

CHILDREN'S WORKFORCE GLOSSARY OF TERMS and ACRONYMS

Name / Acronym	Meaning	Description
ABC	Acceptable Behaviour Contract	Acceptable behaviour agreements are written agreements between unruly neighbours, typically teenagers, and the police and other public agencies banning antisocial behaviour. The contracts are not legally binding but if breached they can lead to tougher sanctions. The contracts are used as more moderate alternatives to the tougher antisocial behaviour orders.
ABG	Area Based Grant	
Access-Ability		Connexions team specialising in supporting Students with LDD
Accommodated		Children who are looked-after by their Local Authority, but are not subject to Care Orders.
Accountability		Responsibility for a set of actions (for example, drawing up plans, establishing processes, and providing services) about which the agency or body concerned has to report to a superior body. There are legal accountabilities and reporting accountabilities. <i>--Hertfordshire County Council</i>
Accredited Outcome		Completion of a locally or nationally recognised award by a young person.
ACPC	Area Child Protection Committee	
ADCS	Associate Director of Children's Services	
Aim Higher		Aim Higher is a national programme run by the Higher Education Funding Council for

		England (HEFCE) with support from the Department for Innovation, Universities and Skills (DIUS).
Aiming High		A Government funded strategy for disabled children.
All to Play For		A strategy for children's play in the Bradford District.
Annual Review		The review of a statement of special educational needs which an LEA must make within 12 months of making the statement or, as the case may be, of the previous review.
Anonymised		Anonymised information is information from which a person cannot be identified because sufficient identifying details have been removed.
AOB	Any Other Business	
APA	Annual Performance Assessment	The Annual Performance Assessment in Children's Services is undertaken by OFSTED and measures the contribution of councils towards improving outcomes for children and young people. The APA makes judgments on a four point scale on the following areas: the council's contribution to improving and maintaining outcomes for children and young people, the council's overall capacity to improve outcomes for children and young people and the contribution of the local authority's social care services in maintaining and improving outcomes for children and young people.
ASBO	Anti-Social Behaviour Order	
BAAF	British Association of Adoption & Fostering	
BAC	Behaviour and Attendance Collaborative	
BACHS	Bradford & Airedale Community Health Services	Replaces B & ATPCT – Bradford & Airedale Teaching Primary Care Trust.
BCN	Bradford Childminding Network	The Bradford Childminding Network provides childminders with the opportunity to meet regularly with other childminders to discuss childminding activities and childcare related issues. Through the network, childminders have access to more training provided by the network co-ordinator. They also have special educational needs support through the

		network's own area Special Education Needs Co-ordinator (SENCO).
BEYC	Bradford Early Years & Childcare	<p>Bradford Early Years and Childcare promotes, develops and supports high quality childcare, early education and play provision, offering equality of opportunity and access for all.</p> <p>Play, early education and childcare are essential elements of achieving the very best outcomes for children and young people as part of Every Child Matters. BEYC is therefore committed to the development of fully accessible and inclusive provision and the promotion of the highest quality play, early education and childcare opportunities for all children and young people.</p> <p>Bradford Early Years and Childcare is responsible for delivering the government's 10-Year Childcare Strategy and its vision for a Sure Start for all children. Priorities include ensuring that sufficient childcare is available to meet demand and that free, part time nursery places are available for all 3-4 year olds. Establishing Children's Centres offering integrated services for children aged 0-5 and their families is a central feature of the national strategy. A major focus of the strategy is reducing social disadvantage by enabling parents to access training and work.</p>
Birth to Three Matters		Birth to Three Matters is a framework for practitioners to provide support, information, guidance and challenge for all those with responsibility for the care and education of babies and children from birth to three years.
BKYP	Bradford and Keighley Youth Parliament	
BME	Black and Minority Ethnic	
BPP	Best Practice Process	
BSCB	Bradford Safeguarding Children Board	http://bradford-scb.org.uk/

BSF	Building Schools for the Future	
BuSH	Bradford Association of Secondary Heads	
CAA	Comprehensive Area Assessment	
CAF	The Common Assessment Framework	<p>A government initiative being implemented throughout England. It is designed to increase information sharing, promote early identification of need and support early intervention. An overview of the CAF process is available at: http://www.cwdcouncil.org.uk/caf</p> <p>The CAF Form is available at: http://www.bradford.gov.uk/NR/rdonlyres/0A2B1711-0BCA-46B2-BF63-A188C0109650/0/CAFForm.doc</p>
CAF Action Plan		The purpose of the assessment process is to agree an Action Plan involving the Team Around the Child and the child / young person and their family. The form records WHAT needs to change, WHO will do it, by WHEN, and HOW will you know when things have improved. Also includes Review information.
CAFCASS	Children And Families Courts Advisory and Support Services	
CAF Team		Keeps and maintains an electronic register of all the CAFs undertaken in Bradford. Contact: 01274 437902 or 437685, or by email: cafhelppdesk@bradford.gov.uk
CAMHS	Children and Adolescent Mental Health Services	
Careers Co-ordinator		Responsible for delivering the Careers Education and Guidance programme.
Care Order		A court order, provided under Paragraph VI of the Children Act 1989, that directs that a

		child be placed in the care of a specific Local Authority, and gives shared parental responsibility to that council. It is granted when a court decides that a child is suffering or might suffer significant physical or emotional harm or educational problems as a result of receiving poor care at home.
Case Conference		Annual multi agency meeting to identify students needs and support levels.
CAT	Children's Advice Team	
CC	Children's Centre	The government is establishing a network of Sure Start Children's Centres. Each Children's Centre should provide good quality childcare integrated with early learning, family support, health services and support for parents wanting to return to work or training. Bradford Council takes the lead role in the strategic planning of children's centres across the Bradford District, working closely with other key partners and parents.
CCHDT	Children's Complex Health or Disability Team	
CCIS	Client Caseload Information System	
CCSEG	Children's Centre Senior Executive Group	The Children's Centre Senior Executive Group is convened by BEYC Early Years Manager. This group brings together senior managers from health, education, community and social services to ensure multi-agency participation in Children's Centre development.
CEOP	Child Exploitation and Online Protection	
CFA	Case File Audit	
Childcare Act 2006		The Childcare Act, passed into law on 11 July 2006, is pioneering legislation – the first ever exclusively concerned with Early Years and Childcare. The Act will help transform Childcare and Early Years services in England for generations to come, taking forward some of the key commitments from the Ten Year Childcare Strategy published in December 2004.

