Royal Berkshire NHS Foundation Trust website. The document is called Preparing for Adulthood: Making Decisions. www.royalberkshire.nhs.uk/leaflets-catalogue/</p>

Year 11 (Age 15/16) cont...

Other

Information should be provided about what benefits and checks are made to ensure the family are aware of any benefits available. Information about post 16 bursaries available in schools and colleges should be provided and about how and when to apply.

An Advocate may also be offered, to support the young person to express their views.
Parent carers can continue to support in decision making.

Young people may add their name to the common housing register for future housing needs, if appropriate.

Year 12 (Age 16/17) Post 16 – Further Education

PfA Key Outcomes	The young person will have been involved and have a clear understanding about the plans for their future, including employment, participation in the community, their health care and future living arrangements. Those involved in supporting the young person will be aware of the Mental Capacity Act and ensure that the young person has support to make their own informed decisions where appropriate.
Education and Employment	<p>If leaving their education setting the SEND Team Officer and the Transition Worker or Personal Adviser should attend the review meeting, alongside any other key people providing support.</p> <p>A copy of the amended EHCP will be sent to the college/training provider to ensure that young person can be supported in Further Education.</p> <p>Education and employment options should continue to be explored.</p> <p>Transport needs should be considered if the young person is unable to travel independently. The post 16 fare payer charge applies for young people age 16-18.</p> <p>Information about Access to Work (publicly funded employment support programme) should be provided to help young people in work/training/internships. Access to Work can provide practical and financial support to help people get to work and maintain employment.</p>
Health and Wellbeing	<p>Young People with Learning Disabilities should have their Annual Health check with the GP.</p> <p>A review of the health needs should include how the young person will transition to Adult Health Services by:</p> <ul style="list-style-type: none"> Identifying post-18 support available and pathways for accessing these.

Year 12 (Age 16/17) Post 16 – Further Education cont...

Health and Wellbeing

- Continuing Healthcare (Adults) Assessment – consider whether this is appropriate and agree who is best placed to complete Nursing Assessment and CHC Checklist.
- CHC Checklist to be completed by 17.5 years.
- Mental Capacity Act to be considered.
- Consider the need to include/inform GP.
- Advise on any other funding arrangements through Health Services.
- Agree and initiate handover arrangements for any Specialist Adult Health Services required.
- Support handover of therapy services with Young Person, where criteria is met, and service identified.

Update the Ready Steady Go framework or bespoke plan where necessary. If there are equipment needs and the young person is transferring to a different setting, then equipment needs will be discussed. In health different pathways have different transition ages. Please speak to your healthcare practitioner for more information.

For more information on the Royal Berkshire Hospital: **Website:** www.royalberkshire.nhs.uk/patients-and-visitors/disabled-patients/

Year 12 (Age 16/17) Post 16 – Further Education cont...

Social Care and Independent Living	<p>Social Care Plans need to be updated as required. Consent to share information will be obtained and a referral made for advocacy support if needed. A Social Care Personal Budget may be allocated to pay for the support needs identified and payments made via a direct payment either managed by the Local Authority, by parents/carers or by a third party.</p> <p>The Local Authority has a duty under the Care Act 2014 to carry out a Needs Assessment for a young person, if they are likely to have needs once the young person turns 18. (Carers needs are often assessed at the same time). The Needs Assessment will determine what services may be needed to support the person, (and/or carer), they may also be signposted to services in the community so they can remain as independent as possible.</p> <p>Those young people who are not seeking Further Education or Supported Employment or do not have the capacity to engage in either option can have support from a worker to assist them in identifying activities that will help to develop them and provide recreational and social opportunities. A self-directed assessment will be undertaken by a Transitions Worker to establish what social care support is required in line with the Care Act criteria.</p> <p>If a young person does not meet Adult Social Care Eligibility, then there may be support in the community to enable them to maximise their independence. (Please see the Local Offer for more information)</p>
Other	<p>Information about the Mental Capacity Act will be provided, if applicable.</p>

Year 13 (Age 17/18) Further Education

PfA Key Outcomes	<p>Those considering Higher Education will understand the support that they will need to be in place to be able to access their chosen course.</p> <p>The young person will know the options available to them once they leave their education setting.</p>
Education and Employment	<p>The Year 13 EHCP Annual Review is usually held in the Autumn Term to enable a good transition at the end of the academic year.</p> <p>The EHCP Annual Review will include discussions around appropriate educational settings including applying for Higher Education, whether the EHCP is still required, employment options and referral to career advice.</p>
Health and Wellbeing	<p>Young people with Learning Disabilities should have their Annual Health check with the GP.</p> <p>The Continuing Healthcare Assessment (CHC) will be completed, if required, and the young person will be transferred to Adult Health.</p> <p>Any therapies and equipment needs will be reviewed.</p> <p>For those young people accessing CAMHS services, appropriate referrals are made to Adult Mental Health Services for those that meet the criteria for care and support as an adult. The CAMHS transition takes place at 17 years 6 months.</p> <p>In health different pathways have different transition ages. Please speak to your health care practitioner for more information.</p>

Year 13 (Age 17/18) Further Education cont...

Social Care and Independent Living	<p>The Transition Worker will finalise any Adult Social Care assessments, including any financial assessments.</p> <p>The young person (and/or their carer) will also be signposted to other support sources and services, if they do not meet the Adult Social Care criteria.</p> <p>For those young people who are unable to engage in employment and are leaving their education setting, suitable and meaningful activities will be identified.</p> <p>Housing options continue to be explored if where relevant. See the Housing section for additional information.</p>
Other	<p>A financial assessment will be undertaken, and consideration will be given to whether a Mental Capacity Assessment, and a best interest decision may be required to support a young person with decision making.</p> <p>If the young person is considering university, contact with the university should be made as early as possible to arrange access needs and for a Disabled Student's Allowance assessment to be carried out which will ascertain the level of support required.</p>

Year 14+ (Age 18+) Higher Education

PfA Key Outcomes	Will understand the Adult Services that may be available.
Education and Employment	<p>The Year 14+ EHCP Annual Review will include discussions around appropriate educational settings including applying for Further Education, whether the EHCP is still required, employment options and referral to career advice.</p> <p>Consider whether special educational provision provided through an EHCP will be necessary to enable the young person to progress towards agreed outcomes, and whether the young person wishes to remain in education and can still progress.</p> <p>If leaving education/training or if the young person no longer needs support to be provided by the EHCP, the plan can be ceased. Support to access further education/training/employment can be accessed via the NEET Prevention Team for young people up to the age of 25, or from the National Careers Service Website: nationalcareers.service.gov.uk/ or Job Centre Plus Website: www.gov.uk/contact-jobcentre-plus</p> <p>For post 18+ transport, please see the transport section for more information.</p>
Health and Wellbeing	<p>Young people with Learning Disabilities should have their Annual Health check with the GP.</p> <p>Young people can continue to receive support from health or care if they meet the eligibility criteria for service.</p> <p>In health different pathways have different transition ages. Please speak to your healthcare practitioner for more information.</p>

Year 14+ (Age 18+) Higher Education cont...

Social Care and Independent Living

There will be a review of the Social Care package. This may lead to new assessments for any changes in the young person's Social Care needs.

Housing options may continue to be explored if appropriate.

Other

If the young person is considering university, contact with the university should be made as early as possible to arrange access needs and for a Disabled Student's Allowance assessment to be carried out which will ascertain the level of support required.

Check Benefits available to the young person when leaving education and when turning 19.

Post 16 Options

All young people should continue in education or training until they are 18. This does not necessarily mean staying in school. Young people may be able to choose one of the following routes:

- Stay in full-time education, for example at a college.
- Start an apprenticeship or traineeship and work.
- Spend 20 hours or more a week working or volunteering, while in part-time education or training.

Getting ready for life after school

Employers value soft skills such as social or vocational skills. A few examples to demonstrate these are the Prince's Trust, Duke of Edinburgh award and National Citizenship Service. Talk to the school's careers adviser to find out more about these.

School will provide support for volunteering or work experience to help young people get ready for college, training or work.

Post 16 Education

Further education colleges and schools generally offer a wide range of courses to meet the needs of students at all levels. Many students will attend mainstream courses with extra support. This can include specialist teaching support, personal helpers, access arrangements, or specialist equipment.

There are courses that support students with learning disabilities, tailored to their individual needs, like a course to develop independent living skills, social skills, or education skills. They may also include opportunities to try out work based learning opportunities such as work experience with support, and access to activities in their local community.

Applications for colleges should be made in the autumn term of the final year of school, Year 11.

You can find more information about Post 16 Education in Wokingham on the SEND Local Offer, becoming an adult.

Website: www.wokingham.gov.uk/local-offer-for-0-25-year-olds-with-additional-needs/becoming-an-adult/preparing-for-adulthood-education/

Visiting different schools with 6th forms, colleges and supported internship providers is important to get the right fit for the young person.

It is important that young people visit the college they would like to go to so that they can meet people and become familiar with the setting. Some young people require several visits and you can also ask for an individual appointment.

It is a good idea if someone from the new setting attends the young person's EHCP Annual Review so that the new setting can be involved in planning what support they may need.

Higher Education

For some young people, Higher Education is the next step on from school or Further Education. When studying at university or college, young people will work towards a range of qualifications, such as a Degree, or a Diploma/Certificate of Higher Education. Young people can go into Higher Education at any age but most enter when they are around 18 years old. If planning to go into Higher Education, there is a range of support available.

Things to consider:

- Where to study.
- The support needed whilst studying.
- Support with day-to-day living.
- Money and funding.