		www.dcsf.gov.uk/everychildmatters/earlyyears/childcare/childcareact2006/childcareact
Child-Centred Working		Ensuring that children and young people are consulted and involved in the work we do with them. Ensuring that their needs remain at the centre of all we do. Ensuring that the strengths of the child young person and their family are identified as a contributing factor to supporting the Action Plan.
Childminder		A Childminder provides early years provision and care on domestic premise for reward.
Children Act 2004		The Children Act 2004, passed on 15 November 2004, was an amendment of the Children Act 1989, and was created largely due to the Victoria Climbié inquiry. One of the main points of the Act was to bring all local government functions of children's welfare and education under the statutory authority of local directors of children's services. The ContactPoint database was also created by the Act.
Children-in-Need		Under section 17 of The Children Act 1989, these are children who are disabled, or because of their vulnerability (due to abuse, neglect, domestic violence, homelessness, etc...) are unlikely to reach or maintain a satisfactory level of health and development. The term also covers children whose health and development will be significantly impaired without the provision of support services.
Children in Public Care		Children who are subject to a Care Order, or who are accommodated by the Local Authority.
Child Protection Plan		The overall aim of the Child Protection Plan is to: ensure the child is safe and prevent him or her from suffering further harm; promote the child's welfare, health and development; and, provided it is in the best interests of the child, to support the family and wider family members to safeguard and promote the welfare of their child. http://www.proceduresonline.com/bradford/scb/
Children's Trust, Area / Locality-based service delivery		The overall responsibility for all services to children and young people in Bradford rests with the "Children's Trust" (formerly called the Children & Young People's Strategic Partnership). The Trust ensures that services are planned, coordinated and delivered within each of the five "Constituency Areas": Keighley; Shipley; Bradford North; Bradford West and Bradford South. To ensure that services are responsive to local needs, Bradford is also sub-divided into 14 "Localities" which inform the delivery of services within the community.
CICP	Children's Initial Contact Point	Telephone gateway to Bradford Social Services: 01274 437500
CIL	Children's	Bradford's free information service for families. Provides information, advice and

	Information Link	assistance. (PTO), tel: 01274 437503.
CISIF	Children's Integrated Service Improvement Framework	
CJS	Criminal Justice System	
CMA	Computer Misuse Act	
CMS	Case Management System	
CMT	Corporate Management Team	
Commissioning		The process by which the needs of the local population are identified, priorities set, then appropriate services are purchased and evaluated.
Confidential		Confidential information should not normally be in the public domain or readily available from another source. It should have a degree of sensitivity and value and be subject to a duty of confidence. -- <i>What to do if you're worried a child is being abused, DfES, 2006</i>
Connexions		<p>The government's support service for all young people aged 13-19 in England. It provides advice guidance and access to personal development opportunities to help remove barriers to learning and progression, ensuring that young people make a smooth transition to adulthood and working life. Connexion's key aim is to reduce the proportion of young people aged 16-18 who are not in education, employment or training (NEET).</p> <p>.....</p> <p>All-encompassing youth service launched in April 2001 to replace the careers service and other statutory youth services. Aimed at giving 13-19 year-olds "the best transition to adulthood." Involves personal advisers going into schools, colleges and communities to steer young people towards goals and guide them to relevant services.</p>
Connexions		Responsible for Connexions within a learning provider.

Co-ordinator		
Consent		Agreement freely given to an action based on knowledge and understanding of what is involved and its likely consequences. All consent must be informed. The person to whom the information relates should understand why particular information needs to be shared, who will use it and how, and what might happen as a result of sharing or not sharing the information. -- <i>What to do if you're worried a child is being abused, DfES, 2006</i>
Consent / Information Sharing		The majority of the work we do with children, young people and their families is done with their agreement. At the start of our involvement, we seek the "consent" of the parent or young person to share information with colleagues in other agencies. Whether we seek the consent of the parent, or the young person or, in certain circumstances, act without their consent are all issues covered in the Information Sharing Guide available from: http://www.bradford.gov.uk/health_well-being_and_care/child_care/Integrated_Working/Information+Sharing+Guidance+-+Bradford+Practitioners+Toolkit.htm
Constituency		Bradford has 5 Constituency Areas: Bradford South, Bradford North, Bradford West, Keighley and Shipley.
ContactPoint		A basic online directory that holds information on all children in England under 18. Its use is improving the way information about children is shared between services.
CPD	Continual Professional Development	
CPP	Corporate Parenting Panel	
CPS	Crown Prosecution Service	
CPt	ContactPoint	<i>See ContactPoint above.</i>
CPU	Child Protection Unit	<i>Now called Safeguarding and Reviewing Unit</i>
CRB	Criminal Records	

	Bureau	
CSC	Children's Social Care	
CSMT	Children's Senior Management Team	
CSV	Comma Separated Value	
CWCHD	Children With Complex Health or Disabilities	
CWCHDT	Children With Complex Health or Disabilities Team	
CWDC	Children's Workforce Development Council	CWDC exists to improve the lives of children, young people, their families and carers by ensuring that all people working with them have the best possible training, qualifications, support and advice. It also helps children and young people's organisations and services to work together better so that the child is at the centre of all services.
CWN	Children's Workforce Network	
CYP	Children and Young People	Unborn children (from 24 weeks of gestation) up to and including young people of 17 years of age. However: <ul style="list-style-type: none"> • If a child or young person has been looked after, that age range is up to and including young people of 20 years of age. • If the young person has a learning difficulty or disability, the age range is up to and including young people of 24 years of age. • In some agencies where services are appropriate to enable the young person to have a smooth transition to adult services, the age range is up to and including young people of 24 years of age.
CYPF	Children, Young People and	

	Families	
CYPNA	Children & Young People's Needs Analysis	
CYPP	Children & Young People's Plan	<p>The Children and Young People's Plan is an important element of the Every Child Matters reform programme. It has been a powerful force in driving forward better local integration of children's services and the development of local partnership arrangements.</p> <p>.....</p> <p>The Children and Young People's Plan is a single, inter-agency strategy that covers services for all children and young people living Bradford. The Plan sets out:</p> <ul style="list-style-type: none"> • the vision that we have for our children and young people • the key priorities and actions we commit to undertaking in partnership • the improved outcomes we want to achieve for children and young people.
CYPSP	Children & Young People's Strategic Partnership	Now called the Children's Trust
CYPSG	Children & Young People's Strategic Group	
DCS	Director of Children's Services	
DCSF	Department for Children Schools and Families	The DCSF was established with the purpose of creating opportunity, releasing potential and achieving excellence for all. Formerly called DfES.
D/Deaf	Hearing Impaired	
DED	Disability Equality Duty	
Detached work		Youth work with young people "where they are".
DfES		<i>See DCSF. Now called Department for Children, Schools and Family.</i>
DIS	Detailed Integration	

	Specification	
DIUS	Department for Innovation, Universities and Skills	
DLA	Disability Living Allowance	
DMT	Department Management Team	The DMT is made up of the Heads of Service within the Department of Services for Children and Young People.
DoH	Department of Health	
DPA	Data Protection Act	
DPO	Data Protection Officer	
DQ	Data Quality	
DSAR	Data Subject Access Request	
DSM	Divisional Service Manager	
DV	Domestic Violence	

e2e	Entry to Employment	
Early Years		This term generally refers to children within the age range 0-7, although it is also used more narrowly to refer to the pre-reception years or under fives, or to settings such as nurseries where pre-school children are cared for and educated.
Early Years Action		The programme of individual support that is drawn up when a practitioner working with a child on a daily basis, or the setting's SENCO, had identified that a child has special educational needs. This support is in addition to those provided as part of the setting's usual activities.
Early Years Action Plus		If a child has made little or no progress despite receiving extra support through Early Years Action, additional support is received from outside specialists and usually a new Individual Education Plan will be drawn up.
Early Years Provider		A person or setting providing early years provision, for example childminder, nursery, school. This includes any person registered in the Early Years Register and school providing early years provision. A company, committee or group may make up the registered person.
EB	Education Bradford	
EBD	Emotional Behaviour Difficulties	
EBPP	Evidence based parenting programme	
eCAF	Electronic Common Assessment Framework	<i>See NeCAF below.</i>
ECERS-E	Early Childhood Environment Rating Scale Extension	ECERS-E has been developed as an instrument to measure quality in literacy, numeracy, science and diversity, as observable in pre-school settings. The scales are in line with the Foundation Stage Curriculum.
ECM	Every Child Matters	Every Child Matters: Change for Children is a cross-government programme in England which aims to provide improved support and opportunities for all children and young

		people to enable them to: Being Healthy, Staying Safe, Enjoying & Achieving, Making a Positive Contribution, Social & Economic Well-being. These are the 5 Outcomes.
EDT	Emergency Duty Team	
Education Supervision Order		An order that LEAs, under section 36 of the Children Act 1989, can apply for to put a child of statutory school age, who is not being properly educated under the supervision of the LEA, with the intention of ensuring that he or she receives efficient full-time education suited to his or her age, aptitude, ability and any special educational needs, and that sufficient support, advice and guidance are provided to the parents.
EET	Employment, Education, Training	
EIP	Early Intervention Panel	
EMA	Educational Maintenance Allowance	
Emergency Protection Order		A court order granted under Section 44 of the Children Act 1989 on the grounds that a child will suffer significant harm unless they are removed to council accommodation or moved from where they are currently living.
Employment Team		Source vacancies for young people and provide support to help them secure employment.

EMS	Education Management System	The Management Information System used by BEYCS and Education Bradford. Education Bradford holds its licence and it sits on a server at Future House. Information on children accessing types of early years provision is stored on this database and this record is carried with them when they start school and throughout their school life.
EOTAS	Education Other Than At School	A team to provide monitor and manage the education of pupils who are unable to attend school.
EP	Educational Psychologist	Educational Psychologists help gather information for teachers and parents when students have academic or behavioural problems. They assist by evaluating students' thinking abilities and assessing individual strengths and weaknesses. Together, the parents, teachers, and educational psychologist formulate plans to help students learn more effectively.
EPO	Emergency Protection Order	
EPPE	Effective Provision of Pre-School Education Project	The EPPE 3-11 study (2003-2008) provides a five year extension to Europe's largest longitudinal investigation into the effects of pre-school education on children's developmental outcomes at the start of primary school: the Effective Provision of Pre-School Education (EPPE, 1997-2003) study. In EPPE, more than 3000 children were assessed at the start of pre-school (around the age of three), their developmental progress was monitored until they entered school, and then for a further three years until the end of Key Stage 1. The study applied an "educational effectiveness" design to establish the factors related to children's progress, followed by intensive case studies to "un-pack" effective practices. The EPPE 3-11 follows the same cohort of children to the end of Key Stage 2. EPPE and EPP 3-11 represent a major investment into early educational effectiveness research by the Department for Education and Skills.
ES9/11	Forms for under 18 benefits	
ESBD	Emotional, Social and Behavioural Difficulties	
ESC	Education Support Centre	
ESCO	Extended Schools Co-	