It is important to be aware that an EHCP will cease when the young person begins Higher Education.

However, support can be provided through a Disabled Student's Allowance and the Higher Education placements can advise on this. **Website:** www.gov.uk/disabled-students-allowances-dsas

For more information **Website:** www.UCAS.ac.uk/students/wheretostart/disabledstudents or www.direct.gov.uk

Young people should speak to their Social Worker/Health/Assessor about support for personal care at University along with the Disability Adviser at the University.

Careers Advice

All young people are entitled to have independent career guidance. Ask at the young person's education setting for more information.

Contact the following for careers help and advice:

Elevate NEET Prevention Team:

Website: www.wokingham.elevateme.org.uk

Optalis Supported Employment Service:

Website: www.optalis.org

Email: info@optalis.org

Tel: 0118 977 8600

Adviza for independent careers advice:

Website: www.adviza.org.uk

Email: info@adviza.org.uk

Tel: 0118 402 7050



Transport

There is a fare-paying scheme for all young people aged 16-18 years old. In exceptional circumstances funding for transport will be considered on a case-by-case basis.

Please see the Wokingham Borough Council **School Transport Policy** for additional information.

Website: www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-and-college-transport/

Email: ctu.group@wokingham.gov.uk

Travel training may be useful for some young people.

Please contact **Optalis Supported Travel Training Programme** for more information.

Tel: 0118 977 8600 **Website:** www.optalis.org/ability-travel

For information on Post 18 travel

Website: www.wokingham.gov.uk/care-and-support-for-adults/transport-and-travel-passes/

For Independent transport

ABC Travel - specialists in disabled transport for adults and children

Website: directory.wokingham.gov.uk/kb5/wokingham/directory/service.page?id=wb1fRhBM7i4

For information about Blue Badges Parking Scheme

Website: www.wokingham.gov.uk/parking-and-transport/blue-parking-badges/apply-for-a-blue-badge/



Training and Work

Once the young person finishes college, they may take on full-time employment or go into Higher Education. The expectation is that all young people aged 18 – 25 will be involved in education, training or employment.

If the young person is leaving education/training or no longer needs support to be provided by the EHCP, the plan can be ceased. Support to access further education/training/employment can be accessed via the NEET Prevention Team up to the age of 25.

After reaching 25 years, if the young person is not in full-time employment, they may benefit from day activity services. See additional information in the Day Activity Services section.

Information about Access to Work (publicly funded employment support programme) should be provided to help young people in work/training/internships. Access to Work can provide practical and financial support to help people get to work and maintain employment.

Optalis Supported Employment Services provide specialist Job Coaching to support and enable young people to develop the employment section of their vocational profile

and enable and support the young person to reach their employment goals and aspirations. They should be invited to the review meetings if the young person is considering a supported internship/apprenticeship or employment as they may be able to provide additional support and Job Coaching.

For more information:

Website: www.wokingham.elevateme.org.uk



Day Activity Services in Wokingham and surrounding areas

For those leaving college and moving into adult life, who may not be in employment, training or apprenticeships, there is a range of activities they can join which are both fun and skill-building and which are suitable for young adults with a range of needs. Day services offer the opportunity to make friends and some of the service providers also run additional clubs and activities that can be accessed in the evenings or at weekends.

Wokingham Directory of Services can also help to find day-time activities.

Website: www.wokingham.gov.uk/search-the-services-directory

and

Website: www.wokingham.gov.uk/local-offer-for-0-25-year-olds-with-additional-needs/find-services-for-children-and-young-people-with-additional-needs/

Optalis – Out and About Service

Website: www.optalis.org

Tel: 0118 989 9750 **Email:** outandabout@optalis.org

Look for a service that ensures it understands the needs and wishes of the young person before they offer a place, and that there are informed Risk Assessments in place. Ask to see policies and procedures which cover issues, such as giving

medication, off-site activities and managing behaviour. A good quality provider should also publish and offer a 'Statement of Purpose', which outlines all the terms and conditions of the service they will provide.

Personal Independence Payments can be used to support disability costs, a direct payment may be agreed to aid certain identified needs. Alternatively, things can be privately funded or after financial assessment a contribution may be requested.

Further information on Paying for care and support can be found:

Website: www.wokingham.gov.uk/care-and-support-for-adults/paying-for-care-and-support/

If you need travel assistance getting to a service, this could be arranged as part of a Social Care package if you are eligible.

For further information and advice about this, you can ask your Social Worker.

Leisure Time and Hobbies

Reasonable adjustments should be made to enable the young person to take part in mainstream leisure activities if they wish. There is also a range of activities set up for young people aged 16 - 25 with special needs and/or disabilities, by local voluntary organisations.

Find out more on the Wokingham Local Offer

Website: www.wokingham.gov.uk/lo
“search leisure and activities”

CAN Network

Tel: 0118 974 6897 or

Email: can.network@wokingham.gov.uk

Website: www.wokingham.gov.uk/local-offer-for-0-25-year-olds-with-additional-needs/health-and-social-care/social-care/children-with-additional-needs-can-network/

If the young person moves into Adult Social Care, they can use part of their Personal Budget for leisure activities if their assessment identifies this as an eligible need. Make sure that these interests are part of their Support Plan.

Leisure time, hobbies and interests are important and should be included in a young person's plans for the future. Lots of information about leisure activities can be found on the SEND Local Offer **www.wokingham.gov.uk/lo**

Volunteering

Volunteering can help young people's personal development. It can provide a chance to meet new people, learn new skills and gain life skills, independence skills and work experience, possibly leading to employment.

There are many organisations that can support with this, please see below and the Useful Links section for additional information.

Optalis Supported Employment Service

Website: www.optalis.org

Email: info@optalis.org

Tel: 0118 977 8600

Wokingham Volunteer Centre

Website: www.wokinghamvolunteercentre.org.uk

Email: volunteer@wok-vol.org.uk

Tel: 0118 977 0749

UK Government volunteering

Website: www.gov.uk/volunteering

Reading Voluntary Action

Website: rva.org.uk/contact-us/

Email: info@rva.org.uk

Tel: 0118 937 2273



Support for Carers

Carers are people who look after family, partners, or friends in need of help because they are ill, frail or have a disability. The care they provide is unpaid and may include:

- Personal care, such as helping with washing and dressing.
- Help with eating or taking medicines.
- Getting about in the home or outside.
- Emotional support.
- Helping to manage finances.

All carers may need help, support and back up and this is clearly recognised in the Care Act 2014.

The Carer's need for support may change as the young person you care for moves from school into adulthood and it can be difficult as their legal rights and your responsibility changes in relation to their wishes, independence needs and best interests.

Carers can be added to records in the GP practice. It is important GPs are aware of possible areas of stress and needs of support that a carer may have.

Short breaks from caring, support groups for carers, help for young carers, help in a caring emergency, support for employment and education for carers, legal and money matters for carers, digital resource for carers, help and support can be found here.

Website: www.wokingham.gov.uk/care-and-support-for-adults/support-for-carers/

Additional useful links:

Citizens Advice, Wokingham - Adviceline: 0808 278 7958

Website: www.citizensadvicewokingham.org.uk

Carers Allowance: www.gov.uk/carers-allowance

Child Benefit: www.gov.uk/child-benefit-16-19

Universal Credit Benefit: www.gov.uk/universal-credit/eligibility

Support for legal and money matters for carers can be also found from Wokingham Borough Council – Legal and Money Matters for Carers

www.wokingham.gov.uk?care-and-support-for-adults/support-for-carers-and-money-matters-for-carers/

Carer's Assessments

A Carer's Assessment is the Local Authority's way of working out whether you qualify for additional support from them in your role as an unpaid carer. It enables the Local Authority to hear your voice and discuss how your caring responsibilities affect you. It is often a positive step in helping the carer to recognise their role and consider how this may affect their own life and personal well-being. This still applies once the young person turns 18 years old.

A Carer's Assessment looks at:

- **Whether you are willing and able to carry on providing care.**
- **Whether your caring responsibilities have any impact on your wellbeing.**
- **Whether you need any support.**
- **What you would like to achieve in your day-to-day life. For example, you might want more time to take part in activities you enjoy.**
- **Whether you qualify for any additional help from the Local Authority.**

A Carer's Assessment may have been included with a young person's Social Care Assessment which is carried out before they turn 18 years old. The Carer's Assessment is optional will also take into consideration any family dynamics and is separate to a young person's assessment when the young person turns 18.

Children under 18 years of age who help in any way to provide care are called '**Young Carers**'. There is also support available to them. Young Carers must be offered an optional assessment to see what support they need.

For more information or to request a Carers Assessment, contact:

The Wokingham Integrated Care and Assessment team

Email: ascmailboxassessmentteam@wokingham.gov.uk

TuVida the Carer's Hub can help you complete the Carer's Self-Assessment and give you information and advice.

Tel: 0118 324 7333

Email: berkshire@tuvida.org

Website: www.tuvida.org

The Transitions Team

Tel: 0118 974 6000

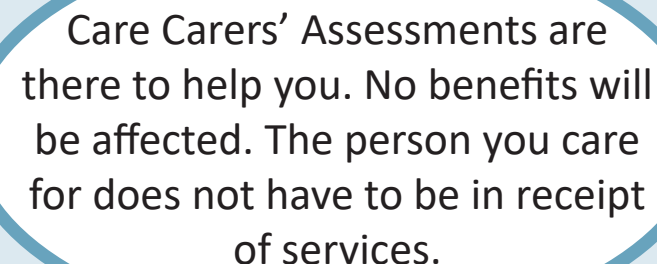
Email: transitionsduty@wokingham.gov.uk

Tel: 0118 974 6832 (Brokerage and Support Duty)

Promise Inclusion can offer support for carers

Tel: 0300 777 8539

Email: admin@promiseinclusion.org



Care Carers' Assessments are there to help you. No benefits will be affected. The person you care for does not have to be in receipt of services.