	ordinator	
ESCR	Electronic Social Care Record	
ESF	European Social Fund	
ESO	Emergency Shielding Override	
ESSG	Extended Services Strategy Group	
Every Child Matters (ECM) agenda		The five outcomes: Be Healthy; Stay Safe; Enjoy and Achieve; Make a Positive Contribution & Achieve Economic Well-Being. http://www.dcsf.gov.uk/everychildmatters/
EWO	Education Welfare Officer	A person employed by an LEA to help parents and LEAs meet their respective statutory obligations in relation to school attendance. Education Welfare Officers also carry out related functions such as negotiating alternative educational provision for excluded pupils.
EWS	Education Welfare Service	The role of Education Welfare Service is to ensure that children and young persons of school age receive the opportunity for appropriate education in relation to their age and abilities and attend school. – <i>Education Social Work Service</i>
Explicit Consent		Consent given orally or in writing. -- <i>What to do if you're worried a child is being abused, DfES, 2006</i>
Extended School		Extended Schools provide a range of services and activities beyond the school day to help meet the needs of its pupils, their families and the wider community. This may include specialist curriculum provision for pupils and/or classes for parents and other adults. Childcare is required to fulfil the government's extended services core offer.
EYCP	Early Years, Childcare & Play	
EYFS	Early Years Foundation Stage	
EYPS	Early Years	

	Professional Status	
F&F	Friends and Family	
Family Services Directory		This is a web-based directory of all the services available in Bradford for children, young people and their families. It is searchable by postcode and is a valuable tool to enable all workers to identify support available from statutory, voluntary and charitable organisations. http://www.bradford.gov.uk/health_well-being_and_care/child_care/family_services_directory/
FE	Further Education	
FGM	Female Genital Mutilation	
FIP	Family Intervention Project	
FIS	Families Information Service	Generic name for a service that delivers information, advice and assistance to parents of children up to the age of 20, on the full range of family and children and young people's services, from all sectors. www.dcsf.gov.uk/everychildmatters/earlyyears/familyinformationservice/fis <i>See also Children's Information Link (CIL).</i>
FoIA	Freedom of Information Act	
Foster Carers		Employed by Social Care to look after children who cannot stay in their own homes. Emergency, short term, temporary carers.
FPN	Fair Processing Notice	
Framework for the Assessment of Children in Need		A framework that provides a systematic way of analysing, understanding and recording what is happening to children and young people within their families and the wider context of the community in which they live.
FS	Family Support	

FSP	Family Support Panel	
FSP	Foundation Stage Profile	In Foundation Stage settings, the Foundation Stage Profile (FSP) is used to record children's achievements and progress. Each child's development is recorded on an assessment scale derived from the stepping-stones and early learning goals of the foundation stage curriculum.
FSW	Family Support Worker	
GMC	General Medical Council	
GO	Government Office	
Governing		To direct and control the actions of a body of people (for example, of an organisation).
Governing Board		The body or group responsible for directing and controlling the actions of a single organisation or another set of bodies or groups (which could be multi-agency).
GSCE	General Certificate of Secondary Education	
HE	Higher Education	Also, HEI = Higher Education Institution
Health Assessment		An assessment of a child/young person's health status and needs by a qualified medical or nursing practitioner.
Health Visitors		Specialist nurses working with parents, young children, families and communities to promote health. Usually based at GP surgery.
HI	Hearing Impaired	Hearing Impaired pupils with a range from those with a mild hearing loss to those who are profoundly deaf. They cover the whole ability range. For educational purposes, pupils are regarded as having a hearing impairment if they require hearing aids, adaptations to their environment and/or particular teaching strategies in order to access the concepts and language of the curriculum.
HLRP	High Level Rollout Plan	
HOS	Head of Service	
HT	Head Teacher	

HV	Health Visitor	
IAG	Information, Advice and Guidance	
IB	International Baccalaureate	
IBP	Individual Behaviour Plan	
ICO	Interim Care Order	
ICS	Integrated Children's System	The Integrated Children's System (ICS) is a framework for working with children in need and their families. The practice and case record keeping is supported by information technology that is designed to handle a large amount of information on individual children.
IDAP	Integrated Domestic Abuse Programme	
I&DeA	Improvement and Development Agency	
IDVAs	Independent Domestic Violence Advocacy Services	
IEP	Individual Education Plan	The Individual Education Plan is set up for pupils who have Special Educational Needs, detailing objectives, targets, provision and review.
IIP	Investors in People	
IISaM	Improving Information Sharing and Management	

IMD	Index of Multiple Deprivation	The IMD is a combined measure and indicator of levels of relative deprivation. It comprises seven main indicators (income; employment; health deprivation and disability; education; skills and training; barriers to housing and services; living environment and crime). A further two supplementary indices are: income deprivation affecting children and income deprivation affecting adults. IMD can help to identify areas of need and regeneration.
Implied Consent		This is where the person has been informed about the information to be shared, the purpose for sharing and that they have the right to object and their agreement to sharing has been signalled by their behaviour rather than orally or in writing. – <i>Every Child Matters</i>
IMS	Information Management Strategy	
InfoFile		Leaflet service for young people in youth projects.
Informed Consent		Informed consent means that the person giving consent must understand what is being proposed and what the implications of their giving or not giving consent may be. – <i>Children’s Workforce Development Council (CWDC)</i>
“In Need” under the Children Act 1989		The Children Act 1989 identifies a level of need where: <ul style="list-style-type: none"> - A child or young person is “disabled”, or - Their health or development would be “impaired” or they would not achieve a “reasonable” standard without services provided by, or on behalf of, the Local Authority.
Interim Care Order		This may be made by the court to protect a child while waiting for a final hearing. It gives time to gather more details about the child’s welfare before making a decision whether to grant further Care Orders.
IQF	Integrated Qualifications Framework	
IRO	Independent Reviewing Officer	
ISA	Information, Sharing and Assessment	