Carer's Emergency Plan

A Carer's Emergency (or contingency) Plan sets out who needs to be contacted and what needs to be done to ensure the young person you care for is safe and properly supported. Ask your Social Worker about putting together an Emergency Plan or speak to the TuVida Carer's Hub.

A Carer's Emergency Plan is especially helpful if a young person has complex health needs, or you are likely to have times where support is required due to your own circumstances. You do not need to have a Social Worker to have a Carer's Emergency Plan.

Adult Social Care

Some young people with additional needs will continue to require services and support as adults to help meet their health and disability needs, along with enabling them to have access to the same opportunities as their peers. The Adult Social Care Transition Team will help the young person with the process of moving from Children's with Disability Services to Adult Social Care. Other professionals will be involved in this process, for example occupational therapists, community nurses, psychologists, and physiotherapists where applicable.

When does this process start?

If a young person had services as a child from the Children with Disability Service, they may be referred to Adult Social Care services, if it is likely that they will have future needs. An assessment will be carried out by the Transitions Team Worker to identify the young person's needs and support they and/or their carers will need in the future. The eligibility criteria for Adult Social Care services are not the same as the criteria for Children's Services. If a

young person is not eligible for Adult Social Care services, they will be signposted to other sources of support and advice.

A young person with an EHCP will begin to discuss the transition process at their Year 9 EHCP Annual Review, age 13/14. A referral to the Adult Social Care Transitions Team should be considered at this stage.

Those who do not have an EHCP but receive services from Children with Disabilities Service, may also be referred to Adult Social Care Services, if it is likely that they will have future needs. The Transition Worker can also offer information on where to find support to young people who may have received services as a child but may no longer be eligible for social care services once they are 18 years old.

Adult Social Care Transitions Team

Tel: 0118 974 6000

Email: transitionsduty@wokingham.gov.uk

Tel: 0118 974 6832 Brokerage and Support Duty

Email: Brokerageandsupport@wokingham.gov.uk

Care Act Advocate

A Care Act Advocate is someone who can speak for the person getting a Care Act 2014 assessment, if they are unable to speak for themselves or there is no other person suitable, willing, or able to speak for them.

If parent carer or a young person would like someone to be with them when they speak to the Adult Social Care team, they can ask for an Advocate to help explain how they feel. This is independent of the Local Authority. If you are unable to do this your Social Workers can request advocates for eligible people through **The Advocacy People.**

The Advocacy People

Website: www.theadvocacypeople.org.uk

Tel: 03304 409 000

Email: info@theadvocacypeople.org.uk

What happens when a young person is referred to Adult Social Care?

Young people may be referred to Adult Social Care if they are likely to have care and support needs after they turn 18. The young person may not receive the same support from Adult Social Care as they did from Children's Disability Services. The Needs Assessment will be carried out by the Transition Team and is called a Self-Directed Assessment.

Eligibility for Support:

The young person will be eligible if they have a physical or mental condition that has a significant impact on their wellbeing. The young person must also be unable to achieve at least 2 of the following:

- Feed themselves.
- Maintain personal hygiene (keeping clean).
- Manage toilet needs.
- Be appropriately clothed.
- Stay safe in your own home.
- Manage the housework in their own home.
- See and keep in touch with friends and family and meet new people.

- Work, volunteer, or do education and training.
- Make use of necessary facilities or services in the local community including public transport, and recreational facilities or services.
- Carry out any caring responsibilities they have for a child.

For further information you can find out more about eligibility outcomes for care and support needs on the Social Care Institute **Website:** www.scie.org.uk

If a young person is eligible to receive support, the Transition Worker will work with the parent carer and the young person to develop a care and support plan which will focus on the young person's well-being as well as their care needs.

There will be an opportunity to talk about what is important to the young person and what they would like to achieve.

This may include support from local community and voluntary organisations. If a young person is not eligible to receive support, they will be sign-posted to provisions, resources, or voluntary groups who can help.

For further up to date information, please go to Wokingham Borough Council's Local Offer and Community Directory.

Website: www.wokingham.gov.uk/care-and-support-for-adults/assessments-and-support/request-a-needs-assessment-getting-support/

Deputies

The Court of Protection has the power to appoint a Deputy to act for someone who lacks mental capacity. The Deputy must be someone trustworthy, who has the necessary skills to carry out their duties. It is usually a family member or friend, but the Court can appoint an Independent Professional Deputy if this is in the person's best interests.

There are 2 types of deputy:

- **Property and Financial Affairs Deputy**
They will do things like pay the person's bills or organise their pension.
- **Personal Welfare Deputy**
They will make decisions about medical treatment and how someone is looked after.

Website: www.gov.uk/become-deputy

The Deputy's Office in Wokingham Borough Council manages the finances of those who receive Social Care support, aged 18 years and over who are unable to do so themselves, and if there is no alternative adult who can support the young person with their financial affairs.

Referrals to the Deputy's Office are normally made by a Social Worker following an Assessment of Need. The Local Authority can charge fees for this service and the amount is set by the Court of Protection. Deputyship can be temporary (time limited) and can be transferred to another Deputy.

Wokingham Borough Council Deputy's Office.

Tel: 0118 974 6000

Website: www.wokingham.gov.uk/contact-us/contact-us-online/

Additional information:

Mencap leaflet on Appointees, Deputies and Powers of Attorney

Website: www.mencap.org.uk/sites/default/files/2018-03/Appointees%20deputies%20and%20power%20or%20attorneys.pdf

Royal Berkshire NHS Foundation Trust

Leaflet: Preparing for Adulthood: Making Decisions.

Website: [www.royalberkshire.nhs.uk/patient-information-leaflets/Transition Learning Disabilities preparing for adulthood and making decisions.htm](http://www.royalberkshire.nhs.uk/patient-information-leaflets/Transition%20Learning%20Disabilities%20preparing%20for%20adulthood%20and%20making%20decisions.htm)

Care Leavers

Those young people with a disability, who are also looked after by the Local Authority, will have their accommodation and support needs assessed before the young person reaches 16 years and 3 months.

The young person's Social Worker from Children's Social Care will help them to complete a Pathway Plan, which will set out what support the young person will need. The Pathway Plan will be reviewed regularly at 6-monthly intervals as a minimum, or at every significant change to reflect changes in circumstances.

A Personal Leaving Care Advisor will be appointed for young care leavers by the Leaving Care Team and will help them to access the relevant support and services and work with Adult Services to ensure a smooth transition to adulthood.

Care leavers and Accommodation

If a young person is a Care Leaver, and it is agreed that they are ready to live independently, then they will be placed on the Care Leavers' waiting list for Local Authority accommodation at 17, although they will not be able to secure a tenancy until they reach 18. This is to allow for support to be implemented, and for plans to be made well in advance of the date they will leave care.

Additional information is available on the Local Offer for Care Leavers.

Website: childrenincarecouncil.wokingham.gov.uk/our-journey/care-leavers-local-offer/

Housing

For young people who are eligible for housing. There are different kinds of housing to consider. To help make the right decision, consider the kind of support the young person may need to live away from home.

Possible housing options are:

- Residential care.
- Supported living.
- Renting privately.
- Renting from a Council or Housing Association.
- Buying own home / shared ownership with a Housing Association.

It is important that young people are encouraged to think about where they might live in the future so that they know what is possible and available. Some young people might want to live with friends, others may want to live alone (with support if needed). If so, a young person can apply to be on the

local housing register from the age of 16 with tenancy's/allocations being possible from 18+. It can take many years to be offered a home. Where a young person wants to remain at home, but the carer feels they cannot cope anymore, then support can be assessed if suitable, or possibly other options encouraged.

Wokingham Housing Needs Register

Tel: 0118 974 6000

Email: HousingNeeds@wokingham.gov.uk

Website: www.wokingham.gov.uk/housing-and-tenants/housing-needs/register-for-council-housing/

Information on Welfare Benefits, Housing Benefits and other funding that might be available from 18 years old will also support the young person to live Independently.

Further information:

Wokingham Housing Benefits

Website: www.wokingham.gov.uk/benefits/housing-benefit/benefit-eligibility-and-money-advice/

Wokingham – Benefits you can get if you have a disability

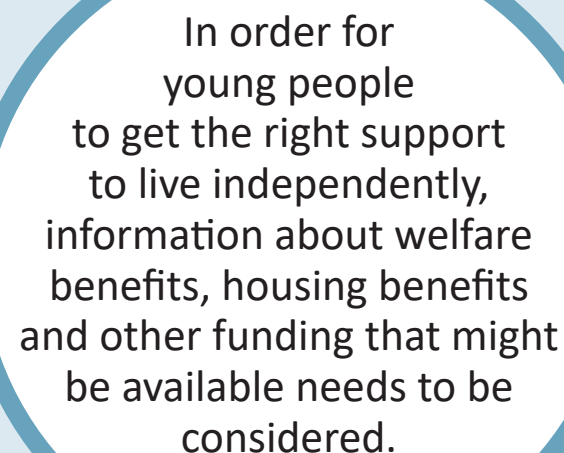
Website: directory.wokingham.gov.uk/kb5/wokingham/directory/advice.page?id=Jf8Zc-LtWIM

Mencap

Tel: 0808 808 1111

Email: helpline@menca.org.uk

Website: www.mencap.org.uk/advice-and-support/housing/housing-faqs



In order for young people to get the right support to live independently, information about welfare benefits, housing benefits and other funding that might be available needs to be considered.

Money Matters

Money matters change when young people turn 16.

During the transition process, consider the various forms of financial support. When a young person turns 16, they can claim benefits in their own right. Parent carer benefits may also be reviewed.

Once someone reaches 16, they should, where possible, be supported to manage their own finances. If this is unlikely to be possible, a **Mental Capacity Assessment** will be completed by Adult Social Care. If the individual cannot manage their finances, an Appointee or deputyship, on behalf of the individual (usually a parent, or carer), will manage finances on their behalf. For benefits, the **Department for Work and Pensions** will assess capacity of the young person at 16 years old.

The young person will have a **Financial Assessment** when they turn 18. This is a discussion that the Local Authority may have to work out how much they can afford to pay towards the care and support they need. It involves looking at income, savings, and individual circumstances. This will take place after an assessment of Care and Support Needs has taken place. Depending on someone's situation, they may be asked to contribute towards the costs of their care.

Money Matters - Useful Contacts

Wokingham – Financial Assessment Team

Tel: 0118 974 6615

Email: FinancialAssessmentTeam-Mailbox@wokingham.gov.uk

Charging for a financial contribution towards someone's care can be confusing, so, seek advice as soon as possible from a Social Worker.

Wokingham - Social Care Services - Charges

Website: www.gov.uk/government/publications/social-care-charging-for-local-authorities-2020-to-2021

Additional information from:

Mencap - provides information on accessing money and benefits to help a person live independently.

Website: www.mencap.org.uk/advice-and-support/benefits/money-and-benefits

Contact - a charity for families with disabled children. They have a useful website and you can find information about finances and benefits.

Website: www.contact.org.uk/advice-and-support/benefits-financial-help/

Learning Disability Helpline Tel: 0808 808 1111

Money Advice Service provides free and impartial money advice.

Tel: 0800 138 7777

Website: www.moneyadviceservice.org.uk/en

Information on benefits and financial support for people with disabilities. **Website:** www.gov.uk

Financial Conduct Authority – Everyday Banking – An easy read guide.

Website: www.fca.org.uk/publication/documents/everyday-banking-easy-read-guide.pdf

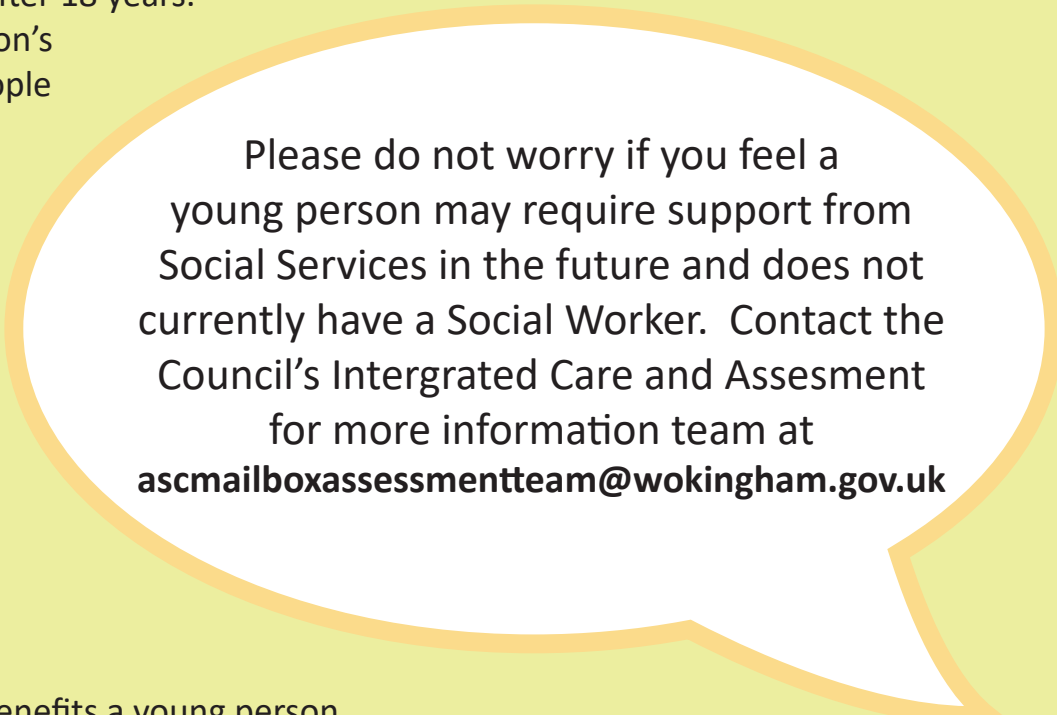
Personal Budget

If the young person is eligible for Adult Social Care Support, after 18 years. Adult Social Care will tell you how much money a young person's care will cost. This is called their Personal Budget. Young people can ask for the money as a Direct Payment.

Direct Payments give people greater choice and more control over the support they receive. Alternatively, you can request that Adult Social Care arrange the care for a young person.

Young people may have to pay towards the cost of their care. No one will be expected to pay more than they can afford. As part of the Adult Social Care assessment, you will be advised about Personal Budgets and informed about where to get the right advice.

Adult Social Care can also help you investigate claiming any benefits a young person might be entitled to, this can be done at anytime.



Please do not worry if you feel a young person may require support from Social Services in the future and does not currently have a Social Worker. Contact the Council's Intergrated Care and Assesment for more information team at ascmailboxassessmentteam@wokingham.gov.uk

16-19 Bursary

To help with education costs some students can apply for a 16–19 Bursary Fund. This is for students aged 16–19 in school, training, or Further Education or on unpaid work experience.

Students in the following groups may receive a bursary:

- Young people in care.
- Care leavers.
- Young people claiming income support in their own name.
- Disabled young people who receive both Employment Support Allowance and Disability Living Allowance or Personal Independence Payment (PIP) in their own name.

Ask the school, college, or training provider about this Bursary or visit:

Website: www.gov.uk/1619-bursary-fund

Disabled Students' Allowance (Higher Education)

Young people with a disability and entering higher education, may be entitled to extra financial help towards the costs of:

- Specialist equipment.
- Non-medical helpers.
- Extra travel costs.
- Other extra course-related costs due to their disability.

To find out what is available and how to apply.

Website: www.gov.uk/disabled-student-allowances-dsas

Employment and Support Allowance

From age 16, young people can claim Employment and Support Allowance, even if they are still in education. However, this may affect some benefits that are paid to the parent carer.

A Mental Capacity Assessment may also be undertaken to identify how best to support a young person in managing their finances.

For more information on the Employment and Support Allowance.

Website: www.gov.uk/employment-support-allowance

Universal Credit

There are particular rules that make it more difficult to obtain Universal Credit if you are still in education. Claiming Universal Credit for young people in education is a complex process, so we recommend that you read Contact, for families with disabled children, factsheet on claiming Universal Credit for a young disabled person.

Their webpage also has recordings of webinars for parent carers that may be useful.

Website: contact.org.uk/help-for-families/informationadvice-services/benefits-financial-help/benefits-and-taxcredits/universal-credit/universal-credit-for-young-people/

Personal Health Budget

Those who receive CHC funding, will be able to consider having a Personal Health Budget. This is an amount of money to support the young person with their health and wellbeing needs. The local NHS team will plan and agree this with the young person (or someone who represents them), along with the parent carer. A Personal Health Budget is not additional funding, it may mean spending money differently so that the young person can get the care that they need.

For more information about Personal Health Budgets please see: **Website:** www.nhs.uk/using-the-nhs/help-with-health-costs/what-is-a-personal-health-budget/

Continuing Healthcare Funding (CHC)

Continuing Healthcare Funding (CHC) is funding available from the local Clinical Commissioning Group (CCG). This is the organisation within the National Health Service that looks after all healthcare services and the money needed to run them.

For young people with significant health needs, they will be entitled to have a Continuing Healthcare Checklist which will be completed by a professional who has the relevant training. This checklist will indicate whether the young person can go ahead with a full Continuing Healthcare Assessment.

The outcome of the assessment will decide whether they are eligible for Continuing Healthcare. If the young person is eligible, it means Health will pay for all their care. Their needs will be reassessed on a regular basis.

For more information about **CHC funding** please see **Website:** www.nhs.uk/conditions/social-care-and-support-guide/money-work-and-benefits/nhs-continuing-healthcare/

Wills and Trusts

Planning for a young person's financial future is often a big concern for parent carers and it is a good idea to find out information about wills and setting up Trusts.

The Royal Mencap Society has an information booklet about Wills and Trusts:

Website: www.mencap.org.uk/advice-and-support/wills-and-trusts-service



Health Support

In Health Care, the word 'transition' is used to describe the planning, preparing and moving on from Children's Health Care to Adult Health Care. It should be a gradual process and give everyone time to talk about what Health Care the young person will need as an adult, choose which adult hospital or services are best for them and make sure they are ready for the move. Adult Health Care is delivered in a different way to Children's Health Care but Health Care Professionals endeavour to support and advise the young person and their family as they are transitioning. In health different pathways have different transition ages. Please speak to your healthcare practitioner for more information.

For young people with long-term health conditions, transition should start at around age 14 but will depend on individual circumstances. The exact timing of transition from Children to Adolescent or Adult Health Services varies from person to person, but most young people transition between 16 and 19.