IS	Information Sharing	
ISI	Information Sharing Index	
ISO	International Organisation for Standardisation	
ISPP	Information System for Parents and Providers	<i>Now replaced by PKH and PKHD. See these below.</i>
ISVAs	Independent Sexual Violence Advocacy Services	
IT	Information Technology	
IW	Integrated Working	<p>Practitioners working with children and young people in any capacity sharing information and working together to:</p> <ul style="list-style-type: none"> - Assess need. - Create an Action Plan to meet that need. - Deliver the support required to meet the desired outcomes for the child. <p>IW at Bradford Council - http://www.bradfordd.gov.uk/integratedworking IW at Every Child Matters - http://www.dcsf.gov.uk/everychildmatters/</p>
ITERS	Infant / Toddler Environment Rating Scale	As ECERS above, but for 0-3 provision.
IYSS	Integrated Youth Support Service	

JSNA	Joint Strategic Needs Assessment	
KEEP	Key Elements for Effective Practise	
KPI	Key Performance Indicators	
LA	Local Authority	
LAA	Local Area Agreement	
LAC	Looked After Children	<p>Term refers to a child or children who are either in care (subject to a Care Order) or accommodated by a Local Authority. Children become Looked-After if, for example, their birth parents are temporarily unable to care for them, or they have been neglected or abused. Social Services, and voluntary agencies, arrange alternative care arrangements with the children's birth family or in a foster family or residential children's home.</p> <p>...</p> <p>The term "looked after children" (LAC) refers to children who are in public care. These young people may be accommodated in children's homes, in foster homes or be living at home or with extended families on Care Orders. Some children are "looked after" by virtue of being unaccompanied asylum seeker children.</p>
LACPMT	Local Authority ContactPoint Management Team	
LAP	Locality Area Partnership	
LARA	Local Authority Readiness Assessment	LARA is a web-based application, which supports the national rollout of ContactPoint (formally the Information Sharing Index), designed to assess the readiness of local authorities and their partners to share child information and also to encourage collaborative working.
LD	Local Delivery	
LDD	Learning	A term describing people who have barriers to learning and who therefore may find

	Difficulties and Disabilities	activities that involve thinking and understanding difficult. They may need help and support with their everyday lives and education. Some people with a learning disability may also have an additional impairment such as sensory impairment or a physical disability.
LDQT	Local Data Quality Tool	
LDS	Local Data Source	
LDSA	Local Data Source Analysis	
LIM	Local Implementation Manager	
LIT	Local Implementation Team	
LLPG	Local Land and Property Gazetteer	
Locality		Bradford has 14 Localities within the five Area Constituencies. A Local Area Partnership (LAP) heads each Locality.
LP	Lead Practitioner	When more than one practitioner (beyond universal services) is working with a child or young person (team around the child), a lead practitioner is nominated to coordinate their work, act as a single point of contact and reduce duplication. The lead practitioner could be any of the people working with the child or young person.
LSCB	Local Safeguarding Children Board	
LSP	Local Strategic Partnership	The Local Government Act 2000 has placed a duty on all local authorities to produce a community strategy together with Local Strategic Partnerships. A Local Strategic Partnership is a group of stakeholders who will develop ways to involve local people in shaping the future of their neighborhood and in how services are provided. LSPs are part of the Government's wider reform agenda to improve the quality and responsiveness of public services.

MAPPA	Multi-Agency Public Protection Arrangements	A system of information sharing and risk management for dangerous and sexually motivated offenders convicted of serious crime. If a person has this marker they are managed in MAPPA. (Ex-MAPPA marker shows that the person has been managed by MAPPA). Non MAPPA is as above but for offenders who are not convicted.
MARAC	Multi Agency Risk Assessment Committee	Multi Agency Risk Assessment Committee for very high/high risk Domestic Violence cases – information sharing and planning meeting to discuss risk management process for these cases. Agencies who attend include Safer Families, Police, Probation, Housing and Health.
MAST	Multi-Agency Support Team	
MI	Management Information	
MIS	Management Information System	System used to store information on key aspects of the service, usually performance related.
MIU	Management Information Unit	
MYP	Member of Youth Parliament	
NAFIS	National Association of Families Information Services	www.familyinformationservices.org.uk <i>See also FIS.</i>
NCMA	National Childminding Association	The National Childminding Association is a national charity and membership organisation that supports registered childminders in England and Wales. The association works in partnership with government, local authorities, early years development and childcare partnerships, Ofsted and others. They aim to ensure that every registered childminder has access to services, training and information, supporting them to provide quality childcare.
NCT	National Childbirth Trust	The leading charity for pregnancy, birth and parenting in the UK.

NDNA	National Day Nurseries Association	
NeCAF	National Electronic Common Assessment Framework (CAF)	Online system that will store CAFs. Practitioners from different sectors will need to generate, store, access and share CAF forms for each child with whom they are working. The e-enablement of CAF (eCAF) is an important step in providing these facilities. Common standards will enable consistent implementation across local areas. They will also ensure compatibility with the forthcoming information sharing index and other information technology projects. Five pilot schemes from local authorities across the country are currently being evaluated. At the end of the pilot phase, evaluation of the results will inform the DfES' decision in 2007 on whether to proceed with a national eCAF system and, if so, how it should be implemented.
NEET	Not in Education, Employment and Training (Young People)	NEET is a term used to describe the proportion of 16-18 year olds not in education, employment or training.
NEF	Nursery Education Fund	The Nursery Education Fund was introduced by the Government to provide free part-time early education places for children aged 3-4 years. Sessions can be taken flexibly for a maximum of five sessions per week. This funding has replaced the nursery education voucher scheme. Children are eligible from the term starting after their third birthday. Payments for NEF places are entered onto EMS in the Early Years Module.
NEG	Nursery Education Grant	
NLPG	National Land and Property Gazetteer	
NNI	Neighbourhood Nurseries Initiative	
NOF	New Opportunities Fund	
Non-Mappa		<i>See MAPPA above.</i>
NP	National Partner	

NPfIT	National Programme for Information Technology	
NPQICL	National Professional Qualification in Integrated Centre Leadership	Qualification designed for Children's Centre Managers. http://www.nationalcollege.org.uk/index/professional-development/npqicl.htm
NRF	Neighbourhood Renewal Fund	
NSF	National Service Framework	
NSPCC	National Society for the Prevention of Cruelty to Children	
Nursery School and Classes		Nursery schools provide education for children under the age of five and over the age of two.
NVQ	National Vocational Qualifications	
OADS	Operational Agreement for Data Supply	
OfSted	Office for Standards in Education	
OHU	Occupational Health Unit	
ONS	Office of National Statistics	

Out of School Care		Out of School Care is a facility that provides childcare for children, which operates either before school, after school or during the school holidays. Ofsted registration is required when the total care provided is for more than two hours in any day and for more than five days a year. The primary purpose of the facility is to look after children from three years old, in the absence of their parents, the majority of provision is for primary school aged children.
PA	Connexions Personal Advisor	
PAF	Postcode Address File	
PCM	Principal Care Manager	
PESF	Parenting Education Support Forum	
Parent		Mother, Father, Legal Guardians and the primary carers of looked after children.
Parent and Toddler Groups		Parent and Toddler Groups provide opportunities for children and parents to socialise in an informal and friendly setting. Parents often set up the groups and there are usually one to two groups a week, each session lasting for several hours. Children receive good quality play opportunities in a stimulating environment where their social and emotional development is encouraged. Parents and childminders have the opportunity to meet with other parents.
Parental Involvement		Parental Involvement refers to the involvement of parents in the work of their child's school. Schools recognise that parents play a crucial role in helping their children learn and children achieve more when schools and parents work together.
Pathway Plan		Under the Children (Leaving Care) Act 2000, all Looked-After Children should have a Pathway Plan set up by their 16th birthday. The plan should set out the support that the young person will receive in transition to independent life, and should cover the period up to the age of 18 or when they are living independently.
Peer Education		Young people working with their peers to deliver youth work
PEIP	Parenting Early Intervention Programme	
PEP	Personal	

	Educational Plan	
Permanent Exclusion		A permanent exclusion is for very serious offences or breaches of the school behaviour policy when a wide range of strategies have been tried and failed. It means that the pupil will not be accepted back in the school and will have to continue his or her education elsewhere.
Personal Data		Information about any identified or identifiable living individual, including his/her name, address and telephone number as well as any reports or records. -- <i>What to do if you're worried a child is being abused, DfES, 2006</i>
PI	Performance Indicator	Measurement of performance against targets set.
PIN	Personal Identification Number	
PIW	Parental Involvement Worker	
PKH	Parent Know How Programme	Parent Know How is a £60 million programme from the Department for Children, Schools and Families (DCSF), which seeks to transform the quality, choice, provision and awareness of parental information and support services, where needed, in order to help improve outcomes for children and young people. http://www.dcsf.gov.uk/parentknowhow
PKHD	Parent Know How Directory	In development: A national online database that will enable parents and parent-facing support staff and practitioners to access accurate and current information about childcare, early education, health and family support services, and activities for children and young people. <i>See also PKH – Parent Know How Programme above.</i>
PM	Performance Management	
PMHW	Primary Mental Health Worker	
PO	Parenting Order	A Parenting Order is a civil court order compelling a parent to align themselves with designated requirements.

		See: http://www.teachernet.gov.uk/wholeschool/behaviour/pcspospns/pos/
Police Protection		Police have power to take a child “into Police protection” if there is a risk of significant harm. The parents and the Local Authority must be notified as soon as possible. The order may last up to 72 hours.
Portage		A planned approach to home-based, pre-school education for children with developmental delay, disabilities or any other special educational needs.
PPEL	Parents as Partners in Early Learning	This forms part of the Early Years Foundation Stage profile and is based on the acknowledgement that parents are children’s first educators and that, when parents and practitioners work together in settings, there is a positive impact on children’s development and learning.
Practitioner		Any adult who works with children in a setting. A generic term used in this guidance to cover everyone who works with children and young people. -- <i>What to do if you’re worried a child is being abused, DfES, 2006</i>
Pre-Assessment Checklist		This document helps you to decide whether it is appropriate to initiate an inter-agency “Common Assessment”. Generally, you would consider this if your own agency or organisation is unable to meet the needs of the child or young person and you believe that the help and support of another agency is required. The document can be found at: http://www.bradford.gov.uk/NR/rdonlyres/F6A4FC97-F100-4157-95A3-1954F2B193CA/0/CAFPreassessmentChecklist.doc
Proportionality		The key factor in deciding whether or not to share confidential information without consent is proportionality. For example, is the information you wish to, or are asked to share a balanced response to the need to safeguard a child or another person, or to prevent or detect a serious crime? -- <i>What to do if you’re worried a child is being abused, DfES, 2006</i>