Find out more about transitions from children's to adult healthcare from these websites:

Berkshire Healthcare Foundation Trust

Tel: 01344 415 600 If urgent **Tel:** 0300 365 1234

Website: cypf.berkshirehealthcare.nhs.uk/our-services/other-services/transition-to-adult-services/becoming-an-adult/preparing-foradulthood-health/

Royal Berkshire NHS Foundation Trust

Tel: 0118 322 5111 **Email:** talktous@royalberkshire.nhs.uk

Website: www.royalberkshire.nhs.uk/patients-and-visitors/disabled-patients/

If the young person has had medical support or therapy while they were at school it is helpful if the person who has been working with them can be at the EHCP Annual Review. If they cannot attend they should provide the relevant information to be included in the EHCP Annual Review so that appropriate referrals can be made to Adult Health Services. Young people will be given a lot more independence where appropriate and will be encouraged to learn about their condition, so that they can be more involved in their care and decision-making.

As young people move into adulthood, during appointments or admissions, doctors, nurses and other staff will spend more time talking to the young person than the parent carers, although you will still be encouraged to attend the appointments. Ask your GP or hospital to explain your child's treatments/medicines to you and your child.

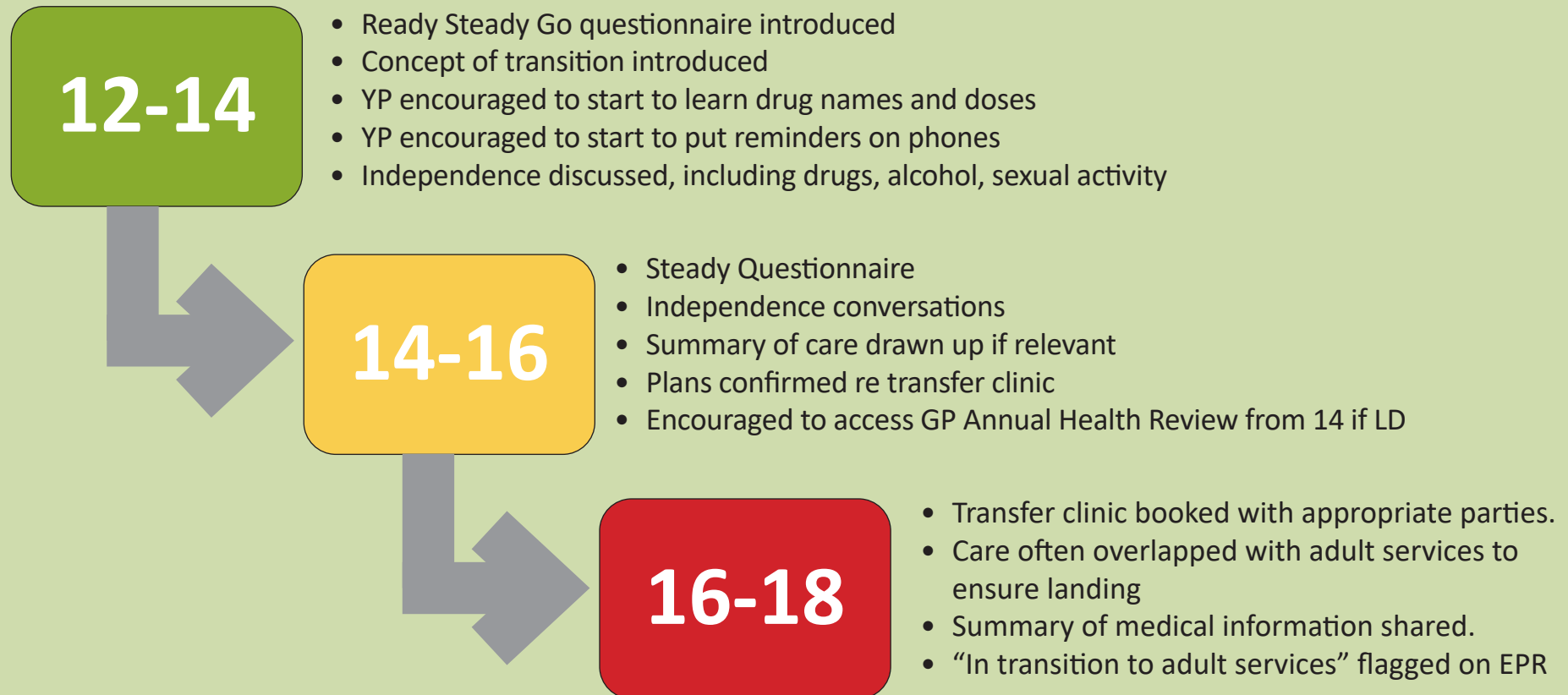
Young people may not be able to make their own decisions after the age of 16, talk to their Personal Adviser or Social Worker for advice on Mental Capacity and the role of Deputyship in regard to health matters. The leaflet Preparing for Adulthood: Making Decisions booklet provides advice.

Website: www.royalberkshire.nhs.uk/leaflets-catalogue/

Where possible your son or daughter should be encouraged to prepare for adult care and there are tips below of how to support this:

- Help them learn about their conditions and treatments.
- Help them to ask questions at appointments.
- Encourage them to take responsibility for their medicines if possible.
- Encourage them to make their own appointments if possible.
- Help them to store and use useful contact details on their mobile phone.
- Find out who to contact in an emergency.

Health Stages of Transition - Ready Steady Go process



GP Learning Disability Register

If the young person has a learning disability, this should be documented on their GP records, and from the age of 14 the young person is entitled to an Annual Health Check. The GP surgery should make reasonable adjustments to enable the young person to access their Health Check. Advise the GP in advance of any adjustments required.

Website: www.england.nhs.uk/learning-disabilities/improving-health/annual-health-checks/

The Annual Health Check also enables the GP to get to know the young person's needs and can help to decide which other Healthcare Services may be required in adulthood.

A Health Action Plan should be generated following an Annual Health Check for the young person, and the GP will give a copy to the young person or their Appointee / person with a health LPA (Lasting Power of Attorney/Medical Deputy). The GP should also ask permission to share important information from the Health Action Plan to the Patient's Summary Care Record. This helps health staff in other services to understand the young person's needs when they are accessing other health services. All GP practices update their registers annually to include those who have turned 14 years old. It is a good idea to check that the young person has been added.

Health Passport

A Health Passport is an important communication tool during the transition years and beyond.

Health Passport Templates are available online and can be prepared by the parent carer of the young person. Health Passports and Health Action Plans are the same thing. The Clinical Commissioning Group (CCG) is in the process of trying to standardise these so there is only one.

Website: www.mencap.org.uk/advice-and-support/health/health-guides

Community Team for People with a Learning Disability (CTPLD)

The website provides information about the services available from CTPLD and referral processes. Referrals can be made by Health, Mental Health and Social Care professionals as appropriate, as well as family members.

There can be assessments and support around anxiety as well as behaviour concerns with support from psychologist or nurses.

Website: www.berkshirehealthcare.nhs.uk/our-services/adult-healthcare/learning-disabilities-ctpld/

Learning Disability Liaison Nurses at Royal Berkshire NHS Foundation Trust

At the Royal Berkshire Hospital there is a Learning Disability Liaison Nurse who will support and advise out-patients and in-patients who have a learning disability, along with their families and carers, about anything related to accessing services within the hospital and facilitating reasonable adjustments.

Reasonable adjustments include parents / siblings or others being able to stay with the individual who has a learning disability when they are in hospital.

Young people are either admitted to adult wards once they have completed GCSEs, or if they have a learning disability, after the age of 18. This applies to Accident and Emergency as well, although the young person with a learning disability may be seen in adult Accident and Emergency between 16 and 18 depending on the nature of their medical condition.

Learning Disability Liaison Nurses

Tel: 0118 322 8159

Email: learningdisabilityreferrals@royalberkshire.nhs.uk

The Child and Adolescent Mental Health Service (CAMHS)

Provides support, advice, guidance and treatment for children and young people with severe or moderate mental health difficulties whose symptoms are having a significant impact in their day to day lives. Usually, these symptoms will have been occurring over several months and will not have responded to prevention and early intervention services, such as counselling and behaviour support, evidence-based parenting, or treatment from primary mental health workers.

Around the age of 17, if the young person meets the criteria for the Community Mental Health Team (CMHT), they should be offered a joint appointment with their CAMHS Team and CMHT.

Referral criteria information is at:

Website: www.berkshirehealthcare.nhs.uk/media/33429129/camhs-referral-criteria-oct-19.pdf

Child and Adolescent Mental Health Service (CAMHS)

Tel: 0118 949 5060

Website: cypf.berkshirehealthcare.nhs.uk/our-services/children-and-adolescent-mental-health-services-camhs/about-our-mental-health-services-camhs/

Community Mental Health Team (CMHT) for Adults

This service is for adults with severe and enduring mental health needs and is provided jointly by Wokingham Borough Council and Berkshire Healthcare NHS Foundation Trust.

All referrals come to the Common Point of Entry (CPE) team, after an initial screening assessment, the CPE team will direct to the most appropriate service to meet the need, one of which may be the Wokingham Adults Community Mental Health Team (CMHT).

The team is made up of psychiatrists, community psychiatric nurses, clinical psychologists, medical staff, social care practitioners, therapists and support workers. These healthcare professionals will work to develop a plan to meet the health and social care needs. Young people may be allocated a key worker and if you need social care support they will assess your needs.

This assessment will help determine whether the needs are eligible for social care and support from Health and how best that care and support can meet the desired outcomes. It will also help them decide if you require longer term support and, if appropriate, will set a Personal Budget to meet your needs.

Common Point of Entry (CPE) Team

Tel: 0300 365 2000 - Press option 4

For all referrals, referrals after 6 months & Mental Health emergencies out of hours

Tel: 0118 936 8681

(current service users/those within 6 months of discharge).

Website: directory.wokingham.gov.uk/kb5/wokingham/directory/service.page?id=0PppDNMvloQ

For Adult Mental Health support 18 years and over:

Tel: 0300 365 0300 (All referrals, referrals after 6 months and Mental Health emergencies out of hours)

Tel: 0118 936 8681 (current service users/those within 6 months of discharge)

Emails:

Bks-tr.referralhub@nhs.net and CMHT@wokingham.gov.uk

Feedback and Complaints

Feedback is important to us. We would like to know when services we provided went well. We also need to know when things do not go well or could be improved, so that we can make changes.

If you have any suggestions about the service you have received and/or their processes, please let us know as soon as possible.

Wokingham Borough Council – Contact Details

The Customer Relations Team:

Customer Relations - Information Services

Wokingham Borough Council

Shute End, Wokingham, Berks, RG40 1BN

Tel: 0118 974 6000

Email: CustomerRelations@wokingham.gov.uk

Children's Services, for 0 – 18 year-olds:

Children's Services Complaints

Wokingham Borough Council

Shute End, Wokingham, Berks, RG40 1EH

Email: ChildrensServicesComplaints@wokingham.gov.uk

Website: www.wokingham.gov.uk/children-and-families/child-protection-and-family-support/how-to-complain/

Health - Contact Details

Royal Berkshire NHS Foundation Trust, complaints:

Patient Advice and Liaison Service (PALS)

PALS, Level 2 Main Entrance, Royal Berkshire NHS

Foundation Trust, London Road, Reading RG1 5AN

Tel: 0118 322 8338

Email: PALS@royalberkshire.nhs.uk

Website: www.royalberkshire.nhs.uk/get-in-touch/patient-advice-and-liason-service-pals.htm

Berkshire Healthcare NHS Foundation Trust (BHFT)

Complaints, 3rd Floor, Fitzwilliam House, Skimped Hill

Lane, Bracknell, Berks, RG12 1BQ

Tel: 01344 415662

Email: Complaints@berkshire.nhs.uk

Our PALS team can assist you if you need support.

Tel: 0118 9605027

Email: PALS@berkshire.nhs.uk

Other ways to feedback

Healthwatch Wokingham

If you have concerns about the Social Care and Health Care that Wokingham Borough Council has provided or funded, Healthwatch Wokingham can offer free and impartial advice and help with the complaints process.

Tel: 0118 41801418

Email: enquiries@healthwatchwokingham.gov.uk

Website: www.healthwatchwokingham.co.uk/help-making-complaint

Promise Inclusion (Pinc)

Promise Inclusion (formerly Wokingham, Bracknell & Districts Mencap) provides support to children and adults with learning disabilities and/or autism, their siblings, families, and carers through a range of services and activities. Their mission is to ensure that for those living with a learning disability or autism, every opportunity is maximised, providing support, fun and care. Pinc believe that everyone deserves to have access to the facilities and opportunities that will enrich their lives and empower them within their local community, delivering on the promise that all lives matter.

The Court House, Broadway, Town Square, Bracknell RG12 1AE

Tel: 0300 777 8539

Email: admin@promiseinclusion.org

Website: www.promiseinclusion.org

SEND Voices Wokingham

SEND Voices Wokingham is the independent parent carer forum. It was set up to ensure that the families and carers of children and young people with Special Educational Needs and Disabilities between 0-25 years of age in the Wokingham Borough, can have a voice and participate fully in the development of services.

SEND Voices Wokingham sends regular updates to its members detailing news, research updates, parental surveys, participation opportunities and training courses. This is supported by a website which provides information about organisations, factsheets, and news articles.

SEND Voices Wokingham extends an invitation to all parents and carers of children and young people with disabilities and additional needs between 0-25 years of age in Wokingham Borough to get involved with their work. By doing this they can ensure that they represent a wide range of families from across the Borough when working together with decision makers. They are keen to hear from you about what is going well and what can be improved with any service provided for you and the young person you care for with additional needs.

Email: info@sendvoiceswokingham.org.uk

Website: www.sendvoiceswokingham.org.uk

Where to go for more Information

Wokingham Local Offer

The Local Offer provides information about local services, support, activities and events for children and young people aged 0 - 25 years who have special educational needs or disabilities.

Website: www.wokingham.gov.uk/lo

If you don't have access to a home computer, the Local Offer can be viewed online at your local library.

Wokingham Services Directory

Website: www.wokingham.gov.uk/search-the-services-directory



Useful Links

Information was correct at time of printing.

Preparing for Adulthood provides expertise and support to local authorities and their partners to embed preparing for adulthood from the earliest years. The website contains information about paid employment, independent living, housing options, good health, friendships, relationships and community inclusion.

Website: www.preparingforadulthood.org.uk/

Adviza

Supporting young people and adults to progress in learning and work.

Website: www.adviza.org.uk **Tel:** 0118 402 7050

Email: info@adviza.org.uk

ASD Family Help

Offer support, advice, activities & events for autistic individuals and their families or those with other learning difficulties.

Website: www.asdfamilyhelp.org

Tel: 07733 601756 or 07542 766953

Email: contact@asdfamilyhelp.org

Assist

Provide autism information, support and training for families both pre and post diagnosis.

Website: ASSIST@wokingham.gov.uk **Tel:** 0118 908 8053

Autism Berkshire

Deliver specialist services, training and social and leisure activities for children, adults and their families throughout Berkshire. **Website:** www.autismberkshire.org.uk

Tel: 0118 959 4594 **Email:** contact@autismberkshire.org.uk

Berkshire College of Agriculture Further Education college

based in Burchetts Green, Maidenhead.

Website: www.bca.ac.uk **Tel:** 01628 824444

Berkshire Healthcare Foundation Trust

Community and mental health trust, providing a wide range of services to people of all ages living in Berkshire.

Website: cypf.berkshirehealthcare.nhs.uk

Bracknell and Wokingham College

Further Education College based in Bracknell.

Website: bracknell.activatelearning.ac.uk/

Tel: 0800 612 6008

British Association for Supported Employment

Support, promote and develop the provision of supported employment. **Website:** www.base-uk.org

Tel: 01204 880733 **Email:** admin@base-uk.org

Building for the Future Plus

Sourcing life-fulfilling opportunities, to enable young, local, disabled adults who have left school or college, to work towards achieving their ambitions.

Website: www.bftf.org.uk/bftf-plus **Tel:** 07967 105842

Email: admin@bftf.org.uk

CAMHS

Child and Adolescent Mental Health Service.

Website: cypf.berkshirehealthcare.nhs.uk/our-services/children-and-adolescent-mental-health-services-camhs/about-our-mental-health-services-camhs/ **Tel:** 0118 949 5060

Email: berkshire@tuvida.org

Carers Hub

Support carers and make their lives easier in a variety of ways (includes young carers).

Website: www.tuvida.org/berkshirehub **Tel:** 0118 945 4209

Email: berkshire@tuvida.org

Carers UK

Provide advice, information, and support for those with caring responsibilities. **Website:** www.carersuk.org

Children with Additional Needs (CAN) Network

Council service offering information and support service for children and young people with additional needs and their families. **Website:** www.wokingham.gov.uk/local-offer-for-0-25-year-olds-with-additional-needs/health-and-social-care/social-care/children-with-additional-needs-can-network

Tel: 0118 974 6897

Email: can.network@wokingham.gov.uk

Citizens Advice Wokingham

Help people with their issues, with a focus on welfare benefits, debt, housing, relationship problems and employment law.

Website: www.citizensadvicewokingham.org.uk

Tel: 0808 278 7958

CLASP

Self-advocacy group for people with learning disabilities in the Wokingham borough.

Website: www.wokinghamclasp.org.uk **Tel:** 0118 979 6364

Email: admin@claspwokingham.org.uk

Community Team for People with a Learning Disability – Wokingham

Provide support for adults who have been diagnosed with a learning disability based on their individual needs.

Website: www.berkshirehealthcare.nhs.uk/our-services/mental-health-and-wellbeing/learning-disabilities-ctpld

Tel: 0118 936 8681

CommuniCare

Offers free advice on a range of different topics including housing and benefits.

Website: www.communicare.org.uk **Tel:** 0118 926 3941

Email: office@commicare.org.uk

Contact for Families with Disabled Children

Provide support, advice and information for families with disabled children.

Website: www.contact.org.uk **Tel:** 0808 808 3555

Email: info@contact.org.uk

Continuing Healthcare Funding

Free healthcare provided by the NHS and it can cover up to 100% of care costs for those eligible.

Website: www.nhs.uk/conditions/social-care-and-support-guide/money-work-and-benefits/nhs-continuing-healthcare

Department of Work and Pensions

Make payments to jobseekers, disabled people, parents, and carers.

Website: www.gov.uk/government/organisations/department-for-work-pensions

Disabled Students' Allowances

A grant to help with any extra essential costs you may have as a direct result of your disability, including a long-term health condition, mental-health condition, or specific learning difficulty such as dyslexia or dyspraxia.

Website: www.gov.uk/disabled-students-allowances-dsas

Easy Health

Health information with easy-to-understand words, pictures and films.

Website: www.easyhealth.org.uk

Elevate Me Berkshire

For 16-24 year olds in Berkshire to get help, advice and support on employment, work experience, volunteering and mentoring.

Website: www.wokingham.elevateme.org.uk

Job Centre Plus

Find full or part-time jobs.