PRU	Pupil Referral Unit	An education facility for pupils who have very specific needs and are unable to attend school. Usually either part-time or temporary placements, often following several exclusions from school, but also to include children with mental health problems.
PsLA	Pre-School Learning Alliance	
Public Bodies		Any public service, for example a local authority, health service or school. -- <i>What to do if you're worried a child is being abused, DfES, 2006</i>
Public Interest		The interests of the community as a whole, or a group within the community or individuals. -- <i>What to do if you're worried a child is being abused, DfES, 2006</i>
Public Interest Test		The process a practitioner uses to decide whether to share confidential information without consent. It requires them to consider the competing public interests - for example, the public interest in protecting children, promoting their welfare or preventing crime and disorder and the public interest in maintaining public confidence in the confidentiality of public services, and to balance the risks of not sharing against the risk of sharing. -- <i>What to do if you're worried a child is being abused, DfES, 2006</i>
PVI	Private, Voluntary & Independent	
PWP	Placed with Parents	

QA	Quality Assurance	
QA Plus		The Children's Information Link (CIL) database, which holds information about services for children and families, including children's centres and extended schools.
QCF	Qualification & Curriculum Framework	
QTI	Qualified Teacher Involvement	
Quick Response		
RA	Readiness Assessment	
Recorded outcome		Evidence of a young person's personal progress or "distance travelled".
Respite		Council care for children whose parents/carers need a break, e.g. overnight, short breaks
Responsible		Answerable – for a set of actions, or to a superior body. <i>See Accountable.</i>
Risk of Significant Harm: Section 47		<p>Section 47 of the Children Act 1989 places a duty on local authorities to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child who lives, or is found in their area is suffering, or is likely to suffer significant harm.</p> <p>'Harm' means ill-treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another; 'Development' means physical, intellectual, emotional, social or behavioural development; 'Health' means physical or mental health; and 'Ill-treatment' includes sexual abuse and forms of ill-treatment that are not physical.</p> <p>There are no absolute criteria on which to rely when judging what constitutes significant harm and advice should be sought from:</p> <ul style="list-style-type: none"> • During office hours (8.30 - 5.00 Monday to Thursday, 4.30 on Friday) call Children's Social Services Initial Contact Point - 01274 437500

		<ul style="list-style-type: none"> At all other times, Social Services Emergency Duty Team - 01274 431010 <p>If you have reason to believe that a child is at immediate risk of harm, contact the police on 999. http://www.proceduresonline.com/bradford/scb/</p>
Safeguarding and Promoting Welfare		This is the process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care which is undertaken so as to enable children to have optimum life chances and enter adulthood successfully.
Safeguarding and Reviewing Unit		Formerly Child Protection Unit (CPU)
SAR	Subject Access Request	
SARCs	Sexual Assault Referral Centres	
School Action		When a school gives extra or different help for a child because that child has special educational needs. The extra or different help could be a different way of teaching certain things, some help from an extra adult, perhaps in a small group, or the use of particular equipment like a computer or a desk with a sloping top.
School Action Plus		If a child does not make enough progress within Schools Action, the teacher or the Special Educational Needs Co-ordinator (SENCO) will talk to the parents about asking for advice from other people outside the school. They might want to ask for help from, for example, a specialist teacher, an educational psychologist, a speech and language therapist or other health professionals.
SCS	Sustainable Community Strategy	
SCSI	Strategic Commissioning & Service Improvement	
SDVC	Specialist Domestic Violence Courts	

Section 12	Section 12 of the Childcare Act 2006, also known as the Information, Advice and Assistance or FIS duty.	Came into effect in April 2008, extended local authorities' legal duty to deliver information, advice and assistance to parents through a children's information service. The new duty requires each authority to establish a <i>Families</i> Information Service (FIS) that delivers information, advice and assistance to parents of children up to the age of 20, on the full range of family and children and young people's services, from all sectors
Section 17		Under Section 17 of the Children Act 1989, Local Authorities have a duty to safeguard and promote the welfare of children in need in their area.
Section 47		Under Section 47 of the Children Act 1989, Local Authorities must make inquiries about children suspected of being at-risk, so they can decide whether they need to take further action to protect and promote the child's welfare.
Secure Email	aka BradfordCAF Secure Email	This can be used by any practitioner as long as they have completed a successful "Enhanced Criminal Records Bureau" (ECRB) Check. Once you have initiated the Common Assessment by providing details to the CAF Administration Team, you will be provided with details of this system which will allow you to share CAF information electronically with other involved practitioners. If other practitioners then become involved in the assessment they can also request this secure email facility.
SEN	Statement of Special Educational Needs	A child is defined as having Special Educational Needs (SEN) if he or she has a learning difficulty that requires special educational provision to be made for him or her.
SEN Code of Practice		This provides practical advice to local authorities, school and early years setting on how to identify, assess and make provisions for children with special educational needs.
SENCO	Special Educational Needs Coordinator	A teacher who has responsibility for the day-to-day management of special educational needs in a school. This is a statutory position – all schools must have a named person to co-ordinate special educational needs by whatever name they are called. A SENCO often has practical and professional experience of teaching children with special educational needs. ... SENCOs are responsible for liaising with parents and other professionals in respect of children with special educational needs. They also provide support and advice for