Website: www.gov.uk/find-a-job

Henley College

Further Education College based in Henley.

Website: www.henleycol.ac.uk **Tel:** 01491 579988

Email: info@henleycol.ac.uk

Healthwatch, Wokingham

Independent champion for people who use health and social care services. **Website:** www.healthwatchwokingham.co.uk

Tel: 0118 418 1418

Email: enquiries@healthwatch.wokingham.co.uk

Kimel Foundation

Provides young people with autism the opportunities they need to gain employment. **Website:** www.kimelfoundation.com

Tel: 0118 324 7434 **Email:** info@kimelfoundation.com

Local Offer

Online directory of services and support for children & young people with SEND.

Website: www.wokingham.gov.uk/lo

Mencap

Support for people with a learning disability their families and carers, too. **Website:** www.mencap.org.uk

Tel: 0808 808 1111

National Careers Service

Provide information, advice and guidance to help you make decisions on learning, training and work.

Website: www.nationalcareers.service.gov.uk/

National Citizenship Service

A programme open to 15-17-year olds nationally across the UK. It provides the opportunity for young people to overcome their fears, make new friends and gain new skills.

Website: www.wearencs.com **Tel:** 0800 197 8010

Optalis Supported Employment Service

Support to obtain or maintain employment. Also provide travel training. **Website:** www.optalis.org **Tel:** 0118 977 8600

Email: info@optalis.org

Parenting Special Children

Offer support and training including Preparing for Adulthood Course for those pre & post diagnosis of ASD and/or ADHD.

Website: www.parentingspecialchildren.co.uk

Tel: 0118 9863532 **Email:** admin@parentingspecialchildren.co.uk

Prince's Trust

Helps young people aged 11 to 30 get into jobs, education, and training. **Website:** www.princes-trust.org.uk **Tel:** 0800 842842

Promise Inclusion

Supporting adults and children with learning disabilities and/or autism, their parents, carers and their families.

Website: www.promiseinclusion.org **Tel:** 0300 777 8539

Email: admin@promiseinclusion.org

Reading Voluntary Action

Promote and support the individuals and groups who help make up the voluntary and community sector.

Website: www.rva.org.uk/contact-us **Tel:** 0118 937 2273

Email: info@rva.org.uk

Reading College

Further Education College in Reading.

Website: www.reading.activatelearning.ac.uk **Tel:** 0800 612 6008

Rose Buddies

Community support service for adults with learning disabilities, who receive little or no statutory support services and live in the Wokingham Borough.

Website: www.creativesupport.co.uk **Tel:** 0118 979 9106

Email: rosebuddies@creativesupport.org.uk

Royal Berkshire NHS Foundation Trust

Provides acute medical and surgical services for the local community across Berkshire.

Website: www.royalberkshire.nhs.uk **Tel:** 0118 322 5111

Scope

Provide practical information and emotional support.

Website: www.scope.org.uk **Tel:** 0808 800 3333

Email: helpline@scope.org.uk

SEND Voices Wokingham

Parent Carer Forum. The independent voice of families, representing their experiences with the aim to improve lives.

Email: info@sendvoices.wokingham.org.uk

Website: www.sendvoiceswokingham.org.uk

SENDIASS

Provide free, confidential, impartial advice, guidance, and support.

Website: www.sendiasswokingham.org.uk **Tel:** 0118 908 8233

Email: sendiass@wokingham.gov.uk

Support Horizons

Provide care services to people across Berkshire.

Website: www.support-horizons.co.uk/ **Tel:** 0118 989 3959

Email: info@support-horizons.co.uk

Talkback

To help everyone with a learning disability or autism embrace new opportunities, lead the fulfilling lives they want and actively contribute to their local community.

Website: www.talkback-uk.com **Tel:** 01494 434 448

Email: talkback@talkback-uk.com

The Advocacy People

Offer independent support to put a young persons views across.

Website: www.theadvocacypeople.org.uk **Tel:** 0330 440 9000

Email: info@theadvocacypeople.org.uk

The Duke of Edinburgh's Award

The Duke of Edinburgh's Award (DofE) is an awards programme which gives young people the chance to make friends, have fun and build confidence in an empowering, exciting and non-competitive learning environment.

Website: www.dofe.org

Thrive

Use gardening to bring about positive changes in the lives of people living with disabilities or ill health.

Website: www.thrive.org.uk **Tel:** 0118 988 4844

Email: info@thrive.org.uk

UCAS

Connect people to Higher Education, undergraduates, postgraduates and more: **Website:** www.UCAS.ac.uk/students/wheretostart/disabledstudents

Ways into Work

Provide supported employment to jobseekers and businesses.

Website: waysintowork.com **Tel:** 0300 561 0010

Email: info@waysintowork.com

WOKINGHAM BOROUGH COUNCIL SERVICES

Benefits Service

For Housing, Council Tax and other benefits.

Website: www.wokingham.gov.uk/benefits **Tel:** 0118 937 3707

Children with Disabilities Team

Provide services for disabled children up to 18 years.

Website: www.wokingham.gov.uk/local-offer-for-0-25-year-olds-with-additional-needs/health-and-social-care/social-care/

Tel: 0118 974 6881 / 0118 974 6890

Email: cwdduty@wokingham.gov.uk

Corporate Transport Team

School & College transport information:

Website: www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-and-college-transport

Email: CTU.Group@wokingham.gov.uk

Deputy's Office

Contact WBC to request the Deputy's Office.

Website: www.wokingham.gov.uk/contact-us/contact-us-online

Tel: 0118 974 6000

Duty, Triage & Assessment Teams

Early Help and Social Care Support for Families for Children with SEND. **Website:** www.wokingham.gov.uk/local-offer-for-0-25-year-olds-with-additional-needs/health-and-social-care/social-care/ **Tel:** 0118 908 8002 **Email:** triage@wokingham.gov.uk

Health & Social Care Hub

For referral to Adult Social Care for those not already known to social care services. **Website:** www.wokingham.gov.uk/care-and-support-for-adults/assessments-and-support

Housing Register

Website: www.wokingham.gov.uk/housing-and-tenants/housing-needs/register-for-council-housing

Tel: 0118 974 6000 **Email:** needs@wokingham.gov.uk

Transition Team

Make sure all young people and their parents or carers get the information, Advice And support they need when moving from Children's Social Care Services to Adult Social Care services.

Website: www.wokingham.gov.uk/local-offer-for-0-25-year-olds-with-additional-needs/becoming-an-adult

Tel: 0118 974 6832

Email: TransitionDuty@wokingham.gov.uk

Transport & Travel Passes (Adults)

To apply for travel & transport passes for those eligible.

Website: www.wokingham.gov.uk/care-and-support-for-adults/transport-and-travel-passes/

SEND Team

Undertakes the EHC Needs Assessment, arranges any necessary provision in and EHCP and organises the EHCP Annual Review.

Website: www.wokingham.gov.uk/local-offer-for-0-25-year-olds-with-additional-needs/education-and-special-educational-needs.

Tel: 0118 974 6216 **Email:** sen@wokingham.gov.uk

Wokingham Borough Council Services Directory

Online services directory.

Website: www.wokingham.gov.uk/search-the-services-directory

Wokingham Volunteer Centre

Working with community, voluntary and charitable groups across the borough.

Website: www.wokinghamvolunteercentre.org.uk

Email: volunteer@wok-col-org.uk

Tel: 0118 977 0749

Glossary

Advocacy

Advocacy means getting support from another person to help someone express their views and wishes. Someone who helps in this way is called an Advocate.

Adult Social Care

Wokingham Adult Social Care and Health Services include a wide range of services to help adults (age 18 years +) maintain their independence, maximise their health and wellbeing, be protected in vulnerable situations and play a full part in society. Information and support are provided to adults who have additional needs arising from age, learning, physical or sensory disabilities, or long-term physical or mental health conditions and Autism.

Annual Health Check

Carried out by your GP annually for all young people aged 14+ with a learning disability. The young person will be registered on the GP's Learning Disability register.

Apprenticeship

Combines working with studying to gain skills and knowledge in a specific job.

Care Act Assessment

The Care Act is a law passed in England in 2014 that sets out what care and support an adult is entitled to, and what Local Authorities must do. According to the law, Local Authorities must consider a person's wellbeing, assess their needs, and help them get independent financial advice on paying for care and support.

Carer

A person who is either providing or intending to provide a substantial amount of unpaid care on a regular basis for someone who is disabled or ill.

Carer's Assessment

If an adult is an unpaid carer for a family member or friend, they have the right to discuss with their Local Authority what their own needs are, separate to the needs of the person they care for. The Local Authority uses this information to decide what help it can offer them.

Care Plan

A record of the Health and/or Social Care Services that are being provided to a child or young person to help them manage a disability or health condition. The Plan will be agreed with the young person or their parent carer and may be contained within a patient's medical record or maintained as a separate document. Care Plans are also maintained by Local Authorities for Looked After Children (LAC) – in this instance, the Care Plan will contain a Personal Education Plan in addition to the Health and Social Care elements.

Child and Adolescent Mental Health Services (CAMHS)

These services assess and treat children and young people with emotional, behavioural, or mental health difficulties. They range from basic pastoral care, such as identifying mental health problems, to specialist 'Tier 4' CAMHS, which provide in-patient care for those who are severely mentally ill.

Children & Families Act 2014

The Act is intended to give greater protection to vulnerable children, better support for children whose parents are separating, a new system to help children with special educational needs and disabilities and help for parents to balance work and family life.

Children in Care

A child may be taken into care because of a Care Order, and the Local Authority will share responsibility for making most of the important decisions about your child's upbringing, including who looks after them; where they live; and how they are educated.

Children's Social Care

Children's Social Care services support children with the greatest need including those with Special Educational Needs and Disabilities. They offer a range of services to support the young person and their family.

Continuing Health Care (CHC)

Is a funding package of care that some people are entitled to receive if they are assessed as having a primary health need.

Deputy's Office

The Deputy's Office in Wokingham Borough Council manages the finances of Social Care client aged 18 years and over, who are unable to do so themselves and if there is no alternative adult who can support the client with their financial affairs.

Disabled Students Allowance (DSA)

An allowance for undergraduate or postgraduate students who have a disability or long-term health condition, mental health condition or specific learning difficulty such as dyslexia or dyspraxia which affects their ability to study. It can be used to pay for things such as special equipment, a note-taker or transport costs.

Education Health and Care Plan (EHCP)

An EHCP details the Education, Health and Social Care support that is to be provided to a child or young person who has SEN or a disability. It is drawn up by the Local Authority after an EHC Needs Assessment of the child or young person has determined that an EHCP is necessary, and after consultation with relevant partner agencies.

Financial Assessment

This is a discussion that the Local Authority may have with someone to work out how much they can afford to pay towards the care and support they need. It involves looking at income, savings, and individual circumstances. This will take place after an assessment of care and support needs has taken place. Depending on someone's situation, they may be asked to contribute towards the costs of their care.

Further Education (FE) College

A college offering continuing education to young people over the compulsory school age of 16. The FE sector in England includes general further education colleges, sixth form colleges, specialist colleges and adult education institutes.

Higher Education

Is third level education after you leave school or college, usually age 19. It takes place at universities and Further Education colleges and normally includes undergraduate and postgraduate study.

Independent Advocate

An Independent Advocate can support someone when they are dealing with difficult issues and help to get the care and support that they need. Independent Advocacy organisations are separate from organisations that provide other types of services, like the Local Authority or the NHS.

Leaving Care

Leaving care usually happens between 16 and 18 years old and for someone who has previously been in care but is no longer legally 'Looked After' by the Local Authority's Children's Services. Young people in care can stay until they are 18, unless they feel ready to be more independent. If they are in foster care, they can also request a 'Staying Put Arrangement' to remain in the foster home after they turn 18. When a young person leaves care, Children's Services still have a duty to support them until the age of 21, or 25 if they are in full-time education or have a disability. They should receive the support of a Personal Adviser until they are 25.

Leaving Care Team

The Leaving Care Team in the Local Authority has a duty to adequately prepare young people to live independently. The Leaving Care Team works with 18 – 21-year-olds, or Care

Leavers up to 25 if in Higher Education, care leavers who require support through exiting the care system, and transition to Adult Services.

Local Offer

Local Authorities in England are required to set out in their Local Offer, information about provision they expect to be available across Education, Health and Social Care for children and young people in their area, who have SEN or are disabled, including those who do not have an Education Health and Care EHCP. Local authorities must consult locally on what provision the Local Offer should contain.

Mental Capacity

Mental capacity means being able to make your own decisions. Someone lacking capacity, because of an illness or disability such as a mental health problem, dementia, or a learning disability, cannot do one or more of the following four things:

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision

NEET Prevention Team

Offering mentoring and coaching to young people, aged 16 – 19 and up to 25 with SEND and/or an active EHCP, who are Not in Education, Employment and Training (NEET).

NHS Continuing Healthcare

NHS Continuing Healthcare is the name given to a package of care that is arranged and funded by the NHS for individuals aged 18 and over, who are not in hospital but have complex ongoing healthcare needs.

Occupational Therapist

An Occupational Therapist (OT) is a professional who looks at how someone moves and completes day to day tasks. They can help someone to be more independent by looking at equipment and computer / assistive technology.

Parent

Under section 576 of the Education Act 1996, the term 'parent' includes any person who is not a parent of the child but has parental responsibility or who cares for him or her.

Personal Budget (Direct Payments)

An amount of money identified by the Local Authority to deliver provision set out in an EHC Plan, where the parent or young person is involved in securing that provision. It can be used for education, health or social care (depending on assessed need). The funds can be held directly by the parent or young person or may be held and managed on their behalf by the Local Authority, school, college, or other organisation or individual, and used to commission the support specified in the EHC Plan.

Social Worker

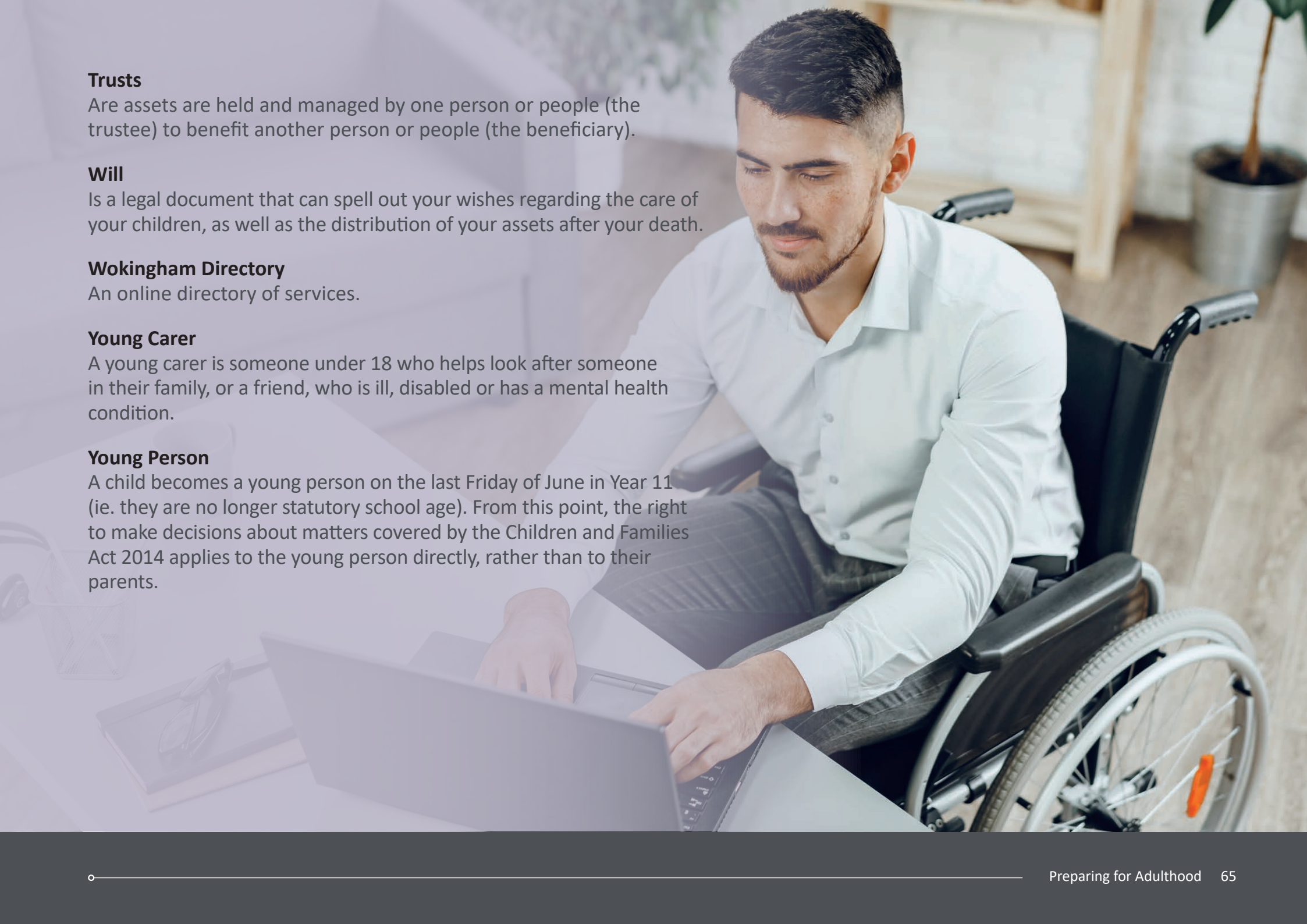
A Social Worker is a professional who looks at all the things someone can do and asks what they may need help with. They must follow the law made by Parliament to make sure everyone is treated fairly.

Special Educational Needs (SEN)

A young person has Special Educational Needs (SEN) if they have a learning difficulty or disability which calls for special educational provision to be made for them. A young person has a learning difficulty or disability if they have a significantly greater difficulty in learning than many others of the same age. Or if they have a disability which prevents or hinders them from making use of educational facilities, of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

Transitions

There are many transitions in a child and young person's life, for example, home to nursery and nursery to primary school. A major transition is the Preparing for Adulthood process by which young people with health or social care needs move from Children's Services to Adult Services. It should be carefully planned, so that there are no gaps in the care young people receive. Young people and their families should be fully involved in the planning process.



Trusts

Are assets are held and managed by one person or people (the trustee) to benefit another person or people (the beneficiary).

Will

Is a legal document that can spell out your wishes regarding the care of your children, as well as the distribution of your assets after your death.

Wokingham Directory

An online directory of services.

Young Carer

A young carer is someone under 18 who helps look after someone in their family, or a friend, who is ill, disabled or has a mental health condition.

Young Person

A child becomes a young person on the last Friday of June in Year 11 (ie. they are no longer statutory school age). From this point, the right to make decisions about matters covered by the Children and Families Act 2014 applies to the young person directly, rather than to their parents.

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