		practitioners in the setting.
Serious Crime		Any crime that causes or is likely to cause significant harm to a child or young person or serious harm to an adult.
Serious Harm		There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation, and the presence or degree of threat, coercion, sadism, and bizarre or unusual elements. Each of these elements has been associated with more severe effects on the child and/or relatively greater difficulty in helping the child overcome the adverse impact of the maltreatment. Sometimes a single traumatic event may constitute significant harm, for example a violent assault, suffocation, or poisoning. More often, significant harm is a compilation of significant events, both acute and longstanding, which interrupt, change or damage the child's physical and psychological development. Some children live in family and social circumstances where their health and development are neglected. For them, it is the corrosiveness of long-term emotional, physical or sexual abuse that causes impairment to the extent of constituting significant harm. In each case, it is necessary to consider any maltreatment alongside the family's strengths and supports. <u>Working Together to Safeguard Children</u> has further information.
SHA	Strategic Health Authority	
Shared Governance		Accountability to two different superior bodies
Significant Harm		<i>See Risk of Significant Harm above.</i>
SIL	Service Improvement Log	
SIM	Service Improvement Manager	
SIMS	School Information Management	SIMS is Capita software used by schools and it links with the Education Management System (EMS).

	Software	
SIT	Strategic Implementation Team	This is the monthly meeting of middle managers of the Early Years and Childcare Service.
SLA	Service Level Agreement	
SMT	Senior Management Team	This is the fortnightly meeting of Senior managers in the Early Years and Childcare Service.
SOA	Super Output Area	Super Output Areas (SOAs) are aggregations of Output Areas and form part of the NeSS geography hierarchy. They have the advantages that they are not generally subject to boundary change, and that within each layer of the hierarchy the SOAs are reasonably consistent in terms of size of population. There are 2 layers of SOA: Lower and Middle. Lower Layer SOAs are subdivisions of Middle Layer SOAs, which in turn are subdivisions of local authorities.
Social Work		The provision of personal help to resolve a range of social and economic difficulties. The term was first adopted by social theorists in the early 1900s and began to be used more widely in the 1970s following the establishment of social services departments and the British Association of Social Workers.
SRE	Sexual and Relationship Education	
Statement		<i>See SEN above.</i>
Step-up, Step down		A key element of the “Common Assessment Framework” (CAF). Different services are engaged as needs increase. No agency disengages without ensuring that colleagues in other agencies are sufficiently informed to continue working with the child or young person. At the point where an agency disengages from the CAF process as needs decrease or their work is finished, they update the Team Around the Child (TAC) and Lead Practitioner with the work they have done. This is achieved by sharing an updated CAF or equivalent (agency specific) summary of work done.
Supporting People		New regime for funding the running costs of housing for vulnerable people, such as rough sleepers, older people and those with special needs. The money will be paid directly by Local Authorities to housing associations and other supported housing agencies. It replaced the former system under which supported housing was funded by

		a combination of housing benefit and grant from the housing corporation.
SW	Social Worker	Social Workers have a wide role in supporting people who are considered “at-risk.” In the case of children who are looked-after, the child’s Social Worker manages their care. This includes visiting the placement at set intervals and ensuring that the child is cared for safely. Plans for health, education and contact are also carried out. In cases of child protection, Social Workers are involved in initial investigations and lead core assessments of registered children.
SWIFT		This is the database used by Social Services. It is a case management system for social care clients across the Bradford district.
TAC	Team Around the Child	A key element of the “Common Assessment Framework” (CAF). As needs increase, services are engaged from other agencies. Individual staff from those agencies join the team and remain part of it until their role is no longer necessary.
TDA	Training & Development Agency for Schools	
TfC	Together for Children Consortium	
TICC	Teacher in Children’s Centre	High quality teacher input is one of the core components of a Children’s Centre. It is crucial that local authorities ensure that all children using the Centre receive the very best educational and care experiences. The centres will be, for many families and their children, their first experience of childcare and education. Teachers will play an important role in making sure that they find the centre an inviting, exciting place to be.
Third Sector		Voluntary and community organisations, charities, social enterprises, co-operatives and mutuals
TOPSE	Tool of Parenting Self-Efficacy	
TP	Teenage Pregnancy	
tPCT	Teaching Primary Care Trust	Former name of Bradford and Airedale Community Health Service (BACHS)
Transition Plan		A plan that should form part of the first annual review after the child's 14th birthday, and

		any subsequent annual review. The purpose of the plan is to draw together information from a range of individuals within and beyond the school, in order to plan coherently for the young person's transition to adult life.
Transition Review		Multi agency review with Year 9 students who have a statement.
UMIS	Universal Monitoring and evaluation Information System	
USM	User Management System	
VCS	Voluntary and Community Sector	
VCSO	Voluntary and Community Service Organisations	
VRQ	Vocational Related Qualifications	
WD	Workforce Development	
Well-being		Well-being has a legal definition based on the five Every Child Matters outcomes. The achievement of these outcomes is in part dependent on the effective work to safeguard and promote the welfare of children.

WNF	Working Neighbourhoods Fund	
YISP	Youth Inclusion Support Panel	
YJB	Youth Justice Board	
YOIS	Youth Offending Information System	
YOT	Youth Offending Team	First introduced in 1999, Youth Offending Teams bring together staff from Social Services, the Police, Probation, Education and Health Authorities to work together to keep young people aged 10-17 out of custody. The teams are monitored and coordinated nationally by the Youth Justice Board, and are accountable to council's Chief Executives.
Youth Service Awards		Annual Youth Service achievement awards based on the five ECMs.
Youth Work Training for Young People		Formerly YADS. Competence-based learning for young people who wish to gain a youth work qualification.
YP	Young People	
YS	Youth Service	In Bradford, now called IYSS – Integrated Youth Support Service
YSW	Youth Support Worker	

See also the DCSF Glossary
<http://www.dcsf.gov.uk/everychildmatters/glossary/>
Department for Children, Schools and Families

If you have any additions or amendments to this document, please contact:
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